

By-Laws of the FRIENDS OF THE BOSTON LIBRARY, INC.

ARTICLE I: NAME

The name of this Organization shall be the FRIENDS OF THE BOSTON LIBRARY, INC.

ARTICLE II: PURPOSE

Section 1.

To support the library, financially and physically, in delivering services to the community.

Section 2.

To raise funds for library needs.

Section 3.

To administer any and all funds raised by the Friends of the Boston Library in ways that will benefit the library.

Section 4.

To assist the library's manager and staff in interpreting the library's function, needs and objectives to the community.

ARTICLE III: MEMBER QUALIFICATION

Section 1.

Any person over 16 years of age may become a member of the Friends of the Boston Library Corporation by paying the annual fee as determined by the Board of Directors.

Section 2.

The Board of Directors of the Friends of the Boston Library shall be members of the Corporation during their tenure in such office.

Section 3.

Other memberships in the Corporation may be acquired and discontinued in such manner and upon such terms as its Board of Directors shall by By-Laws provide.

ARTICLE IV: BOARD OF DIRECTORS

Section 1.

The number of Directors shall be five (5) who shall serve for a term of five (5) years.

Section 2.

Directors shall be elected by the members of the Corporation at a meeting duly called therefore.

Section 3.

The terms of the Directors shall be as follows:

- A) All present Directors shall serve out the term for which they have been elected.
- B) Thereafter, all Directors shall be elected for a five (5) year term.
- C) In the event of the resignation of a Director, voluntarily or otherwise, the Board of Directors will elect an interim Director to serve until the next meeting of the Corporation which will then elect a Director to fill the unexpired term of the resigning Director as hereinafter provided.
- D) In the event of an election of a Director to fill an extraordinary vacancy, the newly elected Director shall fill the unexpired term of the Director vacating his office.

Section 4.

The Directors of the FRIENDS OF THE BOSTON LIBRARY, INC. shall meet at least quarterly.

Section 5.

If a Director shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by a majority of the Directors, he shall be deemed to have resigned and the vacancy shall be filled by the Board of Directors as hereinabove provided.

ARTICLE V: OFFICERS

Section 1.

The Officers of the Board of Directors shall be President, Vice Presidents, Secretary and Treasurer.

Section 2.

Officers shall be nominated and elected at a meeting of the Directors duly called therefore and shall serve for five (5) years or until a successor elected. A simple majority of votes cast is necessary for election.

Section 3.

In the event of a vacancy in office, a special election shall be held at the next meeting of the Board of Directors to fill the vacant office.

ARTICLE VI: DUTIES OF OFFICERS

Section 1.

The President shall preside at all meetings of the Board of Directors. He or she shall bring to the attention of the Directors for action all matters necessary for adequate and efficient conduct of the Friends of the Library. The President shall have the power to appoint the Chairman and members of all committees. The President shall be a member ex officio of all committees. The action of all committees shall be subject to the approval of the Board of Directors.

Section 2.

The Vice President shall, in the absence of or at the direction of the President, conduct meetings and perform the duties of the President.

Section 3.

The Secretary shall keep an accurate record of all correspondence and business transacted by the Corporation. The secretary will also keep the minutes of board meetings and distribute them to the other board members in a timely manner.

Section 4.

The Treasurer shall keep an accurate record of all financial transactions of the Corporation.

ARTICLE VII: MEETINGS

Section 1.

Regular meetings of the Directors shall be held at least four (4) times each year at the Library.

Section 2.

Special meetings of the Directors may be held at any time at the call of the President or Secretary or any three (3) members of the Board provided that written or oral notice thereof is given to all Directors at least forty-eight (48) hours in advance of the special meeting.

Section 3.

A quorum at any meeting of the Board of Directors shall consist of a majority of the board members present at the meeting.

Section 7.

The order of business at all regular meetings of the Corporation or of the Board of Directors shall be as follows:

Item 1 – Roll Call

Item 2 – Vote on Minutes from the previous meeting

- Item 3 – Treasurer’s Report
- Item 4 – Reports of Committees
- Item 5 – Unfinished Business
- Item 6 – New Business
- Item 87– Adjournment

Section 8

Roberts Rules of Order shall govern the parliamentary procedure of any meeting of the Corporation or of the Board.

ARTICLE VIII: GIFTS

Section 1.

All gifts to the Corporation, either of monies or securities, shall be deposited in such bank as may be designated by the Board and shall be handled through the Board in the same manner as checks are drawn against appropriated funds of the Board in the regular course of business.

Section 2.

All gifts of property, other than monies or securities, shall be held or disposed of as may be directed by the Board of Directors.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Corporation shall close on December 31 of each calendar year.