Friends of Boatwright Memorial Library By-Laws

NOTE: Proposed deletions appear with a line through the text: line through text
Proposed additions or new text are underlined: underlined text

Members present at the Annual Meeting of the Friends of Boatwright Memorial Library on April 27, 2010 will vote on the proposed revisions.

Article I: Name

Section 1.
The name of this organization shall be the Friends of Boatwright Memorial Library of the University of Richmond and may be referred to in this text as "Friends" or "The Friends".

Section 2.
The Friends of Boatwright Memorial Library is an official organization of the University of Richmond.

Article II: Purpose

Section 1.
The purpose of this organization shall be:

A. To encourage understanding and appreciation of the work of the Boatwright Memorial Library and its importance to the University, students, faculty, alumni, and the community.

B. To support further expansion of library services.

C. To provide, as funds will permit, books, non-print materials, equipment or other items needed and requested by the librarian.

D. To serve the "Friends" as a medium through which they may share their enjoyment of the library resources at lectures, receptions, exhibits, trips, and other special events.

E. To encourage gifts and bequests of books, manuscripts, monies, gifts-in-kind, and other materials to the Library.

Article III: Membership

Section 1.
Membership shall be open to those in agreement with the purposes stated in Article II and who pay appropriate dues.
Section 2.

A. There shall be the following categories of membership: Life, Supporting, Sustaining, Family, Individual, and Student.

A. Individual

Family

Sustaining

Supporting

Life

Student

with dues to be set by the Executive Council.

B. The Executive Council is empowered to create additional classes of membership.

Section 3.

Each member shall be entitled to one vote.

Article IV: Dues

Section 1. Annual dues shall be set by the Executive Council and shall be listed in the Standing Rules.

Section 2. Dues are for the fiscal year, July 1 to June 30.

Article V: Officers and the Executive Council

Section 1. The Officers of the "Friends" shall be:

President

Vice-President

Secretary-Treasurer, who shall be the University Librarian

Section 2. There shall be an Executive Council consisting of the elected officers, and no less than fifteen additional members of the "Friends," and the immediate past president.

A. At the discretion of the Executive Council, a representative named by the Office of University Advancement may be included in its membership. Development Office of the University and the immediate past president of the "Friends" also may be included as Executive Council members.
Section 3. Election and Terms

A. Officers shall be elected by majority of those present and voting at the Annual Meeting. They shall serve a term of two (2) years.

B. There shall be three classes of Executive Council members, each class serving three (3) years. At least one class of five (5) members shall be elected each year by a majority of those present and voting at the Annual Meeting.

C. A member who has served a full three-year term is eligible for re-election to the Council for one additional consecutive term. Persons filling unexpired terms may subsequently serve two full terms consecutively. A former council member, having served two consecutive terms, shall be eligible for re-election to the Executive Council only after an absence from the Council of one year. A member of the Executive Council who has served two consecutive three-year terms is, however, eligible to serve as an officer immediately at the conclusion of those two consecutive terms as a member of the Executive Council.

D. To insure that the classes remained balanced, the Nominating Committee shall nominate persons to complete unexpired terms. The Executive Council shall fill unexpired terms by electing persons from among the nominees presented by the Nominating Committee.

Section 4.
At the time of election, all officers and members of the Executive Council shall be current members in good standing of the "Friends" and must so remain during their time of office.

Article VI: Duties of Officers and the Executive Council

Section 1.
The President shall preside at all meetings, appoint all committee chairs, committees, and perform other duties connected with the office.

Section 2.
The Vice-President shall assist the President and, in his absence, shall perform the duties of President.

Section 3.
The Secretary-Treasurer shall record the attendance and minutes of the proceedings of all Executive Council meetings; record minutes of the annual meeting; shall keep proper books of accounting in which shall be recorded all financial transactions of the "Friends". The Secretary-Treasurer shall be responsible for maintaining an up-to-date list of current "Friends" members and the class of their membership.
Section 4.
The Executive Council shall direct the affairs of the "Friends" between Annual Meetings
A. It shall hold no fewer than three meetings between Annual Meetings.
B. In the event that a proposal requires action before the next scheduled meeting of the Executive Council, the President may call for a vote by e-mail, or some similar means. The decision of the majority voting shall have the same authority as if the vote had been taken at a regularly scheduled meeting of the Executive Council.
C. The Executive Council shall approve the annual budget.
D. The Executive Council shall fill, by appointment, an interim vacancy occurring in any office.

Section 5.
Executive Council members are expected to attend all meetings of the Executive Council.
A. If a member is unable to attend a meeting, he/she should inform the President/Secretary/Treasurer in advance of the meeting.
B. Members who miss two consecutive meetings or the majority of meetings held during a year may, at the discretion of the President and Vice-President, be asked to resign from the Executive Council.

Section 6.
Neither the Executive Council nor any officer of the "Friends" shall have authority to borrow money or to incur indebtedness or liability in the name of the Executive Council, and no officer of the "Friends" shall, without the consent of the Executive Council, act as, or be deemed to be, an agent of the "Friends". Neither the Executive Council nor any officer of the "Friends" shall act as, or be deemed to be, an agent of the Friends of Boatwright Memorial Library or the University of Richmond. No obligations shall be incurred, beyond the amount of funds on hand after deducting therefrom, or providing for, the total of all unpaid accounts, and outstanding obligations and liabilities.

Article VII: Committees

Section 1.
Standing committees shall be those so designated by the Executive Council as needed to perform the activities of the “Friends.” These committees may be created and dissolved by the Executive Council.
A. The chairman of every committee shall be a member of the Executive Council and appointed by the President.

B. Membership on committees may include any current “Friends” member in good standing.

Section 2.

There shall be a Nominating Committee and a Budget Committee.

A. The Nominating Committee shall present a proposed slate of officers and Executive Council members to the Executive Council one month prior to the Annual Meeting for election.

B. The Budget Committee shall submit an annual budget at the September meeting of the Executive Council and shall monitor budget expenditures.

There shall be several standing committees of the Executive Council:

Membership
Nominating
Program
Publicity
Ways and Means
Budget

Section 2.

The Executive Council is empowered to establish Ad Hoc Committees from time to time as may be needed to carry out the purposes of the “Friends”.

Section 3.

Membership on committees need not be limited to Executive Council members and may include any current “Friends” member in good standing.

Section 4.

The chair of every committee must be a member of the Executive Council.

Article VIII: VII: Meetings

Section 1.

There shall be an Annual Meeting of the membership for the purpose of electing officers and Executive Council Members and the transacting of other business at a time and place to be determined by the Executive Council. Normally this meeting will be held near the end of the academic year.
Section 2.
The Membership of the "Friends" shall be notified in writing of the date, time and place of the Annual Meeting.

Section 3.
Business of the "Friends" may be conducted at any other called general meeting of the organization's members.

Article IX: VIII: Amendments

Section 1.
These bylaws may be amended, altered, or repealed at the Annual Meeting of the "Friends" by a two-thirds vote of the members present, provided that proposed changes have first been approved by the Executive Council and provided that the membership has been notified at least ten (10) days prior to the meeting, notice of such proposed amendments shall have been communicated to all members of the Executive Council at least ten days before said meeting.

Section 2.
Amendments shall be effective upon adjournment of the meeting at which they are adopted.