

## **By-Laws for Friends of the Bristol Public Library**

### Article I Name

The name of the association shall be Friends of the Bristol Public Library (FOBPL).

### Article II Purpose

Section 1. The purpose of this association shall be to maintain a group of persons interested in the Bristol Public Library; to focus public attention on the library and library services; to stimulate the use of library resources and services; to receive and encourage gifts, endowments, and bequests to the library; and to support and cooperate with the library in developing library services and facilities for the community.

Section 2. No part of the net earnings of the association shall serve to the benefit of any member, trustee, official, or individual.

### Article III Basic Policies

Section 1. The association shall be noncommercial, nonpartisan, and nonsectarian. The association shall not engage in propaganda or intervention in any political campaign on behalf of any candidate for public office. No substantial part of the activities of the association shall involve attempts to influence legislation.

Section 2. The name of the association, or names of any members in their official capacity, shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the association.

Section 3. The association may cooperate with other organizations and agencies concerned with the Bristol Public Library , but persons representing the association in such matters shall make no commitments which bind the association.

### Article IV Fiscal Year and Finances

Section 1. The fiscal year of the organization shall be concurrent with that of the Bristol Public Library. A budget for the fiscal year shall be approved by the FOBPL Executive Board prior to the year's commencement.

Section 2. No officer, committee, task force, or individual member shall incur any expenses on behalf of the Friends unless duly authorized by the Executive Board. Funds under \$50 shall require a signature from the President, Vice-President, Treasurer, or Secretary; funds \$50 or over shall require two signatures from either the President, Vice-President, Treasurer, or Secretary.

Section 3. The official financial records of the organization shall be housed at the Bristol Public Library. The Friends accounts are subject to the audit practices of the Library.

Section 4. All monies collected and raised by the Friends of the Bristol Public Library must be given to the Treasurer. The Treasurer will count, and document the funds for the Executive Board's local records; all funds will be deposited in the Friends of the Library bank account.

Section 5. The Treasurer shall present a financial status report and a budget status report at each Executive Board meeting, in addition to an end of the fiscal year report which shall be presented at the annual membership meeting in April.

## [Article V Membership](#)

Section 1. Membership in the Friends of the Bristol Public Library organization shall be open to all individuals in sympathy with its purposes, and to representatives of organizations and clubs when representation is desired.

Section 2. Membership is nontransferable or assignable.

Section 3. Each membership shall be entitled to one vote, including during the election of officers during the annual membership meeting in April.

Section 4. The membership year is April 1 – March 31.

## [Article VI Governance](#)

Section 1. All Friends of the Bristol Public Library fundraising events must be approved by the Executive Board.

Section 2. The association may accept unconditional gifts of money; however, other gifts must be approved by the FOBPL Executive Board. The Executive Board may reject, on behalf of Friends of the Bristol Public Library, any contribution, gift, service, bequest, or device.

Section 3. Contributions by the association to the Bristol Public Library must be approved by the library administration.

Section 4. Any member may submit items to the President to be placed on the agenda for consideration.

Section 5. The Friends of the Bristol Public Library are subject to the Bristol Public Library policies and codes of conduct.

## Article VII Officers

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer. The term shall be for one year, and with the exception of Secretary and Treasurer, no person shall serve for more than two consecutive one-year terms.

Section 2. Officers shall be nominated by a committee appointed by the President of the association at least two months before the annual membership meeting, which is held in April (as defined in Article X). The nominations, made with the consent of the nominee, shall be presented at the annual meeting. Additional nominations may be made from the floor.

Section 3. Officers shall be elected by the majority vote of those present at the annual meeting.

Section 4. Each officer must be a current dues-paying member of the Friends of the Library.

Section 5. Three consecutive or five general meeting absences in a fiscal year without notification of the Executive Board may result in dismissal from the Executive Board for neglect of duty. All officers will abide by the Bristol Public Library policies and codes of conduct.

## Article VIII Duties of Officers

Section 1. The President shall be responsible for carrying out the purposes of the association. The President shall preside at all meetings of the membership and shall perform other duties usually pertaining to their office as well as duties assigned to them by the Executive Board. The

President shall prepare a report of the activities of the association for the period of their term in office for submission to the annual meeting of the membership.

