

Bylaws

I. NAME

The name of the organization shall be the Friends of the Town of Berne Library. It shall hereinafter be referred to as the FRIENDS.

II. PURPOSE The purpose of the FRIENDS is embodied in the Mission Statement.

1. To provide support for the Town of Berne Library
2. To provide support for the library programs
3. To provide additional money for library materials, equipment, and/or services from funds received through payment of dues for various types of memberships
4. To hold activities that raise funds to support and enrich library facilities and events such as exhibitions, speakers and programs
5. To promote the importance of the library in the community and volunteer their time to support library projects.

III. POLICY

There will be no discrimination in this organization on the basis of race, religion, age, ability, sex or national origin. Membership shall be open to all individuals interested in the purposes of the FRIENDS.

IV. MEMBERSHIP AND DUES

1. There shall be four classes of membership in the FRIENDS.
 - a. Individual membership
 - b. Family membership
 - c. Life membership
 - d. Corporation and organization membership

Life membership funds may be placed in a Library Endowment Fund or to the use specified by the donor. A life member may also request that the contribution be set

up as a memorial.

2. Annual dues shall be determined by the Board of Directors and shall cover a one-year period from January 1 to December 31.

3. Members in good standing are eligible to:

- a. attend membership meetings;
- b. vote at the annual meeting; [The vote of corporate and organizational members is that of an individual member.]
- c. seek election as a director or officer;
- d. participate in any and all Friends activities.

V. BOARD OF DIRECTORS AND ELECTIONS TO THE BOARD

1. There shall be a Board of Directors composed of no more than 15 members, including the officers. Board members shall be elected by the members from a slate presented to them by a Standing Nominating Committee. This committee shall have three members from the Board of Directors. The president shall appoint the chair, and the other two shall be elected by the Board of Directors during the first meeting over which the new president presides. A board member shall serve one three-year term, at the end of which the member may be eligible for reelection after careful evaluation by the Standing Nominating Committee - such evaluation to include attendance at regular meetings and other functions sponsored by the FRIENDS. If a board member does not attend at least one board meeting their first year, they automatically forfeit their position on the board. If a person is unable to attend regular board meetings for a two-year period, the member shall not be invited to serve the next term. Board members are expected to attend all regularly scheduled board meetings and to attend and support the activities of the FRIENDS.

2. The Nominating Committee shall present its slate at the annual meeting. Additional nominations may be made from the floor with the consent of the nominee. Election shall be by majority vote of the members present at the Annual Meeting.

3. Any interim vacancy on the Board shall be filled by a majority vote of the Board.

4. An e-mail notice of all Board meetings and an agenda shall be sent to Board members prior to a meeting. Minutes of the previous meeting may be included. If a Board member does not have e-mail capability, they will be notified by phone.

5. A quorum of the Board shall be 5 members.

VI. MEETINGS

There shall be two general meetings during the year. A Membership Meeting in the fall and an Annual Meeting in the spring. The times of these meetings shall be set by the President. Additional meetings may be held as frequently as desired and shall be called at the discretion of the President or the other officers. Parliamentary procedure shall follow Robert's Rules of Order, Newly Revised.

VII. OFFICERS, THEIR ELECTIONS AND THE EXECUTIVE COMMITTEE

1. The officers of this organization shall be the President, Vice President, Treasurer and Secretary.

2. The officers shall be elected by the members from a slate presented to them by a Standing Nominating Committee. This committee shall have three members from the Board of Directors. The president shall appoint the chair, and the other two shall be elected by the Board of Directors during the first meeting over which the new president presides. The Nominating Committee shall present its slate at the annual meeting. Additional nominations may be made from the floor with the consent of the nominee. Election shall be by majority vote of the members present at the Annual Meeting.

3. An officer shall serve one three year term, at the end of which the member may be eligible for reelection after careful evaluation by the Standing Nominating Committee - such evaluation to include attendance at regular meetings and other functions sponsored by the FRIENDS.

4. The Executive Committee shall consist of the officers and the chairs of standing committees. The

Executive Committee shall have the authority to act for the Friends during the periods between meetings.

VIII. COMMITTEES

1. The standing committees shall be: Membership, Public Relations, Standing Nominating Committee and Finance Committee.

2. The President shall appoint the chairs of the standing committees from the Board of Directors. Any chair must have been an active Board member for at least one year.

3. The chair of each committee, except the Standing Nominating Committee, shall appoint, subject to the approval of the President, the members of the committee which he/she chairs, from the remaining membership. Each chair shall provide a written description of the responsibilities, duties and activities covered during the year.

4. The President shall appoint such ad hoc committees as shall be determined to be necessary.

IX. AMENDMENTS

These Bylaws may be amended at any called meeting of members provided notice of the proposed change is included in the meeting notice. A Bylaw change shall require a 2/3rds vote of the members present.

X. FISCAL POLICIES

1. The fiscal year will extend from January 1 to December 31 of each year.

2. The FRIENDS Treasurer will receive dues, contributions and other income, and pay those just expenses incurred by the organization and provide timely reports of such income and expenses to the Board.

3. The Finance Committee Chair will maintain communications with the President and the Treasurer on all financial matters.

4. No member of the Board of Directors will receive remuneration for services to the board or to FRIENDS while serving a term on the Board. When authorized by the Executive Committee, reimbursement may be made for travel and/or other out of pocket expenses incurred in discharging official duties.

XI. PERMITTED ACTIONS

Notwithstanding any other provision of these articles, this corporation will not engage in activities prohibited to a corporation exempt from federal income tax under sections 501(c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any future United States Internal Revenue law.

XII. DISSOLUTION

Upon dissolution of this corporation/organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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