

FRIENDS OF THE MEAFORD LIBRARY BY-LAWS

ARTICLE I- MEMBERSHIP AND DUES

- 1) Individual membership fees are due annually within the calendar year.
- 2) The Executive Committee sets the annual membership fees.
- 3) Each individual member shall be entitled to one vote.
- 4) Membership lists are intended for the sole use of the Friends of the Meaford Library. If an organization or individual wishes to use the membership list, permission must be obtained from the Executive Committee.
- 5) Members in good standing are members whose dues are fully paid.

ARTICLE II- OFFICERS AND EXECUTIVE COMMITTEE

1. The Officers of The Friends of the Meaford Library consist of the President, Vice-President, Secretary, and the Treasurer.
2. The Officers shall hold their positions for a period of two years.
3. The Executive Committee shall consist of the four Officers, the Past President the Chairs of each approved committee and designated members-at-large appointed by the Executive Committee.
4. The Executive Committee makes decisions on behalf of the Friends, as defined by the Constitution and By-laws. This includes decisions regarding fundraising and other activities, and the dispersal of funds on behalf of the Library.
5. The duties and responsibilities of the Officers and Committee Chairs shall be defined in the position descriptions approved by the Executive Committee and attached as Appendix A.
6. Funds to be expended in accordance with the purpose of the Friends up to \$100 may be decided by an individual Executive Committee member. Expenditures in excess of this amount must be approved by two-thirds majority of the Executive Committee.
7. Outgoing officers shall deliver to their successors in office all records and other materials belonging to their office at the close of term.
7. Members of the Executive Committee who are absent from 3 consecutive Executive Committee meetings without notice may be asked to resign.
8. No remuneration shall be paid to members of the Executive Committee. However, members may be reimbursed reasonable expenses incurred in carrying out their duties as approved by the Committee.

ARTICLE III- NOMINATING COMMITTEE AND ELECTION PROCESS

1. A nominating committee shall be established in April of an election year and shall consist of 3 members, one of whom shall be an Executive Committee member. The nominating committee shall present a slate of officers for the Annual General Meeting (AGM) to be held in June of the election year.
2. At the AGM of an election year, the outgoing President shall conclude the business of the regular meeting, and invite the Chair of the Nominating Committee to present the proposed slate of officers for the next term.
3. After nominations have been invited from the floor, and nominations have been closed, the officers of the Friends shall be elected or acclaimed. Upon request of any member of the Friends, the vote for such elections may be by secret ballot.
4. Upon completion of the said election, the newly elected officers shall assume their responsibilities immediately.

ARTICLE IV- MEETINGS

1. Membership Meetings. An annual general meeting shall be held and shall include, but not be restricted to, as agenda items;
 - a. Acceptance of the minutes of the previous AGM.
 - b. Annual Report presented by the President or designate.
 - c. An audited financial statement presented by the Treasurer to the year-end of May 31st.
 - d. A proposed annual budget for the next calendar year.
 - e. Identified proposed projects for membership review and approval.
 - f. Election of Officers as required.
 - g. Appointment of Chairs of committees as required.
 - h. The quorum at any general meeting shall consist of the members present plus two thirds of the Executive Committee.
2. Special General Meetings
 - A special general meeting may be called by the President or at the request of any member of the Executive Committee. The meeting shall deal only with matters for which the meeting was called.
 - Notification of General Membership Meetings
 - Dates of general membership meetings shall be published at least two (2) weeks in advance of the meeting date. General notification may be through such sources as the Library bulletin boards, newsletters, and community event calendars.

Executive Committee Meetings

- a. The Executive Committee shall meet at least bi-monthly with the exception of December and January when meetings are at the discretion of the Executive Committee.
- b. Between each general membership meeting, the Executive Committee has the governance of the Friends. It will receive reports as deemed appropriate from the Secretary, Treasurer, Vice-President, and President, and Chairs of committees. It will decide and act upon such matters as it deems to be in the general interest of the Friends.
- c. A majority of the Executive Committee shall constitute a quorum. Proxies are not allowed.
- d. All Executive Committee and other meetings are open to the membership of the Friends. Only members of the Executive Committee may vote at Executive Committee meetings.

1. Meeting Management

...Roberts Rules of Order are used.

