

# **Bylaws of the Friends of the Jaffrey Public Library**

## **Article I: Name and Membership**

The name of this organization shall be the Friends of the Jaffrey Public Library. Membership shall consist of such persons as pay the annual dues.

## **Article II: Purpose**

1. The purpose of this organization is to work with the Library staff and the Trustees to promote informed interest in the Library's function, resources, services, and needs; to help in any way with its running under the Library Director's supervision; to stimulate and receive gifts and bequests for the benefit of the Library; and to support the development of programs for the extension and improvement of the Library's services and resources.
2. The organization has no responsibility for policies, regulations, or daily operations of the Library.

## **Article III: Governance – Executive Board**

1. The management of the affairs of the organization shall be in the control of an Executive Board, whose size shall not exceed seven persons, in addition to the Library Director who is an ex officio member.

Board members shall be elected by the general membership at the annual meeting for a two-year term. They may be reelected twice but may not serve more than three consecutive terms

This Executive Board shall select a Moderator, Secretary, and Treasurer.

The Executive Board shall have the power to fill vacancies by a majority vote of its members.

A majority of the members of the Executive Board present, either virtually or in person, shall constitute a quorum for the transaction of any business which comes before the meeting.

2. Members of the Executive Board of the Friends of the Jaffrey Library shall arrange various programs, publicity, fundraising, and membership events each year.

## **Article IV: Meetings**

1. The annual meeting of the Friends of the Jaffrey Library shall be held on a date in April to be determined by the Executive Board at its January meeting. The Secretary shall notify the membership by posting a notice of the annual meeting at the Jaffrey Public Library at least seven (7) days before said meeting takes place and by emailing a notice to the members. Notices of special meetings of the membership, which may be

called at any time by the Executive Board's officers, shall be given in the same manner. A majority of the members present, either in person or virtually, shall constitute a quorum for the transaction of business.

2. Special meetings of the Executive Board may be called at any time by two (2) members and notice thereof shall be given to all of the Executive Board members by the Secretary. A majority of the Board members present, either in person or virtually shall constitute a quorum for the transaction of business.

#### **Article V: Amendments**

These bylaws may be altered or amended at any meeting of the members of the organization by a majority of members present at the time of the vote, provided that notice of the proposed change or amendment has been posted at the Jaffrey Public Library at least seven (7) days before the meeting at which such proposal is to be considered.

#### **Article VI: Conflict of Interest**

Any possible conflict of interest on the part of any Member of the Board or employee of the organization shall be disclosed in writing to the Board. When the transaction involving a Board Member or officer exceeds five hundred dollars (\$500) for the year, a two-thirds vote of the disinterested Board members is required. The minutes of the meeting shall reflect that a disclosure was made and the actual vote.

#### **Article VII: Dissolution**

In the event of the dissolution of this organization, or in the event it shall cease to exist for the stated purpose, all the property and assets shall be distributed to the Trustees of the Jaffrey Public Library.

Under no circumstances shall any of the property or assets of this organization during the existence and/or upon the dissolution thereof be given to or distributed to any officer, member, or subsidiary of this organization. This association shall observe all local, state, and Federal laws which apply to a nonprofit organization as defined in Section 501c (3) of the Internal Revenue Code.

***Revised bylaws approved at the Friends of the Library annual meeting on April 19, 2023.***