The Friends of the Ayer Library Bylaws

ARTICLE I: NAME

Section 1: Name
This organization shall be called The Friends of the Ayer Library, Incorporated.

ARTICLE II: PURPOSE

Section 1: Purpose
The purpose of The Friends is to foster community interest in the library’s services and resources and to support and cooperate with the library in developing such services and resources.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: Membership
Membership in The Friends is open to any individual, family, organization or business that has indicated an interest in being involved in The Friends by paying the membership dues.

Section 2: Dues
There shall be a membership fee established by the Executive Board. Dues for each calendar year will be set at each annual membership meeting and are due no later than February 1. The fee shall be the same no matter the time of year one joins.

Section 3: Membership Year
The membership year shall be the calendar year.

Section 4: Membership Privileges
Members are entitled to attend all Friends meetings and may hold office and/or serve on committees. Each member in good standing (those who have paid dues for the year) shall have one vote at the annual membership meeting.

Section 5: Annual Membership Meeting
The annual membership meeting shall be held in October. Members shall be notified at least two weeks prior via email or phone. Intervening meetings may be called with 30 days’ notice to members. A quorum for conducting business at the annual membership meeting shall be the number of members present.

Section 6: Majority Required
Issues requiring a vote to be taken will pass with a simple majority of voting members present.

ARTICLE IV: OFFICERS AND GOVERNMENT

Section 1: Executive Board
The Executive Board shall consist of the officers: (president, vice president, secretary and treasurer), at-large members appointed by the officers, and all committee chairs. One officer may hold more than one office concurrently. The Library Director may serve or appoint a staff designee as an ex-officio member of the Board without voting privileges.

Section 2: Executive Board Meetings
Board meetings shall be held quarterly. Special meetings may be called by any member of the Board. Board members are expected to attend all meetings. The Board will provide its meeting minutes to the Library Trustees and the Library Director. The minutes will be accessible to the public at the Library.

Section 3: Quorum
A simple majority of the Executive Board shall constitute a quorum. Issues requiring a vote to be taken will pass with a simple majority of voting Board members present.

Section 4: Committees
The Board shall have the authority to appoint committees to assist in carrying out the goals of The Friends. Committee chairs shall be appointed by the Board.

Section 5: President’s Duties
The President shall call, preside over and conduct all meetings of the Executive Board, and may represent The Friends at private and public activities.

Section 6: Vice President’s Duties
The Vice President shall perform the duties of the President in the absence of the President.

Section 7: Secretary’s Duties
The Secretary shall keep minutes of meetings, distribute agendas, take care of all necessary correspondence and public communications.

Section 8: Treasurer’s Duties
The Treasurer shall keep and maintain all financial records and bank accounts. The Treasurer shall prepare a financial report for the annual membership meeting and shall file all state and federal tax forms and the annual report to the Secretary of the Commonwealth.

Section 9: Member at Large Duties
Members at Large shall advise the Executive Board and shall take on special projects as needed.

Section 10: Nomination to the Executive Board
Officers shall be nominated by the Executive Board at least two months prior to the annual membership meeting. Nominations shall be submitted to the membership with the consent of the nominees with the announcement of the annual membership meeting. Additional nominations may be made by any member with the consent of the nominee.

Section 11: Elections of Officers to the Executive Board
Officers shall be elected by majority vote of those present at the annual membership meeting for the term of one year and will take office at the end of that meeting.

Section 12: Vacancies of Officers on the Executive Board
If an officer fails to attend two consecutive board meetings, the Executive Board may elect a replacement to serve until the next election.

ARTICLE V: FISCAL MANAGEMENT

Section 1: Fiscal Year
The fiscal year of The Friends shall be the calendar year.

Section 2: Expenses Incurred
No officer, committee or individual member shall incur any expenses over $500 on behalf of The Friends unless duly authorized by the Executive Board. Authorization can be made between Executive Board meetings with written unanimous agreement.

Section 3: Records
The official financial records of The Friends shall be maintained at the Ayer Library.

ARTICLE VI: PARLIAMENTARY AUTHORITY AND AMENDMENTS

Section 1: Parliamentary Authority
In questions of procedure, Robert’s Rules of Order shall apply when not in conflict with these bylaws.

Section 2: Amendments to the Bylaws
Amendments to these bylaws may be proposed at any Executive Board meeting. Amendments shall pass by a two-thirds majority vote at an annual membership meeting.

ARTICLE VII: DISSOLUTION

Section 1: Method
Upon proper written notification from the Executive Board, a meeting of the general membership may be held to dissolve The Friends. A majority vote of the present members may dissolve The Friends provided all expenses have been met and that: (a) the Treasurer certifies that no outstanding bills remain and (b) the balance on hand is less than $50. The Board will follow state and federal regulations for dissolution and disbursement of funds.

Section 2: Dissolution Statement
The Executive Board shall file a formal dissolution statement with the Library Director declaring The Friends dissolved and relinquishing its rights and privileges as outlined above.

Adopted October 18, 2017