

Friends of the Bonfield Public Library By-law

1. The Friends of the Bonfield Public Library is established in accordance with the Ontario Corporations Act, sections 117-133.

2. Definitions

FBPL in this document will refer to the Friends of the Bonfield Public Library.

Library in this document shall refer to the Township of Bonfield Public Library.

The Board in this document shall refer to the Township of Bonfield Public Library Board.

3. Objective of the Friends of the Bonfield Public Library

To support in the promotion and improvement of public library service in the community.

4. Activities

The objectives of the Friends of the Bonfield Public Library shall be supported by, but not limited to, the following activities:

- ◆ To act as a liaison with the CEO of the Bonfield Public Library and with the Township of Bonfield Public Library Board.
- ◆ To assist with library programs as requested either financially or with in kind assistance or services for library programs which would not otherwise be possible.
- ◆ To raise funds for the betterment of the library not supported by municipal taxes.
- ◆ To act as volunteers for special library activities which do not conflict with staff.
- ◆ The friends shall act as advocates for the library.
- ◆ To follow through on grants or programs as deemed appropriate for the FBPL.

5. Membership

Membership is subject to the approval of the executive committee.

Membership shall be open to all of those people who wish to support the library and its programs and development.

Membership will cost \$5.00 for an annual membership.

A member must be of legal voting age to vote on motions of the Friends of the Bonfield Public Library.

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6. Officers of the Friends of the Bonfield Public Library

The officers of the board will consist of no less than five (5) members. (**revision Apr 18/13, Res. 006/13**)

7. The Executive

The Executive Committee shall consist of not less than four (4) members.

1. The Chairperson -elected by the members
2. Vice-Chairperson - elected by the members
3. Secretary - elected by the members
4. Treasurer - elected by the members

The Secretary and Treasurer position may be held by one person

The Executive shall determine the time and manner for elections and will by written notice inform all officers.

Should an executive member be absent more than three (3) consecutive meetings, the Executive Committee shall consider the circumstances of the absences and either,

1. Declare the seat vacant, or
2. Pass a resolution authorizing that person to continue as an officer member until the next meeting.

8. Election of Officers

Elections shall be held at a time and place determined by the Executive.

Elections shall be held in accordance with the term of office,, unless a position becomes vacant and the executive deems it advisable to conduct elections for the good of the FBPL.

The Executive shall post a notice of elections for the FBPL giving a date and time for acceptance of nominations and forthcoming elections for the advertised positions.

9. The Chairperson

The chairperson is elected by the members.

The chairperson shall act as the official representative of the Friends of the Bonfield Public Library and in a leadership role to the membership and the executive, and ensures the proper functioning of the executive and proper conduct of the executive business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition the chairperson is responsible for:

1. Presiding at regular and special meetings of the executive committee in accordance with the Ontario Corporations Act, specifically Part III of the Act, Sections 117-133, and other relevant legislation, and with the rules of procedure adopted by the executive committee.
2. Serving as an ex-officio member of all executive committees.

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9. The Chairperson, continued...

3. Acting as an authorized signing officer of all documents pertaining to the executive business.
4. Representing the executive committee, alone or with other members of the executive, at any public or private meetings for the business of promoting, advocating, or completing the business of the executive.
5. Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation of the executive.
6. Ensuring that vacancies on the executive are filled as expeditiously as possible.
7. Advising the Vice-chairperson, if, for any reason, the chairperson is temporarily unable to perform these functions.
8. The chairperson shall not commit the executive to any course of action without the approval of the executive.

10. The Vice-chairperson

The vice-chairperson shall in the absence of the chairperson act as the official representative of the Friends of the Bonfield Public Library and ensure the proper functioning of the Executive and the proper conduct of the FBPL business, in accordance with appropriate legislation and prescribed rules of procedure.