ARTICLE V- WORKING RELATIONS WITH LIBRARY BOARD

- 1. The President or designate will present information concerning the activities of the Friends to the Library Board at regular or specially called Board meetings.
- 2. The Chair of the Library Board or delegate shall be invited to attend the public sessions of general membership and Executive Committee meetings of the Friends as a guest in the interest of good relations and direct communication. This delegate of the Library Board is a non-voting member of the Executive Committee; is requested to present a Report from the Library Board; and, shall be allowed to participate in all discussions.

ARTICLE VI - AMENDMENT OF THE BY-LAWS

- 1. Amendments to the By-laws, duly moved and seconded by Friends of the Library members in good standing, must be submitted to the Executive Committee of the Friends of the Library at least 30 days prior to the Annual General Meeting.
- 2. Upon compliance with Section VI.1, the amendment to the By-laws must be ratified by a two thirds majority of those voting members present at the Annual General Meeting.

President _____

Secretary _____

APPENDIX A
FRIENDS OF THE MEAFORD PUBLIC LIBRARY TERMS
OF REFERENCE

EXECUTIVE COMMITTEE

The mandate is to conduct the business of the Friends of the Meaford Public Library.

The Executive Committee consists of:

President	Vice President
Secretary	Treasurer
Past President	All committee chairs and members-at-large as designated

The Executive Committee approves formation and membership of all standing committees on an annual basis and approves ad hoc committees on an as required basis. Committees so formed normally consist of a Chair (who becomes a member of the Executive Committee) and two or more members of the Friends.

The Executive Committee determines and approves annually the fund raising activities for the year.

PRESIDENT

Chairs all meetings of the Executive Committee where possible, and if absent, shall be represented by the Vice President

Co-signs all eligible bills for payment in conjunction with Treasurer

Proposes formation of committees as required in consultation with Executive Committee

Calls meetings as scheduled or as required at request of any member of the Executive Committee

Represents Friends at all relevant public meetings and activities, and encourages and designates representatives as required

Serves as official liaison with the Library Board and the Librarian/CEO

Maintains contacts and relationships with other Friends groups, and conveys relevant information and ideas to the Executive Committee

Serves as ex officio member of Friends committees as designated by the Executive Committee

VICE PRESIDENT

Is an Officer of the Organization and serves as a member of the Executive Committee Performs duties of the President in the absence of the President

Is expected to assume position of President at the end of President's term

Serves as ex officio member of Friends committees as designated by the Executive Committee

SECRETARY

Is an Officer of the Organization and serves as a member of the Executive Committee

Records minutes of the meetings and prepares a report for future meetings

Maintains the minutes of all meetings

Assists with correspondence of the Executive Committee

TREASURER

Is an Officer of the Organization and serves as a member of the Executive Committee

Maintains the financial books and records of the Friends Manages

the day to day banking and accounting of the Friends

Co-signs all eligible bills for payment in conjunction with President or the Secretary

Prepares monthly and year end statements as required including filing yearly tax forms, and documents required to maintain the Friends charity status.

PAST PRESIDENT

Serves as resource for the President and Executive Committee

Serves as ex officio member of Friends committees as designated by the Executive Committee

STANDING COMMITTEES OF THE FRIENDS

NOMINATING COMMITTEE

Membership: Chair, and at least two members (only one of the three may be a currently serving Executive Member). All members are appointed for the period of the mandate.

1. The mandate is to convene in March of an election year and carry out the following tasks:
2. Canvass the currently serving Executive Members and determine which of them wish to stay on and which positions they wish to be considered for.
3. Canvass the membership at large for any who wish to be considered for Executive positions and which positions they wish to be considered for.
4. Compile a list of Executive positions and names of those wishing to be considered for those positions.
5. Ensure that the key positions of President, Vice President, Secretary, and Treasurer all have at least one candidate willing to stand for each position.
6. Present the list of positions and corresponding names to the Executive Committee at the May Executive Meeting.
7. The Chair, if not standing for any of the key positions, will chair the election process at the Annual General Meeting. If the Chair is standing for a key position, one of the other members of the committee will chair the elections, otherwise the Committee is to recommend an appropriate paid up member to Chair the election process.
8. Attempt to find at least one member willing to act as Chair for each Standing Committee as outlined in Appendix B of these By-Laws. Finding suitable candidates willing to act as Executive Committee Members-at-Large is also encouraged.
9. The nominations shall be submitted in writing and posted in the Library two weeks prior to the Annual General Meeting.

