

# FRIENDS OF THE BETHEL UNIVERSITY LIBRARY

## BYLAWS

Revised January 2017

### Article I: Name

The name of this organization shall be Friends of the Bethel University Library.

### Article II: Mission

The mission of the Friends of the Bethel University Library is to support the quality and vitality of the Library's collections, facilities, and services by encouraging monetary gifts and estate planning, awareness of library resources, and participation in library programs, with an emphasis on fostering lifelong learning, and general enrichment.

### Article III: Membership

**Section 1.** All friends interested in the mission of this organization shall be eligible for membership.

**Section 2.** Membership levels and annual dues shall be:

Student	\$10
Supporting	\$25
Sustaining	\$100
Patron	\$250
Lifetime	\$,1000

Lifetime membership may be achieved with a single gift or paid over a period not to exceed five years. Sustaining, Patron, and Lifetime membership levels can be joint membership for a couple.

**Section 3.** Each member shall be eligible to vote at annual and special meetings and to hold elective office.

**Section 4.** The membership year shall coincide with the fiscal year of Bethel University: June 1 to May 31.

## **Article: IV: Board of Directors**

**Section 1.** The Board of Directors, hereafter referred to as the Board, shall determine the policies, programs, activities, and governing rules of the organization. At all times the Board will act in consonance with the mission of the Friends of the Bethel University Library and with the mission and philosophy of Bethel University.

**Section 2.** The Board membership shall consist of the four officers listed in Article V, several members at large, at least one of whom is an alumna/us, not currently employed at Bethel, and, when possible, one student representative. The student representative shall be recruited by the Board. The library director shall serve ex-officio.

**Section 3.** The Board shall meet no less than four times each year at a time and place to be determined by the President. A quorum shall consist of the majority of the Board members.

**Section 4.** The Board shall determine the disbursement of funds received from membership dues, gifts, and fund-raising projects. Gifts of library materials and other non-monetary items are dispersed at the discretion of the Board.

## **Article V: Officers**

**Section 1.** The officers shall be: President, Vice-President, Secretary, Treasurer.

**Section 2.** The President shall set the agenda and preside over all meetings of the membership and Board and shall function as executive officer of the Friends. With the approval of the Board, the President shall establish task forces as deemed necessary. In consultation with each committee chair, the President shall appoint members to serve on the task forces.

**Section 3.** The Vice-President shall preside in the absence of the President and shall perform such duties as the President may designate.

**Section 4.** The Secretary shall take and distribute minutes of all meetings, conduct correspondence, and keep associated records of the organization.

**Section 5.** The Treasurer shall oversee the financial affairs of the Friends and keep records of membership dues, gifts and other income. The Treasurer shall serve as liaison with the Bethel University Business Office to authorize expenditures which have been approved by the Board of Directors.

## Article VI: Meetings

**Section 1.** The organization shall hold its annual meeting on a date selected by the Board. The annual meeting shall be held for the purpose of electing officers and members-at-large to the Board, receiving reports from the officers and chairs, and transacting other business. A written notice of the annual meeting shall be sent to each member of the organization no less than three weeks prior to the meeting.

**Section 2.** A quorum for annual and/or special meetings of the organization shall be the members present. A majority of those present is sufficient to transact business.

**Section 3.** The Board shall meet no less than four times each year. Special meetings of the Board of Directors and of the membership shall be held as directed by the President. A written notice shall be sent to members no less than three weeks before the meeting.

## Article VII: Amendments

**Section 1.** Any member may propose amendments to the by-laws. Amendments must be submitted by written notice to the Board no less than four weeks prior to the board meeting at which they are to be presented for consideration.

**Section 2.** The bylaws may be amended at any meeting of the Board of Directors by a two-thirds majority of the members present, provided those present constitute a quorum.

## Article VIII: Funds

**Section 1.** Funds raised by the organization shall *supplement, not replace*, the funds allocated to the library from the Bethel University library budget.

**Section 2.** All funds received by the organization shall be considered contributions to Bethel University, thus fully tax deductible, and shall be deposited in a special restricted account for Friends of the Bethel University Library established by Bethel's chief officer of finance.

**Section 3.** All funds shall be disbursed through the Bethel University Business Office at the direction of the Treasurer of the Friends, with the approval of the Board.

**Section 4.** No member of the organization shall be liable, and no personal liability shall attach to any member of this organization. All liabilities of the organization shall be limited to the common funds and assets. Neither the Board nor the officers have authority to borrow money or incur indebtedness or liability in the name of, or on behalf of, this organization.

## **Article IX: Dissolution**

**Section 1.** Notice of a vote to dissolve the organization shall be given to all members of the organization no less than six months before the vote will be taken.

**Section 2.** Dissolution of the organization shall be effected by a two-thirds vote of the members present at an annual or special meeting.

**Section 3.** In the event of the dissolution of Friends of the Bethel University Library, its books, records, archives and other assets shall become the property of the Bethel University Library.