

BY-LAWS OF THE FRIENDS OF THE MILFORD LIBRARY

ARTICLE I

Name

The name of the organization shall be **THE FRIENDS OF THE MILFORD LIBRARY.**

ARTICLE II

Purpose

Section 1. The purpose of the organization shall be:

- a) To inform the public of the many services the library has in order to promote the greatest possible use.
- b) To coordinate efforts of groups and individuals who wish to support the library.
- c) To provide volunteer services for library functions.
- d) To generate financial support for the purchase of materials and equipment and other special projects not included in the library budget.

Section 2. This organization is non-profit and volunteer.

- a) It is separate from the Library Board of Trustees and Library Staff, but shall act in support of both.
- b) This organization is a 503C non-profit corporation as of February 22, 2006.

ARTICLE III

Membership

Section 1. Membership shall be open to all those interested in the purpose of the organization and the welfare of the Milford Library.

Section 2. Membership begins upon payment of annual dues in one of the following categories:

Individual	\$ 10.00
Family	\$ 20.00
Business	\$ 50.00
Corporate	\$100.00

Section 3. The membership and fiscal year shall run from January 1 of a year to January 1 of the next year. Dues will be accepted throughout the year, but the main membership emphasis will occur in March of each year.

Section 4. The Friends of the Milford Library shall encourage volunteerism and maintain communication through e-mail and phone solicitation. Those who volunteer their time and resources will be made honorary members of the Friends of the Library and shall receive the same benefits.

ARTICLE IV

Officers and Directors

- Section 1.** The business and affairs of the organization shall be managed by its Officers and the Board of Directors.
- Section 2.** The Officers of this organization shall be President, Vice President, Secretary, Treasurer and Past President. Officers shall be elected annually by the Board of Directors of the Friends of the Milford Library. At the end of the term, the President will serve a term as Past President.
- Section 3.** The Board of Directors shall consist of the five officers plus a minimum of three Directors. Of the initial three Directors, one shall serve for three years, one will serve for two years and one will serve one year. Thereafter, all Directors shall be appointed by the Executive Council for three-year terms.
- Section 4.** Officers and Directors shall hold office until their successors and appointed or elected and have accepted. Vacancies shall be filled by appointment by the officers.
- Section 5.** Duties of the Officers shall be consistent with normal functions of Officers carrying such titles.

ARTICLE V

Executive Council

- Section 1.** The Executive Council shall consist of the Officers of the organization. The Library Director and a representative of the Library Board shall be ex-official non-voting members of the Executive Council.
- Section 2.** The Executive Council shall meet upon the call of the President to manage the affairs of this organization between meetings.
- Section 3.** The Executive Council shall fill by appointment any vacancies occurring in any office to finish an unexpired term.
- Section 4.** The Executive council shall nominate officers.
- Section 5.** Four members of the Executive Council shall constitute a quorum at any Executive Council meetings.

ARTICLE VI

Total Membership Meetings

- Section 1.** There shall be an annual meeting of this organization for the election of officers and transactions of other business. The date of this meeting shall be determined by the Executive Council.
- Section 2.** Special meetings may be called by the Executive Council or by written request of at least eight members. Ten days prior notice shall be posted for public view.
- Section 3.** Seven members present shall constitute a quorum or any meeting of this organization.

ARTICLE VII

Finances

- Section 1.** Funds received for this organization shall be deposited in the checking account of the Friends of the Milford Library.
- Section 2.** The above funds shall be under the control and management of the Executive Council and Board of Directors of the Friends of the Milford Library and funds shall be drawn upon order of these boards.
- Section 3.** The purpose of this fund shall be to receive and serve as depository for gifts, bequests and other contributions of whatsoever kind of nature.
- Section 4.** Membership dues or other gifts, unless otherwise specified by the donor, can be placed in a checking account for all expenditure and operation of the Friends of the Milford Library. The checking account shall be used for the current years needs with the excess funds to be invested in at the discretion of the Board of Directors in CDs or a savings account with a maximum of \$50,000 combined in all of the accounts belonging to the Friends of the Milford Library.

ARTICLE VIII

Amendments

These by-laws may be amended by a two-thirds affirmative vote of the Executive Council of the members present at membership meeting.

ARTICLE IX
Rules of Order

Roberts Rules of Order shall govern the proceedings of this organization to the extent that they are not in conflict with these by-laws.

ARTICLE X
Annual Review

These By-Laws shall re reviewed annually by the Board of Directors of the Friends of the Milford Library and necessary updates implemented.

Revised: 2/13/13