

**CONSTITUTION AND BY-LAWS
of the
FRIENDS OF THE SALEM LIBRARY**

BY-LAWS

ARTICLE I MEETINGS

This organization shall hold a minimum of four (4) general membership meetings per year (Normally in January, March, July and October). The January meeting will receive the report of the Nominating Committee, hold an election of officers and install the successful candidates.

The meetings shall be held on the second Sunday of the month, unless conflicting with a holiday. The exact schedule may be varied by the President for cogent reasons.

ARTICLE II DUTIES OF OFFICERS AND DIRECTORS

Section 1. President

The President shall:

- a) Preside at all meetings;
- b) Establish ad hoc committees, appoint members for all committees, and designate the chairpersons;
- c) Represent the Friends before any group requesting our presence, or designate a representative.
- d) Prepare a brief annual report of Friends activities and submit it to the Board and to the members with notification of the January meeting and the report of the Nominating Committee.
- e) At the end of his/her term of office, the President shall be automatically appointed to serve on the Board of Directors until replaced by the next post-President.

Section 2. Vice-President

The Vice-President shall perform all the duties of the President when that officer is absent.

Section 3. Secretary

The Secretary shall:

- a) Prepare and maintain minutes of meetings of both the general membership and the Board of Directors, provide a copy to the Historian, and post a copy on the Friend's website.
- b) Prepare and send out correspondence and perform other duties as directed by the President.

Section 4. Treasurer

The Treasurer shall:

- a) Make regular financial reports.

- b) Pay all bills for expenditures authorized by the membership.
- c) Keep a record of receipts and transactions in the organization's bank account.
- d) Collect all dues and maintain a list of paid members.

Section 5. Board of Directors

The Board of Directors shall consist of four (4) elected members plus the most recent post-President.

The Directors shall:

- a) Determine the mission and purpose of the organization;
- b) Protect assets and provide proper financial oversight;
- c) Ensure legal and ethical integrity;
- d) Meet at least annually and elect a Chairman.

Section 6. Standing Committees

- a) Standing committees may be created by vote of the membership at regular meetings.

ARTICLE III DUES STRUCTURE

Membership dues are on a calendar basis. New members may join at any time during the year but will incur new annual dues on the first day of the next calendar year. Names of members whose dues are not paid by October 1 shall be removed from the membership rolls. Dues shall be decided by vote of the membership.

ARTICLE IV MEMORIAL BOOK FUND

This fund shall be maintained by the Treasurer to receive donations from any person desiring to honor or to memorialize someone. The Library Director shall purchase additional books from this fund, record the names of the donor and donee on the frontispiece and notify the person being honored of the donor's gift.

ARTICLE V AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Amendments to this Constitution and By-Laws may be made at any general membership meeting by a two-thirds vote of those present, providing notification has been given to the members two weeks prior to the date that the subject amendment is to be voted upon.

ARTICLE VI DISSOLUTION OF THE ORGANIZATION

In the event of the dissolution of the organization, by the Board of Directors, all assets of the organization, shall be applied and distributed so that all liabilities and obligations shall be paid and satisfied. Remaining assets shall be transferred to the Salem Public Library.