The Vice-chairperson shall be responsible for:

1. Exercising all powers and performing all duties of the chairperson, in the absence of the chairperson.
2. Exercising such powers and duties as may, from time to time, be assigned by the Executive.

11. The Treasurer

The Treasurer shall act as an official representative of the Friends of the Bonfield Public Library and in an executive role to the Executive, and is responsible for the financial affairs of the Executive and the proper conduct of the FBPL financial business.

12. The Secretary

The Secretary shall act as an official representative of the Friends of the Bonfield Public Library and in an executive role to the Executive, and is responsible for the correspondence, motions and other data as assigned by the Executive, and is responsible for the organization of material and the proper conduct of the Executive records and materials.

13. Order of Proceedings

Meetings shall be called to order as soon after the hour fixed for a meeting if a quorum is present. ***(Quorum is 4 Board members, 2 of which are exec. members – res.002/10)Rev. Apr/16***

If a quorum is not present at a regularly scheduled meeting, members can:

1. Adjourn until the next regular meeting or,
2. Continue with the meeting, and have all motions ratified by quorum at the next scheduled meeting.

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If noted by a majority of members of the anticipated absence from a meeting, the Chair shall notify all members that the meeting is canceled.

14. Conduct of Proceedings

1. The Chairperson shall open the meeting and call the members to order;
2. Announce the business before the members in the order in which it is to be acted upon;
3. Receive and submit, in the proper manner, all motions presented by the members;
4. Put to vote all motions which are moved and seconded in the course of the proceedings, and to announce the results;
5. Decline to put to vote motions which infringe the rules of procedure;
6. Restrain the members, when engaged in debate, within the rules of order;
7. Authenticate, by signing, all by-laws, resolutions and minutes of the meeting;
8. Inform the members, when necessary or when referred to for the purpose, in a point of order of usage;
9. Represent and support the members, declaring its will, and implicitly obeying their decisions in all things;
10. Receive all messages and communications and announce them to the members;
11. Appoint members to committees;
12. Ensure that the decisions of the members are in conformity with the laws and by-laws governing the activities of the FBPL.

*Points of order not covered by the above shall be decided according to Roberts Rule of Order.

Every member present, when a question is put, shall vote thereon unless a member has declared a conflict of interest or is under the legal age of voting. A member who refuses to vote shall be deemed to vote in the affirmative.

15. Motions and Voting on Motions

A motion must be seconded before it can be debated, put to vote or recorded in the minutes.

A motion to adjourn is not debatable, cannot be amended, and if resolved in the negative cannot be made again until after some immediate proceeding shall have been completed by the members.

The Chairperson may vote with other members upon all questions.

Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote.

Voting shall normally be by a show of hands. Upon request of a member who is present when the question was stated, a recorded vote can be taken.

16. Financial Year

The financial year of the Friends of the Bonfield Public Library shall terminate on the 31st day of December in each year.

17. Signing Officers of the FBPL

The members shall appoint at least three signing officers of the FBPL.

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All cheques or other orders for the payment of money in the name of the Friends of the Bonfield Public Library shall be signed by at least two signing officers.

18. Bank Accounts

Bank Accounts required for the business of the FBPL shall be opened in the FBPL name by the Treasurer.

19. Reimbursement of Expenses

The Friends of the Bonfield Public Library shall, upon submissions of receipts, reimburse its members for proper expenses incurred in carrying out their assigned duties as members of the FBPL.

20. Audit

The accounts of the FBPL shall be audited by personages as appointed by the FBPL at the conclusion of each financial year, and at other times as the elected officers shall direct.

21. Amendment of the By-laws

A motion to amend or remove a by-law of the Friends of the Bonfield Public Library shall require a majority vote of at least two-thirds of the members in order to be carried. Notice of amendment must be given at the previous meeting of the members, and all members not present shall be informed in writing of that intent.

Approved on the _____, 2007 and passed by

Motion # _____ and with the signatures of the Chairperson and Secretary affixed

hereto.

Chairperson

Secretary