

Friends of the Exeter Public Library

Bylaws

Article I – Friends of the Exeter Public Library

The name of this corporation, hereinafter referred to as an association, shall be Friends of the Exeter Public Library. The location of the principal office of the entity shall be 4 Chestnut Street, Exeter, NH 03833.

Article II – Purpose

Section1. The purpose of this association shall be:

- a. To work in cooperation with both the Director of the Exeter Public Library and the Exeter Public Library Board of Trustees, in support of the library.
- b. To maintain an association of persons interested in good library service.
- c. To act as liaison between the community and the library.
- d. To increase public awareness and stimulate the use of the library's resources.

Article III – Membership

Section1. Membership in this association is open to all individuals, organizations or clubs in agreement with the purpose of this association.

Section2. Director of the Exeter Public Library and the Exeter Public Library Board of Trustees are welcome to participate in all Friends of the Exeter Public Library meetings and activities.

Section3. Director of the Exeter Public Library and the Exeter Public Library Board of Trustees and other staff are not eligible to be officers of the association.

Article IV – Officers of the Friends of the Exeter Public Library

Section1. The officers of this association shall be:

- President
- Vice-President
- Secretary
- Treasurer

Section2. Officers shall be an active member of the Exeter Public Library.

Section3. Officers shall be appointed by the current Friends of the Exeter Public Library board at the annual meeting for the term of two years, but not more than three successive terms.

Section4. The term of the Friends of the Exeter Public Library officers appointed shall begin with the next meeting following the annual meeting, and shall continue until their successors are appointed.

Section5. A vacancy in any office shall be filled for the remainder of the term through appointment by the remaining Friends of the Exeter Public Library officers.

Article V – Duties of the Officers

President:

1. The President shall facilitate all meetings for the members.
2. The President shall serve as the only liaison to communicate with the Director of the Exeter Public Library and the Exeter Public Library Board of Trustees.

Vice-President:

1. The Vice-President shall act in the capacity of the President in the President's absence.
2. The Vice-President shall maintain social media of the Friends of Exeter Public Library with the approval of the President and other board members.

Secretary:

1. The Secretary shall record attendance, take minutes of all the meetings, and maintain a file of meeting minutes for reference at future meetings.
2. The Secretary shall maintain files which will include press releases, flyers, newsletters, announcements of programs and activities, and any other pertinent information relative to the Friends of Exeter Public Library.
3. The Secretary shall conduct necessary correspondence for the Friends of the Exeter Public Library.
4. The Secretary shall keep a list of the members with email addresses, and shall notify the members of the time and place of meetings.

Treasurer:

1. The Treasurer shall be responsible for the collection, safekeeping and disbursement of all funds and assets.
2. The Treasurer shall keep and maintain financial records of all financial transactions of the Friends of the Exeter Public Library.
3. The Treasurer shall submit a financial accounting of the Friends of the Exeter Public Library's transactions and financial status at the annual meeting and at other times when requested.
4. The Treasurer shall prepare any necessary documents for the IRS and the NH Attorney General related to the finances of the Friends of Exeter Public Library, as required by statute or regulations.

Article VI – Meetings

Section1. Meetings of the Friends shall be held twice annually unless otherwise voted on by the members.

Section2. Business can be conducted if a quorum is present. A quorum shall be defined as no fewer than five (5) members.

Section3. The annual meeting of the association shall be held in June.

Section4. Special meetings of the Friends of Exeter Public Library may be called at any time by the President with proper notification to the members.

Section5. The members shall be notified of all meetings by email, at least ten (10) business days before the meeting date.

Section6. All meetings of the Friends of the Exeter Public Library must be held at the Exeter Public Library and all members must be included.

Article VII – Funds and Liability

Section1. All funds shall be deposited to the account of the Friends of the Exeter Public Library and shall be disbursed by the Treasurer as authorized by the President, acting on behalf of the members.

Section2. Adequate records of accounts shall be maintained by the Treasurer.

Section3. No personal or financial liability shall in any event be attached to any member of the Friends of the Exeter Public Library in connection with any of its undertakings.

Section4. No part of the funds from the Friends of the Exeter Public Library shall benefit any individual and/or members of the Friends of the Exeter Public Library, except that the Friends of the Exeter Public Library may pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Friends of the Exeter Public Library.

Section5. Upon the dissolution of the Friends of the Exeter Public Library, after paying or making provisions for the payment of the liabilities of the Friends of the Exeter Public Library, any remaining assets shall be disbursed to the Exeter Public Library.

Section6. The fiscal year shall be July 1st through June 30th.

Article IX – Amendments

Robert's Rules of Order, latest edition, shall govern the proceedings of the association unless they are in conflict with the Articles of Agreement or these bylaws.