

Friends of the Claverack Free Library
Claverack, New York 12513

Bylaws

Article I – Name:

The name of the organization shall be known as “Friends of the Claverack Free Library”, hereafter referred to as “Friends”.

Article II – Purpose:

The Friends of the Claverack Free Library working cooperatively with the Library Board of Trustees and Library Director will act as advocates to optimize public access to information and technology, services, and programs. Serving as liaison to the community, the Friends will supplement library operations with volunteer talents and fundraising to maintain and improve library services at the Claverack Free Library that are up to date, relevant, and accessible to all.

Article III – Mission:

The Friends of the Claverack Free Library brings together a group of citizens who actively support the library through advocacy, volunteer services, fundraising, and programming.

Article IV – Membership:

Section 1 – Membership in the Friends shall be open to anyone who subscribes to the purpose and mission stated above.

Section 2 – Membership fees schedule shall be determined each year by the Board of Trustees upon the recommendation of the Officers of the Friends.

Section 3 – The membership year shall be September 1 through August 31.

Section 4 – Each membership shall be entitled to one vote at the annual organizational meeting of the Friends. Friends who are currently serving on the Library Board of Trustees may not vote.

Article V – Governing Body:

Section 1 - The Friends of the Claverack Free Library shall be governed by the following officers, also known as the Executive Committee:

Chair
Vice-Chair

Recording Secretary
Membership Secretary
Treasurer
Volunteer Coordinator
One Member-at-Large

Section 2 – Members of the Executive Committee shall be elected to two-year terms at the annual meeting in September following nomination by an *ad hoc* committee to identify interested members. The term of office for officers and Member-at-Large shall be two years beginning October 1 and they may serve for a maximum of three consecutive terms.

Section 3 – The Executive Committee will also consist of two non-voting members: the Library Director *ex officio* and a Library Board-designated member to act as liaison.

Section 4 – Vacancies in any office shall be filled by a majority vote of the Executive Committee. All voting members shall have the right to be considered for election to office and will serve until the next annual meeting.

Section 5. A majority of the Executive Committee shall constitute a quorum. A quorum will be required to approve all financial and business transactions of the organization.

Section 6 – The Executive Committee will designate one of its members to serve as a liaison to the Library Board of Trustees.

Article VI – Meetings:

Section 1 – Meetings shall be called by the Executive Committee and will be open to all members and prospective members. Notice will be given two weeks in advance of meetings in one or more of the following ways: posting of meeting announcement at the library; e-mail message to members; notification in local newspaper(s).

Section 2 – The Recording Secretary shall take minutes of Friends' meetings and prepare a regular report to be presented at Library Board of Trustees meetings by the Friends' liaison to the Library Board.

Section 3 – An Annual Organizational Meeting open to the general membership shall be held each year, at a time to be determined by the Executive Committee, for the purpose of electing officers as scheduled and hearing reports on the business of the organization from the previous year. Members shall be notified at least one month prior to the date of the meeting. Voting at the Annual Meeting is open to each paid membership excluding those Friends currently serving on the Library Board of Trustees.

Article VII – Fiscal Year and Finances:

Section 1 - The fiscal year of the Friends group shall be concurrent with that of the Claverack Free Library which follows a calendar year.

Section 2 - The Treasurer shall be responsible for keeping records of all financial transactions and preparing reports to be presented at each Executive Committee meeting.

Section 3 – The Treasurer shall be responsible for preparing a quarterly financial report to be presented to the Library Board of Trustees.

Section 4 - No officer, committee, task force, or individual member shall incur any expenses on behalf of the Friends unless duly authorized by the Friends' Executive Committee.

Article VIII – Committees:

Section 1 – The following shall be formed as standing committees and shall be comprised of at least one member of the Executive Committee and two additional members from the Friends membership:

Events Committee – To organize and hold special events and gatherings for the purpose of fundraising and/or community outreach, such as book sales, cultural and educational activities, and social events. Events and activities shall be coordinated with the Library Board of Trustees.

Finance Committee – To oversee income and disbursements of monies raised. Committee to include the Treasurer.

Membership Committee – To recruit new members and monitor, track and renew annual memberships. Committee to include the Membership Secretary.

Communication Committee – To communicate with members on a regular basis through one or more of the following ways: regular e-mails; regular newsletter; a column in the Library newsletter. Also to handle correspondence and help publicize events. Committee to include the Recording Secretary.

Section 2 - The Executive Committee shall form and dissolve *ad hoc* committees as needed for the effective functioning of the Friends' group.

Article IX – Parliamentary Authority

In all instances when they are applicable and not inconsistent with the bylaws and any other special rules the organization shall adopt, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings of this organization.

Article X – Amendments:

Proposed amendments may be ratified at the annual organizational meeting of the general membership, by affirmative vote of two-thirds of the persons present who are eligible to vote. Each member who has paid their annual membership fee shall be notified one month prior to the meeting at which the voting is to take place and provided with a copy of the proposed changes to the bylaws with recommendations from the Executive Committee.

Article XI – Dissolution Statement:

In the event that the Friends of the Claverack Free Library should disband, all assets shall become the property of the Claverack Free Library and Reading Room Association. Further, no member of the Friends shall be entitled to share in any assets upon dissolution of the organization.