

Friends of the Mentor Public Library Constitution and By-Laws

ARTICLE I Name

The name of the organization shall be FRIENDS OF THE MENTOR PUBLIC LIBRARY.

ARTICLE II Purpose

The purpose of this organization shall be to:

1. Encourage a close relationship between the Mentor Public Library and the citizens of Mentor, Mentor-on-the-Lake, and environs. Assist, support, and raise money towards the promotion of Library programs, reading and literacy;
2. Promote knowledge of and focus attention on the functions, resources, services, and needs of the Library. Share resources with the greater community;
3. Maintain an association of persons interested in books and libraries;
4. Support Library development and legislation locally, in the State of Ohio, and in the United States of America;
5. Encourage the membership to volunteer in the programs supported by the Friends and the Library;
6. Work with the Director of the Library (or the Directors designee) on matters relating to the Library. Support policies established by the Board of Trustees of the Mentor Public Library. Work with the Director and the Board of Trustees on matters relating to major development projects, including building programs;
7. Encourage gifts of materials, endowments, and bequests to the Library in ways approved by the Board of Trustees;
8. Support the Ohio Friends of the Library.

ARTICLE III Membership

Section 1: Membership in this organization shall be open to all individuals in sympathy with its purpose, and to representatives of organizations when such representation is desired.

Section 2: Each officer and committee member shall be entitled to one vote.

Section 3: The Executive Board may, by majority vote, confer honorary memberships.

ARTICLE IV

Officers

Section 1: The officers shall be a president, a vice president, a secretary, and a treasurer.

Section 2: Nominations for officers shall be presented at the annual meeting by a Nominating Committee of three, to be appointed by the Executive Board. Additional nominations from the floor will be invited at the annual meeting. No person shall be nominated without his or her consent.

Section 3: Officers shall be elected by a majority of members present at the annual meeting and shall begin their terms immediately following the annual meeting.

Section 4: Vacancies shall be filled by appointment by the Executive Board until the next election at the annual meeting.

ARTICLE V Duties of Officers

Section 1: The officers shall have the duties and authority usually exercised by officers of such non-profit organizations. (see duties of officers)

Section 2: The Vice President shall preside in the absence of the President.

Section 3: The Treasurer shall sign all checks and one officer shall countersign each check issued. In absence of the Treasurer, an authorized Primary Signator shall sign with the countersignature of another officer.

ARTICLE VI Committees

Section 1: Committees include: Volunteer, Fundraising, Onboarding, PR/Communications, Finance. Standing ad hoc committees may also be established to advance the organization's objectives.

Section 2: The chairpersons of the above committees shall be appointed by the President with the approval of the Executive Board.

Section 3: The committee chairperson may report annually summarizing accomplishments of the past year.

ARTICLE VII The Executive Board

Section 1: The Executive Board shall consist of the officers and the chairpersons of all standing committees. The Director of the Mentor Public Library shall serve as an ex-officio member of the Executive Board.

Section 2: Meetings of the Executive Board may be called at any time by the President, or by any three members thereof, with advance notice being given to all members of the Executive Board as soon as possible.

Section 3: A majority of the Executive Board in attendance shall constitute a quorum for the transaction of business.

Section 4: The direction of the affairs of the organization shall rest with the Executive Board, the President serving as Chairperson.

Section 5: In an emergency, two Executive Board members may solicit votes from remaining Board members by telephone or electronic means; to pass the motion this vote must be unanimous. Details of the transaction must be recorded for the Secretary's minutes.

Section 6: The Executive Board shall appoint a three-member audit committee (not comprising of Executive Board members) or professional accountant or certified tax preparer in advance of the annual meeting to audit the Treasurer's accounts.

Section 7: Vacancies arising on the Executive Board shall be filled by appointment made by the remaining Executive Board members.

Section 8: No actively serving Library Board Trustee or member of the Library Staff may hold an office in the Friends of the Mentor Public Library until such trusteeship or employment is ended.

ARTICLE VIII Meetings

Section 1: This organization shall hold at least one meeting per year.

Section 2: The annual meeting shall be held in September, on a day to be determined by the Executive Board. Members shall be notified at least two weeks prior to the date of the meeting by written notice posted in the Library, including all branch libraries.

Section 3: The Executive Board may call a special meeting of this organization with three days notice given by posting a written announcement in the Library, including all branch libraries.

Section 4: All meeting shall be open to the public.

ARTICLE IX Funds

Section 1: The fiscal year shall begin on July 1 of each year and end on the last day of June the following year. Accurate books of accounts shall be maintained by the Treasurer.

Section 2: No funds shall be disbursed without the written authorization of the Treasurer or President. No funds over \$250 shall be disbursed without the approval of the officers.

ARTICLE X

Amendments

This Constitution and By-Laws may be amended at any meeting of the membership by two-thirds of the dues-paying members present and voting. Members shall be notified of proposed amendments by notice posted in the Library and all branches thereof, at least two weeks prior to the meeting.

ARTICLE XI Parliamentary Authority

All meetings shall be conducted according to *Robert's Rules of Order, Revised*, except when in conflict with this Constitution and By-Laws or with the laws of the State of Ohio.

ARTICLE XII Property and Dissolution

The interest of the members in the property of the organization is limited to its use for organizational purposes. If the organization is dissolved, all property not needed for paying its debts and expenses shall be transferred or conveyed to the Mentor Public Library or its successors, unless otherwise decreed by the laws of the State of Ohio.

ARTICLE XIII Ethics

The Friends of Mentor Public Library subscribes to the statement of principles promulgated by the Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association and is bound by the applicable statutes of the Ohio Ethics Law and the rulings of the Ohio Ethics Commission.

Friends Officers/Committee Members Ethics Statement

Every Officer/Committee Member makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

Officers/Committee Members shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

Officers/Committee Members shall comply with all the laws, rules and regulations that apply to them and to their library.

Officers/Committee Members, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.

Officers/Committee Members Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.

Officers/Committee Members must respect the confidential nature of library business and not disclose such information to anyone.

Officers/Committee Members must also be aware of and in compliance with Freedom of Information laws.

Officers/Committee Members must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged Friends or library information, for either themselves or others.

An Officer/Committee Member shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists. •

Officers/Committee Members shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Officers/Committee Members shall not interfere with the management responsibilities of the director or the supervision of library staff.

Officers/Committee Members shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.