

# Friends of the Sherborn Library

## By-Laws

### **ARTICLE I: Objective**

The purpose of the Friends of the Sherborn Library is to provide support for and ongoing improvements of programs, materials and services of the Library for the benefit of the entire community, as well as to act as liaison with the town to educate and encourage positive involvement by citizens to ensure a strong, active library in Sherborn.

### **ARTICLE II: Membership**

Membership is open to all interested persons. Annual membership fees are determined by the Board of Friends each year.

### **ARTICLE III: Board of Friends of the Sherborn Library**

The Board of Friends is responsible for overall programming, services, materials, policies and disbursement of funds provided by the Friends.

#### Section A: Board Composition

- The Board is comprised of the following positions: President, Treasurer, Secretary, Donor Data, Fundraising: Capital Campaign, Fundraising & Special Events, Publications, Corresponding Secretary, Children's Programming, Music and Summer Concerts, Exhibits (including, but not limited to the administration of the Mangone Caldicott Silent Auction Series), Book Cellar, Flyers, Media: Press, Media: Communications, Arts & Crafts Chairpersons, and the Director of the Library who serves as an ex-officio member of the Board.
- Additional Board members may be added by a majority vote of the Board as deemed necessary.

#### Section B: Duties and Terms of Office

- The duties of each board member consist of those usually associated with his/her respective positions, as well as those described in each individual job description,
- The term of office for each Officer is three (3) years. Positions on the Board may be rotated at the close of each year.

#### Section C: Vacancies

Vacancies are to be filled by providing informational interviews with interested townspeople, conducted by the President or her designated person, followed by a 2/3 majority vote of the full Board.

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### Section D: Meetings

- Monthly meetings are to be held by the Board from September through June on the second Thursday of each month. Changes in this schedule may be made by a simple majority vote of the Board if deemed appropriate or necessary.
- A special meeting of the Board may be called by the President or a simple majority of members with a five (5) day notice.
- For all meetings, quorum is defined as a simple majority of Board members. Action may be taken by a majority of those Board members present assuming quorum is achieved.
- An annual meeting is to be held each June for the election of new members, reading of annual reports and the transaction of other business.
- All meetings are open to the public and are to be publicized regularly throughout the year.
- In lieu of a meeting, board action may be taken by unanimous written consent. A written vote or votes must be sent to each member of the Board either in hard copy, by fax or by email. Every member must then sign the vote(s) and return them by fax or email (and ultimately by hard copy to be kept with the records of the corporation). This vote is valid only if unanimous consent is received in writing.

### Section E: Funds

- All funds are to be deposited in a bank account of the Friends of the Sherborn Library, and will be dispersed by the Treasurer or the President of the Board.
- Monies to be invested in any special funds, such as money-market funds, require a 2/3 majority vote of the full Board.
- Disbursement of funds requires a majority vote of the Board.
- Reimbursements for appropriate personal expenditures require receipts or detailed written notes by Board members.
- If for any reason this organization is dissolved, all funds held at that time are to be turned over to the Board of Trustees of the Sherborn Library.

### **ARTICLE IV: Amendments**

These by-laws may be amended at any meeting of the Board of Friends by a 2/3 majority of Friends present, provided that notice of the proposal to amend has been publicized one month prior to that meeting.

*Revised, September 2012*