**BY-LAWS OF THE FRIENDS OF MASHPEE LIBRARY, INC.**

ARTICLE I         Name

The name of this organization shall be the Friends of the Mashpee Library, Inc.

ARTICLE II        Purpose

The purpose of this organization shall be to foster closer relationships between the Mashpee Public Library and the citizens of Mashpee and its environs; to promote knowledge of the functions, resources, services and needs of the Library, and to assist in the development of programs for the extension and improvement of the Library’s services and resources.

The organization shall provide assistance to the Library in the form of special gifts that will enhance its services to the public, and which cannot be purchased through the regular operating budget of the library, including both traditional and on-line subscriptions to magazines, periodicals, books, CDs, DVDs, supplies, museum memberships, on-line licenses to databases and publications; and audio/visual and other equipment; and funds for unanticipated or emergency expenses approved by the Board.

ARTICLE III      Membership

Membership in this organization shall be open to all individuals, organizations and clubs, who are supportive of its purposes. The general membership shall meet no less that once a fiscal year.  A majority vote will stand at these meetings.

ARTICLE IV        Officers

Section 1.     The officers of this organization shall be:

President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary.

Section 2.      The officers shall serve for a term of two years and may be re-elected.

Section 3.     The Slate of Officers will be approved by a majority vote at the General Membership Meeting.

ARTICLE V           Duties of Officers

Section 1.     The President shall preside at all meetings and shall be ex-officio members to all committees, with the exception of the Nominating Committee.   The President shall appoint all chairpersons of committees and will call any special meetings that are necessary.  Any two Board members may also call special meetings.

The President shall present an Annual Report of the accomplishments of the year at a General Meeting.  The Recording Secretary and Treasurer shall assist in compiling this report. The President shall notify the Board of the agenda for each monthly Board meeting, as well as the Annual Meeting.

Section 2.   The Vice-President shall assume the role of President in his/her absence.

Section 3.  The Recording Secretary shall keep minutes of all meetings.  The Corresponding Secretary shall be responsible for all correspondence relevant to the Friends.

Section 4.   The Treasurer shall be responsible for maintaining all bank accounts and shall invest the organizations’ assets in financial instruments approved by the Board.  A financial report shall be made to the Board at each meeting and an Annual Report shall be made at a general meeting once a year.  An audit shall be made of the Treasurer’s books and the organization’s bank accounts at the end of the fiscal year which begins January 1st and ends December 31st.

ARTICLE VI          Executive Board

Section 1.       The Executive Board shall consist of the five officers and up to four Members-at-Large, all of whom are voting members. Any committee chairs from the general membership, the Newsletter and Author Series may be invited to sit on the Board as non-voting members.

Section 2.     The duties of the Executive Board shall be to attend meetings and to advise and assist the President as required.

Section 3.     An appointed Liaison from the Board of Library Trustees, from the Library, and a Student Liaison from the Mashpee Middle/High Schools shall serve as ex-officio members of the Executive Board.

Section 4.      The majority of the voting Executive Board shall constitute a quorum.  For voting purposes, a quorum may be established using email.

ARTICLE VII       Committees

Section 1.     The President and the Executive Board shall designate the need for mandated committees. The chairs of those committees shall be invited, as non-voting members, to the Executive Board meetings.

Section 2.     A Nominating Committee shall consist of one Executive Board member and two Members-at-Large, and a representative of the general membership.  The Nominating Committee shall propose a slate consisting of one nomination of each officer and for each Member-at-Large who is a voting member on the Executive Board.  The slate should be presented at the Board Meeting prior to the annual membership meeting at which the general membership will vote.

ARTICLE VIII       Parliamentary Authority

“Robert’s Rules of Order” shall govern the proceedings of this organization.

ARTICLE IX.         Amendments

Amendments or additions to the By-Laws may be made by a two-thirds vote of members present at any General meeting, provided that such change(s) have been accepted by the Board at a prior meeting and made available to the membership at least 30 days in advance of the General meeting at which such changes shall be brought for a vote.

ARTICLE X.          Dues

Annual dues may be decided on by the Board.  Completion of an annual membership form and payment will constitute membership in the Friends.

ARTICLE XI         Dissolution

In the event of the dissolution of the Friends of the Mashpee Library, Inc.,  the books of the Treasurer shall be audited as provided under Internal Revenue regulations, and the fund balance in the treasury shall be presented to the Mashpee Public Library as a contribution  to the continuing work and activities of the Library.

Date of Adoption of the By-Laws:    February 1, 1971

Date of Amended By-Laws:    January 17, 1978;  November 20, 1978; November 23, 1982; August 7, 1985; October, 1990; October 23, 1993; April 24, 1997; October 25, 2012