

# **CONSTITUTION**

## **ARTICLE I — NAME**

The name of the corporation shall be **“FRIENDS OF THE LIBRARY IN OXFORD”**.

## **ARTICLE II — PURPOSE**

- 1) The purpose of this organization shall be to maintain an association of persons interested in the Oxford Public Library; to focus public attention on library services, facilities and needs; and to stimulate gifts, endowments and bequests to the library.
- 2) To provide supplementary programs, service and equipment to increase the scope and effectiveness of the Oxford Public Library and to raise funds to that end.

## **ARTICLE III — MEMBERSHIP**

- 1) Membership in this organization shall be open to all individuals and organizations.
- 2) Each organization and member shall be entitled to one vote upon payment of annual dues.

## **ARTICLE IV — EXECUTIVE BOARD**

- 1) The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and the Chairs of the standing committees. The Library Director shall be an ex officio, non-voting member of the Board.

## **ARTICLE V — FUNDS AND LIABILITIES**

- 1) All funds shall be deposited to the account of the "Friends of the Library in Oxford" shall be disbursed by the Treasurer as authorized by the Executive Board.
- 2) No member of this organization shall be liable except for unpaid dues; and no personal liability shall in any event be attached to any member of this organization in connection with any of its undertakings.

## **ARTICLE VI — DISSOLUTION**

- 1) Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one (1) or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954. and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal Income Tax under IRC Section 501 (c) (3) or corresponding provisions or any subsequent tax laws
- 2) No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer of the corporation or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.
- 3) No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section (h), and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- 4) In the event of dissolution, all of the remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to another organization exempt under IRC Section 501 (c) (3), or corresponding provisions of any subsequent Federal tax laws, or the Federal government, or state or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Connecticut.
- 5) Upon dissolution, these funds shall be disbursed in accordance with the 1954 Internal Revenue Service Code (c) (3).

## **ARTICLE VII — AMENDMENTS**

This constitution may be amended at any meeting of this organization by majority vote. Two weeks prior notice of the change shall be posted in the Library.

# **FRIENDS OF THE LIBRARY IN OXFORD**

## **BYLAWS**

**Adopted 6/13/90    Revised 12/07/00**

### **ARTICLE I — MEETINGS**

- 1) Meetings will be held on a quarterly basis.
- 2) Any regular meeting may be postponed by the Executive Board.
- 3) Special meetings may be called at any time by the Executive Board with 24 hours notice.
- 4) The annual meeting shall be held in October, at which time annual reports of all officers and committees shall be given.

### **ARTICLE II — OFFICERS**

- 1) The election of officers shall be by ballot and shall be held at the annual meeting following the annual reports of all committees and outgoing officers. A term shall consist of one (1) year. A majority of those present and voting shall be necessary in election. The newly elected officers shall assume their duties immediately upon election.
- 2) Any vacancy in an office shall be filled for the remainder of the term by appointment by the Executive Board.
- 3) Nominations shall be made by the Nominating Committee of three (3) members which shall be appointed annually by the President at the meeting prior to the annual meeting. Nominations may also be made from the floor provided consent of the nominee has been secured.

### **ARTICLE III — DUTIES OF OFFICERS**

- 1) The President shall preside at all meetings, appoint all committee chairs not otherwise provided for and shall be a member ex officio of all committees.
- 2) The Vice-President shall perform the duties of the President in his/her absence, audit and perform other duties as assigned.
- 3) The Secretary shall keep a record of all meetings of the organization and of the Executive Board.
- 4) The Treasurer shall collect all dues, shall be custodian of all monies, shall deposit money in the bank in an account in the name of the "Friends of the Library in Oxford", shall sign all checks and pay all bills authorized by the organization. The Treasurer shall make a report at all regular and Executive Board meetings.

### **ARTICLE IV — DUES**

- 1) Dues shall be a fair and reasonable amount as agreed upon by the Board.
- 2) An auditing committee consisting of the Vice President and one (1) member at large shall audit the Treasurer's books during the week prior to the annual meeting.
- 3) The fiscal year of this organization shall begin October 1.

### **ARTICLE V — COMMITTEES**

- 1) All committee chairs, both standing and special, shall be appointed by the President.
- 2) The standing committees shall be Program, Membership, Fund Raising, Historian, Newsletter and Publicity.

### **ARTICLE VI — PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall serve as parliamentary authority in all cases.

**September 3, 1998 - Amended: Article I - #3, #4; Article IV - #3**

**December 7, 2000 - Amended: Article I - #1; Article III - #3; Article V - #2**

### **ARTICLE VII — AMENDMENTS**

These by-laws may be amended at any meeting of this association by a majority vote of the members present and in good standing.