

FRIENDS OF THE PROSPECT PUBLIC LIBRARY, INC.

ADOPTED: MAY 7, 2018

ORGANIZATIONAL MANUAL

ARTICLE I MEETINGS

Section 1. The annual meeting shall be held in September. Members shall be notified in writing at least two (2) weeks prior to the date of the meeting.

Section 2. The Executive Board shall meet on a regular basis. A simple majority of the Executive Board shall constitute a quorum.

Section 3. The President may call additional membership and Executive Board meetings as needed.

Section 4. The Library Director, or designee shall be present at all meetings.

Section 5. All meetings shall be open to the public.

ARTICLE II EXECUTIVE BOARD

The Executive Board is comprised of the President, Vice President, Secretary, Treasurer, Organization Representative and Historian.

ARTICLE III DUTIES OF OFFICERS

All officers shall serve without compensation. The duties of officers are listed below.

Section 1. PRESIDENT

- a. Preside at all meetings.
- b. Creates an agenda for each meeting and communicates it to the membership prior to the meeting.
- c. With the consent of the Executive Board, establish all committees.
- d. Be an ex-officio member of all committees except the nominating committee.
- e. Represent the Friends when appropriate.
- f. Prepare an annual report for distribution to library board, town officials, grant makers, etc.

- g. Work with committees to obtain sponsorships for events.
- h. Prepare and maintain strategic plan for the organization.
- i. Perform such other duties as are customarily required of the office of President.

Section 2. **VICE PRESIDENT**

- a. Preside at meetings and perform the duties of the President in the absence of the President.
- b. Oversee membership and assist the Membership Chair to develop and implement strategies for creating opportunities for new members and retention of current members.
- c. Work with the business community and committees to obtain sponsorships to events.
- d. Represents the Friends organization with the President and others at civic events, meetings, conference and conventions.
- e. Perform such other duties as are customarily required of the office of Vice President.

Section 3. **SECRETARY**

- a. Records attendance and takes minutes at meetings.
- b. Distributes minutes to all members.
- c. Is responsible for all correspondence.
- d. Maintains a permanent record of all minutes, by laws and organizational manual, certificate of incorporation, IRS and state tax forms, etc.
- e. Perform such other duties as are customarily required of the office of Secretary.

Section 4. **TREASURER**

- a. Be responsible for maintaining an accurate record of all funds received and disbursed and submit a current statement at each meeting.
- b. Prepares annual budget for review by Executive Board and membership.
- c. Collects, records, and deposits all dues and receipts. Works in concert with Membership Chair and Vice President with updates.
- d. File customary annual financial forms required by the Federal and State Government, to maintain compliance
 - a. (Federal 990-N filing; State Incorporation Fee)

- e. Perform such other duties as are customarily required of the office of Treasurer.

Section 5. **HISTORIAN**

- a. Gather, organize, maintain and record any and all information pertaining to the Friends of the Prospect Public Library, Inc. The records will be kept in the office of the Library Director, together with the organization's monthly minutes.
- b. Perform such other duties as are customarily required of the office of Historian.

Section 6. **ORGANIZATIONAL REPRESENTATIVE**

- a. Serve as a liaison between the Executive Board and the Library Board of Directors by attending the monthly Board meetings and sharing information, as appropriate.
- b. Perform such other duties as are customarily required of the office of Organizational Representative.

ARTICLE IV AMENDMENTS

This Organizational Manual may be amended by a majority vote of members present at any regular meeting, provided that a copy of the proposed amendment has been posted on the library website for a period of at least ten (10) days in advance, and notification has been made by mail and/or email to members.