



Friends of the Hooksett Library By-Laws

Bylaws: a law or rule governing the internal affairs of an organization.

Article I Name

The name of the Association shall be Friends of the Hooksett Library.

Article II Purpose

Section 1.

The purpose of the Friends of the Hooksett Library is to bring together individuals interested in the Hooksett Library, promote informed community interest in library functions, resources, services and needs, and to raise supplementary funds for the Hooksett Library.

Section 2.

The activities of the Association shall include financing and assisting in the development of special projects, securing materials that are beyond the command of the ordinary library budget, and performing other services deemed helpful to the Library.

Article III. Membership

Section 1.

Membership in this organization shall be open to individuals, organizations, and businesses in agreement with its purposes.

Section 2.

Membership levels and dues shall be determined annually by the Executive Board prior to the Annual Meeting.

Article IV Election and Duties of Officers

Section 1.

All officers shall be nominated and elected at the annual meeting. The term of officers so elected shall begin with the annual meeting and continue for a period of one (1) year, or until their successors are chosen. The annual meeting shall be held in June.

Section 2.

The officers of the Friends shall be an Executive Board which shall consist of a minimum of President, a Vice-President, a Secretary and a Treasurer.

Section 3.

The direction of affairs of this Association shall rest with the Executive Board, the President acting as chairperson.

Section 4.

A vacancy in any office shall be filled for the remainder of the term through appointment by the Executive Board.

Section 5.

The duties of the Executive Board shall be:

- a) The President shall preside at all meetings of the Association and of the Executive Board. This person shall be the Chief Executive of the Association and shall administer the business of the Association. The President shall be an ex-officio member of all committees.
- b) The Vice-President shall act in the President's absence at all meetings of the Association, of the Executive Board and of the Committees. In the event of the resignation, incapacitation or death of the President, the Vice-President shall then become President for the remainder of that term of office.
- c) The Secretary shall be responsible for keeping all records, minutes and correspondence of the Association, except financial records. All records, minutes and correspondence shall be made available to the Library Director.
- d) The Treasurer shall collect all dues, assessments, and other receipts, make disbursements, keep such records as are ordinarily required by that office, and be responsible for the filing of all applicable tax forms. All financials shall be made available to the Library Director.

Section 6.

All Executive Board members shall deliver to their successors, immediately upon relinquishing office, all records, correspondence and other properties belonging to the Association.

Article V Meetings

Section 1.

This Association shall hold its annual meeting on a date set by the Executive Board for election of officers and transaction of other business. Public notice shall be made at least seven (7) days prior to the meeting to the membership.

Section 2.

Regular meetings shall be held monthly as scheduled by the President. Public notice shall be made prior to the meeting.

Section 3.

A special meeting of the Friends may be called at any time by the President or by two members of the Executive Board. Public notice shall be made at least seven (7) days prior to the meeting.

Section 4.

For transaction of business of the Association at all regular and special meetings, 2/3 of the members attending shall constitute a quorum for voting.

Section 5.

The rules contained in Robert's Rules of Order Revised shall govern all proceedings of the Association and the Executive Board.

Article VI Funds and Liability

Section 1.

Financial records shall be maintained as defined in Article IV Section 5(d) by the Treasurer.

Section 2.

All checks shall be signed by the Treasurer or President or Vice President.

Section 3.

The Executive Board shall appoint an accountant, not an officer, to review the Treasurer's books prior to the annual meeting. If no member of the Association is qualified to perform a review, an independent party shall be used.

Section 4.

No member of this Association shall be held personally liable in connection with any of the Association's undertakings.

Section 5.

The fiscal year of this Association shall be from July 1 to June 30.

Section 6.

Activities of the Association shall be self-supporting. All funds accrued by the Association shall be deposited to the account of the Friends of the Hooksett Library and shall be disbursed by the Treasurer, as authorized by the Executive Board, and as defined in Article II section 2.

Section 7.

Disbursement of funds shall be subject to the acceptance of the Director or acting Director and/or the Library Board of Trustees of the Hooksett Library.

Section 8.

The Director or acting Director of the Hooksett Library shall have an allowance of up to \$100 of discretionary spending per occurrence in accordance with Article II. Discretionary expenses shall be presented for review to the Executive Board at the next regular meeting.

Article VII Activities and Dissolution

Section 1.

Notwithstanding any other provision of these articles, the Association is organized exclusively for purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section 2.

No substantial part of the activities of the Association shall be carrying on propaganda, or otherwise attempting to influence legislation (except otherwise provided by Internal Revenue Code Section 501 (h), or participating in, or intervening in (including the publication or distribution or statements), any political campaign on behalf of any candidate for public office.

Section 3.

No part of the net earnings of the Association shall financially obligate any member, trustee, director, officer of the Association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Association). No member, trustee, or officer shall be entitled to share in the distribution of any of the assets upon dissolution of the Association.

Section 4.

In the event of dissolution of the Association, all assets of the Association shall be distributed as a gift to the Hooksett Library within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

Article VIII Amendments

These Articles of Association may be amended on prior notice at any meeting of this Association, by a three-fourths vote of the members present. Proposed changes must be provided with all notices of the meeting.

Adopted May 7, 2013.

Amended June 3, 2014 – Adjust annual meeting from January of each year to June of each year.

Amended September 20, 2016 – Adjust reference to Association throughout, revised language and content of Articles II, III, IV, V, VI, VII and VIII.