BOOKS SALES COMMITTEE

Net Shed

The Net Shed, owned and made available for our use by Ian and Loretta McKay, is an invaluable resource. Our use as the "gently used book sales by donation" outlet is established under an informal annual lease arrangement. Operating expenses of the building, with the exception of municipal taxes, are the responsibility of the Friends. Any changes to the structure must be approved by the McKay's. The President of the Friends is the official contact with the McKay family.

Membership: - Chair, Coordinators and Members

The mandate is to manage the regular operations of the Net Shed for all weekend book sales.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund-raising planning for the Friends, and translates those plans into activities for the Net Shed.

The Chair works closely with Coordinators, who each take responsibility for the operations of the Net shed for a one-month period in the summer. In conjunction with the Coordinators, the Chair:

- 1) Reviews Net Shed and Book Sale policies, and recommends changes as required to the Executive Committee for discussion and approval.
- 2) Recruits volunteers for the Net Shed pre-season preparation, the weekend sales, and the post-season cleanup.
- 3) Ensures that Coordinators manage the weekends for which they are responsible. Coordinators ensure volunteers are aware of the relevant policies, develop and post work schedules, and supervise the overall security of the Net Shed.
- 4) Determines inventory maintenance tasks required to insure the Net Shed is kept organized. Controls security of the Net Shed. Normally, the Officers of the Friends and the Chair of the Net Shed committee have keys to the Net Shed. The Coordinators are provided keys for their period of stewardship of the Net Shed.

Other Book Sales

The Chair of Book Sales will be responsible for organizing and appointing, as required, ad hoc committees which will be responsible for independently organizing and operating any other book sales approved by the Executive Committee.

CONCERT COMMITTEE

Membership: - Chair, and at least two members

The mandate is to organize and manage five evening concerts each summer, normally on Sundays and to raise funds through donations.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to the summer evening concerts.

The Chair and committee is responsible for the planning of the concert series, the selection of dates, the booking of the Harbour Pavilion, the recruitment of performers, and the management of the concert evenings.

Relative to each concert, the Chair will ensure that:

- 1) the Harbour Master is called early in the week to confirm arrangements, to provide reminders for any special equipment requirements, to confirm pre-concert cleanup, to confirm power requirements by 6:00 p.m. on the concert evening, and resolve any last minute issues;
- 2) the concert schedule is confirmed with the performers, as well as any last minute equipment requirements;
- 3) a duty roster is developed to include:
 - a Welcomer, a Thanker , a Donation Collection crew, and a Pre-concert checker - to tidy pavilion if not as clean as we would wish, and to check for all special requirements, plus power and lights;
- 4) the performers are welcomed, and that they are reminded about the Friends, and request that they have a short break to introduce the Friends of the Library representative after a short first set - see guidelines for Performers sheet;
- 5) at the end of the concert, insure that the Pavilion is tidy and power is turned off;
- 6) after each performance, phone a thank you to the performers; and,
- 7) at the end of the season, write to all performers involved thanking them for their time and work, and letting them know how much money was raised for the Library.

PUBLIC RELATIONS AND PUBLICITY COMMITTEE

Membership: - Chair, and at least two members

Note: Special skills in creative writing, art work, photography and/or creating brochures, posters and other information for distribution are helpful to the committee's work.

The mandate is to obtain publicity to gain widespread awareness about the Friend's activities and accomplish three main objectives:

- to contribute to the fund raising mandate
- to create positive public awareness of the Library as a special community resource, and
- to increase membership in the Friends

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to public relations and publicity.

The Chair and committee are responsible for:

- production on a semi-annual basis of the newsletter "Among Friends", (April and November) to stimulate new membership, inspire current membership to greater participation, keep membership informed about Library and Friends, and to create a sense of pride and purpose in the Friends.
- obtaining maximum exposure through media, church and community newsletters, posters and signage for all fund raising events, all advocacy activities, membership recruitment, and general news and events of the Library and Friends.
- liaising directly with other Chairs and committees in order to provide the greatest assistance possible to the accomplishment of objectives of the other committees.

