

KIMBALL LIBRARY FRIENDS OF THE LIBRARY

BY-LAWS

ARTICLE I: Name

Section 1: The name of the organization shall be the Friends of the Kimball Library.

ARTICLE II: Purpose

Section 1: The purpose of this organization shall be to support the mission of the Kimball Library through financial support and services, which enhance programs and materials available to library patrons of all ages. The Friends of the Kimball Library is a tax-exempt organizations under section 501 © 3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III: Officers and Executive Board

Section 1: The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, and the line of authority shall be in that order. The Executive Board shall consist of the officers, the immediate past president and the chairmen of standing committees.

Section 2: The officers shall be elected by a majority vote of those present at the annual meeting. The term shall begin immediately following the annual meeting.

Section 3: Other than the President, vacancies shall be filled by a vote of the executive board and such persons shall serve until the next regular election. The vacancy of Presidency shall be filled by the Vice-President. Filling an unexpired term of office shall not count towards the term limits of that office.

Section 4: The term of office for all officers shall be two (2) consecutive years. The office of President Vice President, and Immediate Past President shall be limited to one two year term. All other officers may serve two consecutive terms in their current office except the Treasurer who may serve at the discretion of the membership.

Section 5: The Executive Board shall meet a minimum of five (5) times per year.

Section 6: A majority of the Executive Board shall constitute a quorum for executive board meetings. A majority of the membership shall constitute a quorum for general membership meetings.

ARTICLE IV: Duties of Officers

Section 1: The President shall preside at all Board and Membership meetings. The President shall represent the Friends at state and regional meetings. The President shall appoint a member to attend these meetings if the President is unable to attend. The President appoints all committee chairmen and is a member ex-officio of every committee, except the nominating committee. The President shall present an annual report of the operations of the organization to the membership at the annual meeting.

Section 2: The Vice-President shall preside at all meetings when the President is absent. In case of vacancy in the office of President, the Vice-President becomes President. The Vice-President in cooperation with the Library Director, chairs the program committee that annually prepares the program of events sponsored by the Friends of the Library and other duties as needed. Upon completion of term, the Vice-President shall be nominated President.

Section 3: The Recording Secretary shall keep the minutes, recording the business of the Friends at membership and executive board meetings. The Recording Secretary shall be the custodian of record, including officer and committee annual reports. The Recording Secretary shall perform other duties as needed. The Recording Secretary shall keep a file of all members, their addresses, phone numbers, and email addresses.

Section 4: The Corresponding Secretary shall prepare all official and social correspondence of the club and act as custodian of all such correspondence except as pertains to membership. The President shall be notified of all correspondence upon receipt. The Corresponding Secretary shall perform other duties as needed. Terms of office may be extended by 2/3 vote of the Executive Board and a 2/3 vote of the membership, with 10 day prior notification to the members.

Section 5: The Treasurer has fiduciary responsibility for all funds. Maintains banking records, collects and deposits all monies received, and pays all expenses approved by the Executive Board and/or Membership. The Treasurer shall present a report at each meeting of receipts and expenses and report the current balance. The Treasurer shall present a budget each year. The Treasurer's files shall be audited annually. The President and a member-at-large shall be second signatures on all accounts. The Treasurer shall perform other duties as needed.

Section 6: All contracts binding the Friends shall be signed by the President, after approval by the Executive Board and/or Membership. All officers shall report annually to the Friends.

Section 7: Should the entire membership need to be notified between meetings, the President shall nominate a person to email all members.

Section 8: The Immediate Past President shall serve as a voting member of the Executive Board until replaced by a new Past President.

ARTICLE V: Membership

Section 1: Membership in the Friends of the Kimball Library shall be open to all current and former residents of Atkinson, who are interested in supporting the library and display a willingness to support initiatives, activities, and programs of the Friends. Each member shall have one vote. All members are encouraged to participate fully by attending meetings, participating in fundraising projects, and enjoying the fellowship of the Friends.

Section 2: New members shall be provided with a copy of the By-Laws, the Friends Brochure, and a membership list.

ARTICLE VI: Fiscal Organization

Section 1: The Friends of the Kimball Library is a Federal 501©3 non-profit corporation and as such shall not, as an organization, endorse any political viewpoints. The Friends of the Kimball Library is registered with the NH Secretary of State as a non-profit corporation. The Friends' fiscal year is 1 January through December 31.

Section 2: Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 © 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VII: Amendments

Section 1: These by-laws may be amended at any regular or special meeting of the Friends by two-thirds (2/3) vote of the total active membership, provided a copy of amendments have been given to each member at least two (2) weeks prior to voting.

ARTICLE VIII: Roberts Rules of Order Newly Revised

Section 1: Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the by-laws and the standing rules of the Friends of the Kimball Library.

By-Laws Revised and Adopted – February 20, 2019