Section 2. The Vice-President shall perform such duties as may be assigned to them by the President, or the membership. During any period in which the President is unable or refuses to act, the Vice President shall perform the duties of the President.

Section 3. The Secretary shall take and record the minutes of all meetings; shall be responsible for notifying the members of the time and place of meetings; and shall conduct the correspondence of the association. The Secretary shall maintain a list of membership and contact information.

Section 4. The Treasurer shall be responsible for all monies, securities, and intangible assets of the association. The Treasurer shall maintain books of account which shall be available for inspection at any time by the Executive Board. The Treasurer shall submit a status report at each Executive Board Meeting as well as prepare a report on the previous year's finances to be presented at the annual membership meeting.

## Article IX Executive Board

Section 1. The Executive Board shall be composed of the officers of the association and the chairpersons of the standing committees (listed in Article XIII). An employee of the Bristol Public Library shall also serve as ex-officio member of the Board.

Section 2. An employee of the Bristol Public Library will serve as ex-officio member of the Friends of the Library. The employee does not count toward the set members of the Executive Board, and may only cast a vote in the event of a tie.

## Article X Duties of the FOBPL Executive Board

Section 1. The Executive Board shall have the authority to appoint committees as is hereinafter set forth.

Section 2. Meetings of the Executive Board shall be held quarterly. Special meetings may be called by the President.

Section 3. A majority of the Executive Board shall constitute a quorum.

Section 4. Vacancies arising in the Board shall be filled by appointment(s) made by the remaining Board members.

Section 5. The Executive Board shall review and determine membership dues at the first quarterly Executive Board meeting.

## Article XI Meetings

Section 1. The annual meeting of the membership shall be held on a date in April, the month of National Library Week, as determined by the FOBPL Executive Board. Members shall be notified at least two weeks prior to the date of the meeting.

Section 2. The Friends of the Bristol Public Library will meet monthly.

Section 3. A special meeting of this association may be called at any time by the Executive Board. Members shall be given such notice as shall be reasonable under the circumstances.

## Article XII Membership Dues

Section 1. Dues shall be payable annually and shall become due on the day of the annual membership meeting. There shall be seven classes of annual dues:

1. Bookworm (student membership)
2. Book Nerd (adult membership)
3. Book Case (household membership)
4. Book Collector
5. Bibliophile
6. Conservator
7. Archivist (lifetime/corporate membership)

Please note: Book Case (Household membership) can include up to 2 adults (ages 18 and over) and 2 children (ages 17 and younger).

## Article XIII Committees

Section 1. The Standing Committees of Friends of the Bristol Public Library shall be 3 in number:

- 1) Volunteer Committee;
- 2) Membership Committee; and,
- 3) Project Committee.

The duties of these committees shall be as determined by the Executive Board. Chairpersons for these committees shall be appointed by the officers, and shall attend meetings as members of the Executive Board.

Section 2. The Executive Board may at any time appoint ad hoc committees. These committees shall exist only for the current term of the Executive Board.

## Article XIV Amendments

Section 1. Amendments to these By-laws may be made as deemed necessary by the Executive Board after notification of at least one month prior to such meetings at which voting is to take place. A simple majority of members in attendance may make amendments to association By-laws.

## Article XV Dissolution

Section 1. A simple majority of members in attendance will vote by show of hands to dissolve Friends of the Bristol Public Library, if necessary. In the event of the dissolution of the association, and prior to the completion thereof, all liabilities and obligations of the association shall remain paid, satisfied, and discharged, and all remaining assets, property, and income owned or held by the association shall be expended for or applied to the purposes of the association, or one or more of such purposes, by transferring and conveying such assets, property, and income to the Bristol Public Library, and no part of such remaining assets, property, or income shall be distributed to any members or to any other individual whatsoever.

## Article XVI Parliamentary Procedure

Section 1. Roberts Rules of Order, Revised, when not in conflict with these By-laws shall govern the proceedings of the association.