

# **By-Laws of the Friends of the Cambridge Public Library**

## **Article I**

NAME: The name of this organization will be "The Friends of the Cambridge Public Library."

## **Article II**

PURPOSE: The purpose is to support and cooperate with the Library Trustees and Director in promoting an informed interest in library resources, programs, and needs and in raising funds for the expansion and improvement of services and facilities throughout the public library system.

## **Article III**

### **MEMBERSHIP**

Section 1. Membership in the Friends will be open to any individual, group, or business interested in helping the Friends carry out its objectives.

Section 2. There will be such categories of full members and membership fees as deemed necessary or desirable by the Board of Directors on the recommendations of the Membership Committee.

Section 3. All full members in good standing will be eligible to vote at the annual meeting both for the election of officers and changes in the constitution and by-laws. Members must vote in person.

Section 4. The Board of Directors may, from time to time, recommend the appointment of honorary or other classes of members with associated privileges as deemed appropriate or desirable. Such recommendations will be approved by the full membership at the annual meeting.

Section 5. All full members will have the right to hold office and serve on committees.

Section 6. The Friends will hold its annual meeting in the month of October in order to elect officers, receive reports, or conduct any other business. Additional meetings may be called throughout the year at the discretion of the Board of Directors. Notice of such meetings will be given in writing to all members at least ten (10) calendar days in advance.

## **Article IV**

### **OFFICERS AND GOVERNANCE**

Section 1a. Officers will be proposed by a Nominating Committee appointed by the president. They will be elected for (1) years and are limited to a maximum of three consecutive terms.

Section 1b. The following offices will be filled:

-- The president will convene and preside over all meetings, recommend committee chairs to the Board of Directors, and serve as an ex-officio member of all standing committees except the Nominating Committee.

-- The vice president will be empowered to perform any duties of the president in the president's absence and assist the president as requested.

-- The secretary will take attendance, record the minutes of the meetings, notify the members about meetings, and handle the correspondence of the organization.

--The treasurer will review the financial reports and provide a summary.

Section 2a. The Board of Directors will serve as the governing board and will perform all functions deemed necessary and appropriate for carrying out the purposes of the organization. The Board will consist of the officers, the Library director (ex officio), the chair of the Library Board of Trustees (ex officio), and a maximum of thirteen (13) additional members-at-large proposed by the nominating committee. Board members serve for three (3) years and are limited to a maximum of two consecutive terms.

Section 2b. Members of the Board will attend board meetings monthly from September through June and will miss no more than three (3) meetings in the fiscal year to be considered a member in good standing.

Section 2c. Members of the Board not serving as officers of the board will work on one or more committees.

Section 3. At the end of their term limits, members of the Board may choose to become Board Associates. Board Associates avail themselves to consult with the current Board and work on committees and events.

#### COMMITTEES

Section 4a. There will be a Nominating Committee, appointed by the president, which will consist of three (3) members -- two from the membership at large and one from the Board of Directors. This committee must meet at least thirty (30) days before the annual meeting in order to determine the slate of officers to be presented. Nominations may also be made from the floor.

Section 4b. The president will create other committees, and appoint their respective chairs, as necessary for the effective functioning of the organization.

Section 4c. Committee vacancies other than the chair will be filled by the chair of the committee with the approval of the Board.

#### **Article V**

AMENDMENTS: This constitution and its by-laws, or parts thereof, may be altered, amended, or repealed by a majority vote of the members at the annual meeting or any other general meeting provided written notice is given at least ten (10) calendar days in advance. Any changes in the by-laws may be suggested by any member of the Friends to the Board of Directors. Notice of these or any other proposed changes will be included in the written notice of any meeting or special meeting called for that purpose.

#### **Article VI**

PARLIAMENTARY PROCEDURE: Roberts Rules of Order will apply when not in conflict with these by-laws.

#### **Article VII**

These by-laws will be adopted by a majority vote of the Board of Directors. Such officers and directors will function until elections are held at the next annual meeting, in accordance with the procedures in these by-laws.