

## Friends of the North Hampton Public Library

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### CONSTITUTION AND BY-LAWS (Revised and Adopted 2016)

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#### PREAMBLE

NOW COME the Members of the Friends of the North Hampton Public Library (hereinafter “the Library”) and establish the following BY-LAWS for their governance as a charitable, educational and scientific organization. These BY-LAWS shall replace those adopted by the Friends in 2000, and amended in 2001.

#### ARTICLE I

##### Name

The name of this organization shall be the Friends of the North Hampton Public Library (hereinafter “the Friends”).

#### ARTICLE II

##### Purpose and Mission

The mission of the Friends shall be to maintain an association of persons interested in enhancing the resources of the library, improving its facilities, and enriching the cultural opportunities available to the residents of North Hampton

2.1 The Friends will enhance the resources of the Library by providing money, in-kind contributions, ideas, and the time and talents of its members. To that end, the Friends will create and manage an annual fundraising campaign, will engage in other fund-raising activities, will sponsor programs and assist with programs, and will make purchases suggested by Library staff and by Friends’ members, and approved at a Friends’ meeting.

2.2 The Friends will improve the Library’s facilities by providing funds, by initiating or supporting fund-raising campaigns for specific purposes, and by publicly supporting capital projects approved at a Friends’ meeting.

2.3 The Friends will enrich the cultural opportunities available to the citizens of North Hampton by participating in outreach efforts that encourage all residents of North Hampton to make use of the North Hampton Public Library, open

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and welcoming to all -- no matter race, color, religion, creed, socio-economic status, ethnicity, ancestry, national origin, sexual orientation, age or disability. The Friends will support the freedom to read as expressed in the American Library Association's Bill of Rights.

2.4 The Friends is organized exclusively for charitable, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code, as amended.

### ARTICLE III Membership and Dues

3.1 Anyone who is a resident of North Hampton or a library cardholder who donates time or money to the Friends is a member.

### ARTICLE IV Officers

4.1 The Friends shall have the following officers: a President, a Vice-President (President-elect), a Secretary, and a Treasurer. Elections shall be held in September.

4.1.1 The term of office for the President and Vice-President (President-elect) shall be one (1) year.

4.1.2 The Secretary and Treasurer will be elected to staggered two year terms.

4.2 The Executive Board will be made up of the officers and members attending the regular posted meeting.

4.3 The President may appoint committees consistent with the purpose and resources of this organization.

4.4 The Library Director of the North Hampton Public Library shall be an Ex-Officio, non-voting, member of the Executive Board of the Friends, with the privilege of attending all meetings of the organization.

4.5 A budget shall be prepared annually by the Treasurer to be presented to the members for approval at a regular posted meeting.

## ARTICLE V Meetings

- 5.1 The organization shall hold its annual meeting in September for the purpose of electing officers, receiving reports, and transacting other business.
- 5.2 A quorum at any meeting shall require a minimum of five members and at least one officer of the Friends.
- 5.3 Notice of the time and place of each meeting shall be given not less than one week before the meeting, including the Agenda for the meeting, and shall be posted at the Library and publicized at other town sites (physical or virtual).
- 5.4 There will be no fewer than six meetings per year.

## ARTICLE VI Funds

- 6.1 All funds shall be deposited to the account of, or invested in the name of, The Friends of the North Hampton Public Library, and shall be disbursed by the Treasurer as authorized by the members attending a posted meeting.
- 6.2 The Treasurer's accounts shall be audited annually by an Auditor or Audit Review Committee.
- 6.3 The Friends shall plan and manage fund raising, including an annual appeal as well as programs, and other activities as needed.

## ARTICLE VII Dissolution

Upon the dissolution of the Friends, all its property, real or personal, of whatever kind shall be distributed to the North Hampton Public Library, New Hampshire for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended.

ARTICLE VIII  
Conflicts of Interest

- 8.1 Members attending meetings shall disclose any conflict of interest, real or apparent, when the interest involves a specific issue being addressed at the meeting.
- 8.1.1 A conflict of interest shall be either a member's ownership or pecuniary interest in any matter being addressed or a member's association with a third party that would create to a reasonable person an impediment to that member's ability to impartially participate in deciding the issue.
- 8.1.2 A member with any conflict of interest shall abstain from voting on the issue. The minutes of the meeting shall reflect the disclosure of the conflict of interest, the abstention and the actual vote.
- 8.1.3 Members shall be advised of this policy at the annual meeting.
- 8.2 No officer shall personally profit from any transaction involving the Friends.
- 8.3 No part of the earnings of the Friends shall inure to the benefit of, or be distributed to, any of its members, officers or directors.
- 8.4 No part of the earnings of the Friends shall inure to the benefit or, or be distributed to, any private person; provided, however, that the Friends shall be authorized to pay reasonable compensation for services rendered by third parties and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- 8.5 No substantial part of the activities of the Friends shall be the carrying on of propaganda, or otherwise attempting to influence legislation.
- 8.5.1 The Friends shall not participate in by any means any political campaign on behalf of any candidate for public office.
- 8.6 Notwithstanding any other provision of these BY-LAWS, the Friends shall not participate in an activity prohibited to organizations exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, as amended, or

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organizations to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code, as amended.

ARTICLE IX  
Amendments

These BY-LAWS may be amended by a two-thirds vote of the members present at any regular meeting of the Friends, provided that notice of the amendment has been given at the meeting immediately prior thereto.

ARTICLE X  
Parliamentary Procedure

Robert's Rules of Order shall be used as a guide for meetings of the Friends of the North Hampton Public Library except when in conflict with these BY-LAWS.

DONE, in the Town of North Hampton, by two-thirds of the Friends members present in regular meeting on the 1<sup>st</sup> day of OCTOBER, 2016.