MEMBERSHIP AND RECRUITMENT COMMITTEE

Membership: - Chair, and at least two members

The mandate is to manage the membership and recruitment functions of the Friends.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to membership activities.

The Chair and committee are responsible for:

- conducting an annual membership campaign for renewal of membership and for attraction of new members;
- recruiting new members for the Friends;
- maintaining membership records of all Friends and their activity interests;
- assisting all other committees in building strong committee membership by telephone campaigns to Friends who have indicated interests in particular volunteer activities;
- liaising directly with other committee Chairs to assist in the recruitment of new members for each committee; and
- forming the base for major telephone and direct mail campaigns designed to inform, recruit and renew membership.

AD HOC COMMITTEES OF THE FRIENDS

DINNER EVENT COMMITTEE

Membership: - Chair, and a number of members

The mandate is to organize and manage an annual fund raising Dinner Event.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to the Dinner Event.

The Chair and committee are responsible for planning and operating the Dinner Event, which includes:

1. establishing the date and selecting a theme for the dinner;
2. establishing a budget for both revenues and expenditures;
3. recruiting dinner hosts;
4. developing a location for the pre-dinner cocktail party and host dinner location announcements;
5. working with the cocktail party hosts to establish:
 - o the order of events
 - o any entertainment arrangements
 - o the provision and serving of wines
 - o the provision and serving of hors d'oeuvres
 - o any special facility pre party arrangements or post party cleanup
6. working with dinner hosts to insure suitable menus, facilities, arrangements, etc.
7. arranging any special liability insurance coverage as required
8. working with the Public Relations Committee for advertising and publicity
9. operating the actual event
10. convening a wrap up meeting to record what worked, what didn't, and what needs to be done as the first steps for the next annual event

ADVOCACY COMMITTEE

Membership: - Chair, and at least two members

The mandate is to advocate on behalf of the Friends and the Library, and to inform the community of the value of the Library as a community cultural and educational resource.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to advocacy. The

Chair and committee are responsible for.

1. advocating for the Friends and Library to the Library Board and Municipal Council;
2. maintaining an oversight function in the community for issues which might impact the Library positively or negatively, and bringing such issues to the attention of the Executive Committee for discussion and reaction;
3. addressing public events (open meetings, service clubs, etc.) to keep the Friends and the Library on the public agenda as positive, valuable and essential parts of the community; and
4. working with the Librarian/CEO on Library promotion events such as Library week

HOSPITALITY AND VOLUNTEER RECOGNITION COMMITTEE

Membership: - Chair, and at least two members

The mandate is to welcome members to the Friends and to conduct semi-annual volunteer recognition events for members.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to hospitality and volunteer recognition.

The Chair and committee are responsible for:

1. contacting new members as identified by the Membership committee and encouraging participation on one or more of the friends committees and activities
2. planning, organizing and conducting the social aspects three events:
 - The Annual General Meeting
 - The Library Open House
 - The Volunteer Recognition Evening

READ-A-THON COMMITTEE

Membership: - Chair and at least two members {best with at least 1 member per school)

The mandate is to raise awareness of resources available in Meaford Junior Library through the operation of an annual Read-a-thon Campaign with the town elementary schools.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund raising planning for the Friends, and translates those plans into activities related to the Read-a-thon Campaign.

The main tasks of the committee are:

	<u>Month of</u>
Letters to Principals of the elementary schools.....	late August
Presentation to staff at first staff meeting.....	September
Letter to classroom teachers.....	late September
Permission forms to classrooms	late September
Collect permission forms	mid October
Prepare master list of participants - copies for teachers	late October
Commence Read-A-Than	mid January
Track progress of each student	
Visit each School weekly to award achievement prizes	
Read-A-Than ends.....	March break
Contact Meaford Express to arrange for pictures of participant children at all schools	
Confirm picture taking dates with Express and schools just prior to event	
Thank you letters to Principals and Teachers	
Participation certificates for each participant	

Revision Approved by the Executive Committee of the Friends of the Meaford Library, March 22, 2006

Revision Approved by the Friends of the Library Executive Committee June 8, 2017

Ratified at the Special General Meeting July 13, 2017

Revisions Ratified at FOML Annual General Meeting June 28, 2018