

Revision February 2010
CONSTITUTION

OF THE
FRIENDS OF THE TOWN OF ESOPUS LIBRARY

ARTICLE I – NAME

The name of this association shall be:

THE FRIENDS OF THE TOWN OF ESOPUS LIBRARY, henceforth referred to as the Friends Group.

ARTICLE II – PURPOSE

The purpose of this association shall be as an auxiliary to the Board of Trustees, Library Director, Staff, and Library Volunteers.

- A. To stimulate increased community awareness and resulting use of the Library.
- B. To communicate the needs of the community to the Library staff and trustees.
- C. To assist in fund raising efforts to meet specific needs of the Library.
- D. Provide additional financial support for the library
- E. To sponsor and/or support Library and community activities.
- F. To promote special programs and events.
- G. To encourage volunteer participation in Library activities.

ARTICLE III - MEMBERSHIP

All persons who are interested in promoting the purposes of this association are eligible for membership.

- A. Membership is open to all, regardless of age or place of residence. The organization operates in cooperation with the Town of Esopus Library Board of Trustees and the staff of the Library. Members avoid involvement in Library policy making and government or in the selection or removal of books and other Library materials.
- B. Friends activities shall be funded through the use of annual membership dues or the use of donations to the Friends, book sale receipts, or other funds earned by the group. Funds raised by the Friends shall be used to purchase specific needs of the Library or donated to the library for its use, excepting some funds to be used for expenses of the group.

C. DUES – Dues shall be payable annually on the first day of October, and will cover the administrative costs for the association as well as memberships in State and National Friends of Library organizations.

D. TYPES OF MEMBERSHIP

1. Individual (active) Member	\$10.00
2. Family Membership	15.00
3. Patron Member	25.00
4. Benefriend	100.00 and up
5. Junior Friends	<i>FREE</i>

E. VOTING - Each adult member in good standing is entitled to one vote on *ALL BUSINESS MATTERS AT A REGULAR MEETING*.

F. A member is in good standing when the current year's membership fee is paid, the member conforms to these by-laws and their intent, and the member represents the best interest of the Friends as recognized by the majority of the membership.

G. Membership of an individual maybe revoked by a vote of two-thirds of the members attending a meeting called for such purpose. Notification of members and the individual involved must be made at least seven (7) days prior to said meeting. Said individual shall have the opportunity to respond to the charges through written or verbal dialogue at that meeting.

H. A member will be removed from the mailing list when their membership dues are two (2) years in arrears.

ARTICLE IV – OFFICERS

The officers of the association shall be a Chairman, Co-Chairman, Recording Secretary, Membership Secretary and Treasurer.

A. Nominations – Officers of this association shall be nominated by the membership present at the October meeting.

B. Elections – Officers shall be elected by a majority vote of those present at the Annual meeting to be held in October.

C. Term of Office – The term of office shall be for one year, and shall begin immediately following the Annual meeting.

1. Limitations – Officers shall not serve more than three years consecutively, unless no one steps forward to fill that office.
2. Vacancies shall be filled by appointment of the Executive Committee until the next regular election.

D. Duties of Officers

1. Chairman shall:

- Preside at all meetings
- Ensure that officers and members perform their duties.
- Appoint committees in consultation with the Executive Committee and be an EX-OFFICIO member of all such committees except the Nominating Committee.
- Be chairman of the Executive Committee and preside at all meetings of this committee.

2. Co-Chairman shall:

- Organize the yearly calendar
- Keep current and organize the records in the basement file cabinet.
- Perform duties as directed by the Chairman

3. Recording Secretary shall:

- Record the minutes of the general membership and Executive Committee meetings.
- Attend to the official correspondence of the association

4. Membership Secretary shall:

- Maintain Membership list, together with their addresses and dues record
- Receive new membership applications
- Keep list of volunteer activities
- Notify members of the time and place of meetings
- Chair the membership committee

5. Treasurer shall:

- Receive and keep account of all monies.
- Prepare a Treasurer's Report for all meetings
- Deposit monies in the association's bank account
- Write checks as authorized by Executive Committee.

E. Resignation of Officer(s)

- Shall be made to the Executive committee in writing 15 days prior to their next scheduled meeting.
- Then the position shall be considered open and a successor appointed in accordance with these by-laws.

ARTICLE V – MEETINGS

The Association/Executive Committee will meet on the third Wednesday of the month, or as deemed necessary by the Chairman of the Friends.

The Annual Meeting will be held in October.

ARTICLE VI – LIAISON WITH BOARD OF TRUSTEES

One member of the Executive Committee shall be appointed by the Executive Committee as Friend's representative to the Board of Trustees, and shall present a Friend's report at the Board meetings and prepare a Board report to present to the Friends Group at the next meeting.

ARTICLE VII – COMMITTEES

The committees of this association shall be comprised of the Executive Committee and Special Committees.

A. **THE EXECUTIVE COMMITTEE** shall consist of the five officers and Book Sale Manager, Book Cellar Manager. Each member has one vote. In the event of a tie the vote is tabled for general discussion. The Executive Committee shall have general supervision and control of all the activities of the organization. A quorum at an executive meeting shall be a simple majority of those in attendance.

B. The **BOOK SALE COMMITTEE** shall have a manager to oversee sorting, storing and disposal of library discards and donations of books, tapes and videos. The book sale manager shall recruit and organize the book sale volunteers, chair the book sale events, and promote online sales.

C. The **BOOK CELLAR COMMITTEE** shall have a manager to oversee stocking and sorting the materials for sale in the Book Cellar, to prepare all promotional materials, to maintain order and cleanliness of that area and to advise staff of any changes or special events that may occur.

D. The **NOMINATING COMMITTEE** is a temporary committee, appointed in August, responsible to choose a slate of proposed candidate for the offices of Chairman, Recording Secretary, Membership Secretary and Treasurer to be presented for election at the October annual meeting.

E. The **MEMBERSHIP COMMITTEE** is a temporary committee responsible for the annual membership drive held in October. The Membership Secretary shall chair this committee. The duties to include: recruit and appoint a community chair, and prepare and send the Friend's membership letter for renewal of current members and recruitment of new members.

F. **AD-HOC COMMITTEES** will be appointed by the Executive Committee as needed to carry out specific projects of the organization.

ARTICLE VIII – AMENDMENTS

Amendments to the Friends of the Town of Esopus Library Constitution shall be approved by the Executive Committee, voted upon by the membership and approved by a 2/3 (two-thirds) votes of those present.

ARTICLE IX – DISSOLUTION

If for any reason, the organization is dissolved, custodianship of all assets shall revert to the Town of Esopus Library. Dissolution of the organization shall commence:

- A proposal by the Executive Committee
- Written notice to the general membership with a thirty (30) day notice of a meeting to vote upon dissolution. Votes in writing will be accepted by members in good standing.
- Upon a vote for dissolution, the Chairman and Treasurer will notify the IRS to dissolve the 501C3.
- Upon payment of all fees and debts occurred by the organization, the Treasurer will turn over any monies to the Town of Esopus Library.

Revised, approved February 2010