

FRIENDS OF THE BEDFORD LIBRARY

BY-LAWS

ARTICLE I

NAME

Section 1. The Name of this Association shall be the Friends of the Bedford Library.

Section 2. The business address of the Friends of the Bedford Library is the Bedford Library, 3 Meetinghouse Road, Bedford, N.H. 03110

ARTICLE II

PURPOSE

The Friends of the Bedford Library provides support to the Bedford Public Library by fundraising for educational and enrichment programs, activities, and events; promoting the many features and services of the Library within the community; and securing materials and providing resources for the Library's continual enhancement.

ARTICLE III

MEMBERSHIP AND DUES

Section 1. All persons who have paid the annual dues will be members in good standing. Members in good standing shall have the rights and privileges of a voting member.

Section 2. The Executive Board of the Friends of the Bedford Library will determine appropriate categories of membership each membership year (see Section 4.) by the end of April of the prior membership year, and assign appropriate dues and benefits to each category, prior to soliciting registration or renewals of membership.

Section 3. Any member whose membership has lapsed due to non-payment of dues may be reinstated upon payment of the current year's dues.

Section 4. The membership year shall run from June 1st to May 31st of the calendar year.

Section 5. A Charter Membership includes all those paying dues from September 1st, 2019 through May 31st, 2020. Charter members will not need to renew dues and membership till June of 2021.

ARTICLE IV

OFFICERS

Section 1. The officers of the Friends of the Bedford Library shall be a President, a Vice-President, a Secretary, a Treasurer.

Section 2. All officers shall be elected by a majority vote of those present at the Annual Meeting, and shall serve without compensation. Officers will be elected to two year terms. The President and Vice President will be elected in years ending in an ODD number. The Treasurer and Secretary will be elected in years ending in an EVEN number.

Section 3. The officers shall have all the usual powers and duties exercised by the officers of a voluntary association.

Section 4. No person currently employed by the Bedford Library, defined as a person receiving wages from the library, is eligible to be an officer.

Section 5. A vacancy in any office shall be filled for the remainder of the term through appointment by the Executive Board. A term is defined as a membership year.

Section 6. The officer shall serve a two year term. A term may only be served twice (4 years total) in the same capacity if no other member is able or willing to serve.

ARTICLE V

EXECUTIVE BOARD

Section 1. The Friends of the Bedford Library Executive Board shall consist of the officers listed in Article IV, together with at least two Directors.

1.a. Directors shall be chosen by appointment by the officers. Directors will serve for one term year with no term limits.

Section 2. All members of the Executive Board must be members in good standing (i.e., are current with their dues).

Section 3. The Executive Board shall be the governing body for all matters requiring action by this association and shall manage the affairs of the association in the interval between annual and/or special meetings.

Section 4. The Executive Board may transact business in person, by postal mail, by electronic communication, or by phone. A two-thirds vote by the Executive Board shall be required for adoption of any business.

Section 5. A majority of the Executive Board shall be a quorum at any meeting.

Section 6. The Director of the Bedford Library may have an ex officio place on the Executive Board if he/she chooses to participate.

ARTICLE VI

CONFLICT OF INTEREST

Section 1. A conflict of interest, or an appearance of a conflict, can arise whenever an action or transaction of the Friends of the Bedford Library conflicts with the personal interests, financial or otherwise, of one or more members, their immediate family, or their employers. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to non-profit and charitable organizations.

Section 2. Any possible conflict of interest on the part of any member of the Board, officer, or employee of the Friends of the Bedford Library, shall be disclosed in writing to the Board and made a matter of record through an annual procedure (see section 4 below) and also when the interest involves a specific issue before the Board. A member, who will be voting on a transaction or action, having a potential conflict of interest, shall divulge that conflict of interest and abstain from discussion and voting on that transaction or action.

Section 3. Where the transaction involving a board member or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested directors. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself.

Section 4. Every new member of the Executive Board will be advised of this policy upon entering the duties of his or her office, and shall sign a Conflict of Interest Policy form acknowledging understanding of an agreement to this policy.

Section 5. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

ARTICLE VII

FUNDS AND LIABILITY

Section 1. All funds shall be deposited to the account of the Friends of the Bedford Library and shall be disbursed by the Treasurer of the Friends as authorized by the Executive Board and/or membership.

Section 2. The Fiscal year shall be May 1st through April 30th of the calendar year.

Section 3. No member of the Friends of Bedford Library shall be liable except for unpaid dues, and no personal liability shall in any event be attached to any member of this Association in connection with any of its undertakings.

Section 4. In case of dissolution of the Friends of the Bedford Library, the remaining assets shall be distributed to the Trustees of the Bedford Public Library; and shall be in addition to the appropriation provided by the Town Budget.

ARTICLE VIII

MEETINGS

Section 1. The Friends of the Bedford Library shall meet annually in April on a date set by the Executive Board for election of officers and transaction of other business.

Section 2. A special meeting may be called at any time by the President or by two members of the Executive Board. Members will be notified by email or phone ten (10) days in advance of any meeting.

Section 3. There shall be additional meetings of the Friends of the Bedford Library during the year as scheduled by the Executive Board.

ARTICLE IX

COMMITTEES

The Executive Board shall authorize committees consistent with the purpose and resources of the Friends of the Bedford Library.

ARTICLE X AMENDMENTS

Section 1. These By-Laws may be amended at the annual meeting or a special meeting of the Friends of the Bedford Library, after written notice thereof, by a three-fourths vote of members present.

These By-Laws were originally adopted by the Executive Board at its March 15th, 1999, meeting and approved again at the Executive Board's November 12, 2008, and April 11, 2010 meetings. These By-Laws were amended and adopted at the September 9th, 2019 Executive Board meeting.

Initiated: 1979

Amended: March 15th, 1999

Amended: November 12th, 2008

Amended: April 11th, 2010

Recent Amendment: September 16th, 2019