



Constitution

(Revised and approved May, 2005)

The name of this organization shall be: The Friends of the Roxbury Township Public Library hereafter referred to as “the Friends.”

The purpose of this organization shall be to stimulate community awareness and use of the Free Public Library of the Township of Roxbury, hereafter referred to as “the Library” and to support the Library in developing its facilities. To this end, it shall attempt to gain public support of the Library’s programs, to aid in the purchase of items and equipment for the Library and to encourage gifts, endowments, and memorials.

This organization cooperates with the Board of Trustees, the Library Director, and staff in furthering the aims of the Library and welcomes suggestions on how it can be of assistance. This organization shall keep the Trustees and the Director informed of its plans.

The Board of Trustees of the Library is the legally appointed body responsible for performing the duties assigned to it by state or local law. It is responsible for the budget, appoints the Library Director, and formulates policies for the management of the Library. The Board also informs this organization of projects, goals, and needs.

All persons interested in the services of the Library and the purpose of this organization, as set forth, shall be eligible for membership in the Friends upon payment of the dues, as provided in the By-laws.

In the event the Friends is dissolved, all moneys deposited in all the savings and checking accounts at any bank at the time of the dissolution including other property and assets, shall be donated to the Library’s Development Fund.

By-Laws

Article I. Board of Directors

Section 1: The president of the Friends shall serve as Chairman of the Board of Directors.

Section 2: The voting members of the Board of Directors shall consist of the officers and the chairmen of the standing committees. Special committee chairmen, as appointed by the President, shall be non-voting members of the Board. The President of the Library Board of Trustees and the Library Director (or their delegates) and a member of the Library staff appointed by the Board of Trustees, shall be non-voting members of the Board of Directors. Five Directors shall be elected for a 2-year term at the annual meeting by a majority of the members present. The term of office commences June 1 and ends May 31.



Section 3: The Board of Directors shall meet monthly when necessary. Special meetings may be called by the President or by written request of three members of the Executive Board.

Section 4: A quorum of the Board of Directors shall consist of five Board members.

Section 5: The Board of Directors shall direct the affairs of this organization in accordance with these by-laws and shall approve all expenditures.

Section 6: No member of the Library Board of Trustees shall be a voting member of the Friends Board of Directors.

Article II Officers

Section 1: The officers of the organization shall be a president, a vice-president, a secretary, a treasurer and such other officers as the Board of Directors may appoint, all of whom shall be members of the Board. In addition to the power and duties set forth in these by-laws, each officer shall have such additional powers and duties as the Board may determine.

Section 2: All officers shall be elected bi-annually by the Board from its members at the annual membership meeting. The term of office shall be for two years.

Article III. Vacancies

Section 1: If a vacancy occurs in the office of President, the Vice-President shall serve as President for the unexpired term.

Section 2: If a vacancy occurs in any other elected office, the Board shall appoint a member in good standing to fill the unexpired term.

Article IV. Funds

Section 1: All funds shall be deposited to the credit of the Friends in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 2: All checks \$500 or greater shall be signed by the President and Treasurer. The Treasurer can sign all checks up to \$500. Two signatures shall be placed on the Bank Signature Card: President, and Treasurer.

Article V. Meetings

Section 1: The Friends shall meet at least once annually. The date of the annual meeting shall be in May.



Article VI. Membership

Section 1: Dues for membership shall be determined by the Board of Directors.

Section 2: Each individual member, organization, or family shall be entitled to one vote.

Section 3: No member of this organization shall be accorded any special privileges or service from the Library.

Article VII. Duties of Officers

Section 1: President: To preside over and conduct meetings of the members and of the Board of Directors; to appoint committee chairs and to be an ex-officio member of all committees except the nominating committee.

Section 2: Vice-President: To perform the duties of the president in the absence of the president and to assist the president as requested.

Section 3: Secretary: To take attendance and minutes at all meetings of the members and the Board of Directors; to maintain membership files and records; to conduct the correspondence of the organization.

Section 4: Treasurer: To keep and maintain the financial records of the organization and to review such records with the director and appropriate financial officers of the Library with respect to the solicitation and receipt of dues, contributions and gifts, as well as expenditures; to be a member of the finance/ways and means committee.

Article VIII. Committees

Section 1: Standing committees shall include: Finance/Ways & Means, Membership, Newsletter, Programs/Activities, and Publicity. With the approval of the Board of Directors, other committees shall be created by the President as the need arises.

Section 2: Standing committees shall serve the same terms as the officers and shall submit their annual reports to the Board of Directors at the May Board Meeting.

Section 3: Committee Functions

a. Finance/Ways & Means

- 1.** Shall prepare the budget.
- 2.** Shall research and apply for any and all grants that would benefit the Friends.
- 3.** Shall be responsible for the investment of funds.



4. Shall be responsible for raising funds. Projects are to be approved by the Board of Directors.
- b. Membership
 1. Shall maintain an updated membership file.
 2. Shall organize a minimum of one annual membership drive as needed.
 - c. Newsletter
 1. Shall regularly publish a newsletter.
 - d. Programs/Activities
 1. Shall make or cause to be made arrangements for programs and activities.
 - e. Publicity
 1. Shall insure that the public is kept informed of all activities of the organization.
 2. Shall establish a working relationship with newspapers, radio, and TV stations.
 3. Shall prepare, review, and release all press releases.
 4. Shall maintain a file of all pertinent announcements.

Article IX. Public Statements

No individual member shall represent the Friends in a statement involving policy in any manner.

Article X. Parliamentary Authority

All meetings shall be conducted according to Robert's Rules of Order, latest edition, except when in conflict with these By-laws.

Article XI. Amendments

These By-laws may be amended at the annual meeting of the Friends by a majority vote of members present, provided that a notice of such proposed amendment shall have been made available to all members at least ten days before the meeting.

Article XII. Public Review

A copy of the Constitution and By-laws shall be available at the Library for inspection and review during normal Library hours.