

April 14, 2022

BY-LAWS

Friends of The Bancroft Public Library

ARTICLE I – Name

The name of this organization shall be the Friends of the Bancroft Public Library (hereinafter designated as “Friends”), Salem, New York.

ARTICLE II – Object

1. The Friends is a service organization the object of which shall be to acquaint the community with Bancroft Public Library’s resources and services, to represent the Library’s needs and programs to the community.
2. The Friends shall not make any decisions concerning policy or the administration of the Library.

ARTICLE III – Membership and Dues

1. Members shall be all persons who have an interest in and are in accord with the purposes of this organization and who wish to support the Library’s welfare.
2. The membership categories shall be individuals, families and business. All memberships run from April through March.
3. Each membership shall be entitled to one vote.
4. Any gift or donation from any person shall be recognized at the next meeting of the Friends, and public acknowledgement shall be given unless anonymity is requested by the donor.

ARTICLE IV – Officers, , Executive Committee

1. The officers and their duties shall be the:

President: who shall preside over and conduct meetings, appoint all committee chairpersons of both standing and special committees and be an ex-officio member of each. The president shall also preside over the executive committee;

Vice President: who shall perform the duties of the president in the president’s absence;

Secretary: who shall give notification of meetings and record the business conducted. The secretary shall keep a copy of the by-laws in the record book and give an annual report. The secretary shall keep a list of the membership and conduct the correspondence of the Friends.

Treasurer: who shall receive all funds and make any expenditure authorized by the executive committee. The treasurer shall also prepare a budget if one is necessary, and shall give an annual report.

The president and treasurer shall be empowered to spend up to \$500.00 as needed without authorization from the executive committee.

April 14, 2022

If there is an office without an officer it will be covered as best it can by existing officers and active recruiting will be done to fill the vacancy. If someone is willing to take on an office between annual meetings it will be discussed and voted on at the next meeting. The term would be until the next annual meeting.

2. The Executive Committee:
 - a. Shall consist of the officers of the organization
 - b. Shall make corporate decisions that are necessary between membership meetings, and shall have the authority to conduct business of the organization consistent with the purposes of the same;
 - c. Shall hold meetings at such time and place as said committee may determine. Special meetings may be called by the president. Notice of all meetings shall be given to all members of the executive committee.

A quorum of at a meeting of the committee shall be one third of the total number of the members of the executive committee.

3. Election and Term of Office:
 - a. Officers can be nominated and sent to current Executive Committee in time to be presented at the annual meeting in April or they can be nominated at the meeting. The member doesn't need to be present to be nominated.
 - b. Officers shall be elected at said annual meeting by a majority of those present and voting.
 - c. The term of office shall be for one year.

ARTICLE V – Meetings and Quorum

1. An annual meeting shall be held in April on a date to be determined by the executive committee. Members should be notified at least 2 weeks prior to the meeting. There shall be at least one other meeting each year, approximately 6 months after the annual meeting with the date set by the executive committee. A special meeting may be called at any time by the executive committee upon reasonable notice to the membership.
2. A quorum shall consist of those members present.
3. The order of business shall be conducted as prescribed in the Robert's Rules of Order Revised:
 - a. Reading and approval of the previous meeting minutes
 - b. Presidents Report
 - c. Treasurer's Report
 - d. Committee Reports
 - e. Old Business
 - f. New Business
 - g. Special Orders-i.e. Election of Officers

Article VI- Method of Amending By-Laws

These By-laws may be amended or added to at a regular meeting by a majority vote of those present and voting, but only after prior discussion of such amendment or addition has been made at a prior meeting.

April 14, 2022

Article VII Dissolution

Upon dissolution of Friends its assets shall be transferred to the Bancroft Public Library to be used for public purpose and programming. This would occur after two years of being inactive by the last dully elected executive committee and if they won't act the last dully elected treasurer is then authorized to transfer the funds.