

The Friends of the Ipswich Public Library Bylaws

Article 1 **Name**

The name of this organization shall be Friends of the Ipswich Public Library (the Friends).

Article 2 **Purpose**

The purpose of the Friends shall be to increase the facilities and services of the Ipswich Public Library through a variety of fundraising activities; to assist and advise the Trustees of the Ipswich Public Library (Trustees); to enrich the cultural opportunities available to the citizens of Ipswich; to manage the Friends' endowment for the future; and to do all the acts incident thereto.

Article 3 **Membership**

Membership shall be open to anyone interested in advancing the purpose of this organization. Membership dues shall be set each year by the Board of Directors. Membership shall run one year beginning on January 1st of the year in which the dues are paid.

Article 4 **Board of Directors**

Section 1

There shall be a Board of Directors consisting of nine members. If a Director is unable to complete the term of office, a temporary replacement shall be selected by the Board of Directors prior to the Annual Meeting.

Section 2

The Directors shall direct and control the policies and activities and manage the affairs of the Friends in the interval between Annual Meetings.

Section 3

A quorum for the Board of Directors Meetings shall consist of at least a two-thirds (2/3) majority of the Directors.

Section 4

Directors shall serve no more than two consecutive three year terms without taking a break of at least one year.

Article 5

Officers

Section 1: Positions and Elections

The officers of the Friends shall be a President, Secretary and Treasurer to be elected by the Board of Directors one month prior to the Annual meeting. All Officers must be members of the Friends of the Ipswich Public Library. New Officers shall be presented to the membership at Annual Meeting.

Section 2: President

The President shall preside at all meetings of the Board of Directors. The President, or other proper officer or agent of the Friends authorized by the Directors, may sign any deeds, mortgages, bonds, contracts, taxes, or other instruments which the Board of Directors has authorized to be executed. The President shall set the agenda for meetings, request reports from Directors, update the Board on activities and perform such other duties as may be prescribed by the Directors from time to time. The President shall also be a member of the Finance Committee.

Section 3: Treasurer

The Treasurer shall pay and record all bills; collect, record and acknowledge all donations; keep accurate records of all finances showing receipts, disbursements, balances and locations of bank accounts; provide a monthly financial report, and present complete accounts to a certified

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public accountant for audit by July 31st of each year. The Treasurer shall also be a member of the Finance Committee.

Section 4: Secretary

The Secretary shall keep the minutes of the meetings of the Board of Directors in one location either electronically or in books; ensure that all notices are given in accordance with the provisions of these bylaws; be custodian of the Friends' records; and in general perform all such duties as may from time to time be assigned by the Board of Directors. The Secretary shall distribute minutes of the prior meeting at least 48 hours in advance of the next regularly scheduled meeting.

Section 5: Meetings

Meetings of the Board of Directors shall be held at least seven times annually, on a schedule to be set by the Directors.

Article 6 **Committees**

Section 1: Standing Committees

There shall be the following standing committees: Book Shop, Finance, and Membership. The President of the Friends shall appoint committee members from the general membership or the public at large, as needed.

Section 2: Ad Hoc Committees

Ad Hoc Committees may be formed for specific purposes by a majority vote of the Board of Directors.

Article 7 **Meetings**

Section 1: Annual Meeting

The Annual Meeting shall be held in September at a date to be determined by the Board of Directors, for the presentation of new Directors, reports of

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officers, presentation of the financial status of the Friends, or other business.

Section 2: Special Meetings

A special meeting of the Friends may be called at any time by the President on the written request of fifteen members or by three Directors.

Section 3: Quorum

A quorum for conducting business at the Annual Meeting of the Friends shall be six members or two-thirds (2/3) of the then-serving Directors.

Section 4: Meeting Notification

Members shall be notified in writing at least two weeks (14 days) prior to the Annual Meeting.

Article 8 **Rules of Order**

The rules of parliamentary practice as set forth in Robert's Rules of Order shall generally guide the proceedings of the Friends.

Article 9 **Amendments**

The Bylaws may be amended, revised, altered or repealed at the Annual Meeting of the Friends by a two-thirds (2/3) vote of the members present, provided that written notice of such amendments, revision, alteration, or repeal shall have been sent at least two weeks (14 days) before said meeting to each member of the Friends at the latest address, physical or electronic, of each member on file with the Membership Committee.

Article 10 **Contributions**

The Board of Directors may accept and receive property, whether real, personal, or mixed, by way of gift, bequest, or devise, from any person, firm, trust or corporation, to be held, administered or disposed of in

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accordance with the goals and purposes of the Friends as stated in Article 2. No gift, bequest, or devise of property shall be received or accepted if it is conditioned or limited in such a way as to require the disposition of the income or its principal to any person or organization other than a “charitable organization” or for other than the purposes stated in Article 2 of the Friends’ Bylaws. Further, no gift shall be accepted which might, in the opinion of the Board of Directors of the Friends, jeopardize the Federal Income Tax Exemption of the Friends pursuant to Section 501c3 of the Internal Revenue Code of 1954 as now in force or afterwards amended.