

CONSTITUTION AND BY-LAWS
“FRIENDS OF THE DUNDALK LIBRARY”
(THE SOUTHGATE RUTH HARGRAVE MEMORIAL LIBRARY)

2016

ARTICLE I - NAME

Section 1

The name of this organization shall be THE FRIENDS OF THE DUNDALK LIBRARY.

ARTICLE II – PURPOSE

Section 1

The purpose of this organization shall be to maintain an association of persons interested in libraries;

To focus public attention on the library;

To promote the use of the library’s resources and services;

To receive and encourage gifts and bequests to the library;

To support and co-operate with the library in developing services, resources and facilities for the community.

ARTICLE III – MEMBERSHIP

Section 1

Annual membership in this organization shall be open to individuals in sympathy with its purpose.

Section 2

Membership categories will be: Individuals, Students, and Families.

Section 3

Each membership shall be entitled to one vote.

Section 3b

A family membership entitles each member of that family who is over the age of majority one vote.

Section 4

Dues are payable in January of each year.

ARTICLE IV – OFFICERS

Section 1

The Officers of this organization shall be President, Vice-President, Secretary, Treasurer and such other Officers as the Executive Committee may determine.

Section 2

Officers shall be elected for a term of (1) year, and may serve no more than (3) successive years in any particular office.

Section 3

Any vacancy occurring in any office shall be filled by the Board of Directors from the existing membership. The replacement officers shall complete the unexpired term.

Section 4

Officers shall be nominated at the annual meeting.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1

The President shall:

- a. Preside at meetings.**
- b. Be a liaison between; i. The Friends and the Librarian ii. The Friends and the Board.**
- c. Together with another executive member, constitute signing authority on all disbursements.**
- d. Represent the Friends before any group requesting the presence of the Friends, or delegate a representative.**
- e. Prepare and present an annual report to the membership.**
- f. Be an ex-officio member on all committees.**

Section 2

The Vice-President shall:

- a. Preside at meetings when the President is absent.**
- b. Perform the duties of the President**
- c. Has signing authority.**

Section 3

The Treasurer shall:

- a. Provide a treasurer's report at each meeting to include bank account balances, disbursements and income received.**
- b. Submit the financial records for the previous year to the auditors as soon as possible after the year end (June).**
- c. Collect all dues and maintain a current list of paid members.**
- d. Has signing authority.**

Section 4

The Secretary Shall:

- a. Keep the minutes of all meetings.**
- b. Maintain attendance records for all meetings.**
- c. Maintain a current membership list complete with addresses and telephone numbers.**
- d. Conduct all correspondence and business of the Friends.**
- e. Keep the minutes of all meetings and distribute them to the executive and the Librarian in a timely fashion.**
- f. Has signing authority.**

ARTICLE VI – FINANCES

Section 1

Monies received from memberships, projects, gifts and memorials shall be used to further the purpose of this organization.

Section 2

All expenditures shall be approved by the Executive Board.

Section 3

The fiscal year shall end on June 30th of each year.

Section 4

Receipts for income tax purposes shall be issued promptly by the Treasurer.

Section 5

The books, accounts and records of the Friends shall be audited once each year by a duly qualified accountant.

Section 6

The signing officers for the Friends are the Treasurer, Secretary, President and Vice-President.

ARTICLE VII – AMMENDMENTS

Section 1

These by-laws may be amended at any regular general meeting of the organization by a two-thirds majority of the members present and voting, provided that a written copy of the proposed changes, signed by two members, has been submitted to the Executive.

ARTICLE VIII – DISSOLUTION

Should the Friends decide to dissolve itself, after satisfaction of all liabilities, including the cost of dissolution, all assets of the Friends shall be handed over to the Southgate Public Library Board.

ARTICLE IX – RULES OF ORDER

Any procedural matters not covered by these by-laws will be governed by the provisions of “Robert’s Rules of Order”.

ARTICLE X – LIBRARY BOARD/FRIENDS RELATIONS

Section 1

A copy of these By-Laws and any and all amendments will be filed with the Library Board.

Section 2

All projects and fund raising plans should have the approval of the Librarian. Board inquiries concerning the Friends may be presented at regular meetings. Public Relations work by the Friends on behalf of the Library shall be coordinated through the Librarian.

ARTICLE XI –GENERAL MEETINGS, ANNUAL MEETINGS, SPECIAL MEETINGS

GENERAL MEETINGS

Section 1

The order of business at each meeting shall be as follows:

- a. Call to order**
- b. Attendance**
- c. Approval of the agenda**
- d. Approval of the minutes**
- e. Treasurer’s Report**
- f. New Business**
- g. Next Meeting**
- h. Adjournment**

Section 2

Quorum at general membership meetings shall be twenty percent (20%) of paid membership. Proxies are not allowed.

Section 3

Each member, in good standing shall have the right to exercise one vote on each matter of business at any general meeting.

ANNUAL GENERAL MEETING

The annual meeting shall be held in November of each calendar year. The order of business for the Annual General Meeting shall include the Election of Officers. A majority of the members present will vote to determine the new executive. Notice of such meetings shall be posted two weeks prior to the Annual General Meeting. A majority of the members present and voting at this meeting shall constitute a quorum.

SPECIAL MEETINGS

A special general meeting must be called by the President if he/she is in receipt of a written request to do so from a member(s).