

CONSTITUTION – FRIENDS OF BAYFIELD LIBRARY

1. PURPOSE

Friends of Bayfield Library (FOBL) is a non-profit organization of volunteers that exists to provide community support for the Bayfield branch of the Huron County Library system. We believe that good public libraries are critical to maintaining healthy, thriving communities. Friends of Bayfield Library works to establish closer ties between the library and the local community to:

- increase awareness and interest in the functions and resources of the library;
- promote literacy; and
- raise funds for special projects that are beyond the scope of the library budget.

Friends of Bayfield Library works in collaboration with Huron County Library staff and with other like-minded community groups to achieve common objectives and sponsor events relevant to the public library's role as a significant cultural and education institution.

2. MEMBERSHIP

Anyone who shares a love of public libraries and wishes to promote the value of the Bayfield branch of the Huron County Library system is welcome to join FOBL.

Membership fees are set by the Executive Committee.

3. GOVERNANCE

FOBL operates within and abides by the terms of the Huron County Library Board Friends of the Library Policy and other relevant policies. The affairs of FOBL are managed by an Executive Committee. The Officers of the Executive Committee consist of the President, Vice President, Secretary and Treasurer. Additional members of the Executive Committee include the Past-President and a minimum of five (5) Members-at-Large. Executive Committee members are elected at the Annual General Meeting and have equal and full voting rights.

Appointments to the position of President are for two (2) years, with the opportunity to extend the term at the discretion of the Executive Committee.

Standing and Ad Hoc Committees shall be those deemed necessary by the Executive Committee, which will also appoint the Chairs.

If the post of any Executive Committee member should become vacant between elections, the Executive Committee has the power to fill the vacancy.

4. ROLES

President

- Notice of and preside at all meetings
- Overall supervision and administration of FOBL
- Form committees and appoint chairs as necessary
- Ensure all policies and actions are properly implemented
- Prepare and present an annual report to members
- Submit required reports to the Library Branch Manager and Huron County Library Board
- Be a representative of FOBL in the community

Vice-President

- Carries out the duties of the President when the President is absent
- Other duties as assigned by the President
- Be a representative of FOBL in the community

Secretary

- Preparation and circulation of correspondence
- Recording, preparation and circulation of the minutes of all meetings
- Presentation of the minutes at meetings
- Maintain a copy of all records (e.g., constitution, membership list, ad hoc committees, reports, etc.)
- Be a representative of FOBL in the community

Treasurer

- Manage and oversee the financial affairs of the Friends
- Develop and follow FOBL's financial policies
- Keep up-to-date records that detail all financial transactions
- Prepare financial statements and make regular financial reports to the Executive Committee
- Prepare and present a detailed annual fiscal report to the membership
- Prepare documents for audit purposes
- Be a representative of FOBL in the community

Past President

- Attend executive and general meetings in an advisory capacity to the current Executive Committee
- Be a representative of FOBL in the community

All Officers and Committee Members-At-Large

- Attend Executive Committee and general meetings
- Serve on Standing and Ad-Hoc Committees
- Consider leadership roles
- Provide written reports prior to meetings as required
- Provide support at various FOBL events throughout the year
- Be a representative of FOBL in the community

5. MEETINGS**Annual General Meeting**

The Annual General Meeting will be held prior to September 30th of each year to:

- Approve the Minutes of the previous Year's Annual General Meeting
- Receive reports from the President
- Receive a detailed annual fiscal report from the Treasurer and any audited financial statement
- Elect the Executive Committee
- Consider amendments to the Constitution
- Deal with other relevant business

Special General Meeting

From time to time, as necessary, a special general meeting of the members may be called by the Executive Committee with at least 10 (ten) days' notice. The notice must state the reason for the meeting.

Executive Committee Meetings

The Executive Committee will meet regularly as determined and in keeping with Huron County Library Friends of the Library Policy.

Voting

All currently paid-up members may vote on motions at the Annual General Meeting or a Special General Meeting. Members are entitled to one vote.

All regular meetings of the FOBL Executive Committee are open to the public. However, only members of the Executive Committee may vote on motions.

Quorum for all meetings shall be a minimum of six (6) paid-up members, or such other number that represents two-thirds the number of Executive Committee members.

Motions will be accepted by simple majority of those members in attendance at the meeting.

Virtual Meetings/Electronic Voting

Under extenuating circumstances (e.g., severe weather, injury or health issues, out of country, etc.), any member, including Executive Committee members, are permitted to attend any type of meeting using telephone or other electronic means to communicate synchronously, if organized in advance to prevent a delay in the meeting start time.

The President is permitted to use voting by electronic means (e.g., email) following an outlined method, when quorum is not achieved in a regularly scheduled meeting of the Executive Committee or an urgent matter arises requiring immediate attention.

Method for voting by electronic means:

- The President emails the Executive Committee members, communicating the issue, the summary of discussion from the meeting, the motion to committee members, and a voting due date (no more than seven (7) days from the original email), which closes the voting period. No "second" for the motion is needed.
- The President must send the vote email as soon as possible (no more than seven (7) days from the original meeting date) following the meeting with the above inclusions.
- If any Executive Committee member has questions on the issue resulting from the President's email, they can ask for clarification (using email), within the stipulated time period.
- To cast their vote, Executive Committee members reply to the original email to all recipients by typing their vote (i.e., Aye, Nay or Abstain) and their name.
- To be a valid vote, the number of votes cast, within the time period, must follow regular quorum rules. If quorum is not achieved via returned vote, the issue and motion are tabled and added to the next meeting agenda.
- The President follows up with Executive Committee members via email announcing the results of the vote, following regular voting rules, and any resulting actions can be taken.
- Results of the vote must be read into the next official meeting so the results are captured in the minutes.

6. USE OF FUNDS

Net funds raised by FOBL will be used to enhance services, programs, technology, and resources for the Bayfield Library in keeping with FOBL's Purpose, including special projects that are beyond the scope of the Bayfield Library's regular operating budget.

7. FINANCE AND ACCOUNTS

- The financial year runs from January 1 to December 31
- The Treasurer is responsible for the preparation of the annual accounts of FOBL
- All cheques drawn against FOBL's funds will be signed by the Treasurer and one other nominated Officer
- Annual reports from the President and the Treasurer will be submitted to the Huron County Library Board
- The accounts will be audited every 2 (two) years by an independent, arms-length person or organization appointed by the Executive Committee.

8. AMENDMENTS

Amendments to the Constitution may be proposed by any paid-up member of FOBL, including members of the Executive Committee. A detailed motion must be presented to the Executive Committee at least one month prior to the Annual General Meeting. The Executive Committee will circulate the notice of motion to FOBL members at least two (2) weeks prior to the Annual General Meeting. Amendments to the Constitution follow the regular rules of quorum and voting.

A review of the Constitution for possible updates and amendments should take place at least every two (2) years.

9. DISSOLUTION

In the event of the dissolution of FOBL any assets thereof will be given to the Huron County Library Board to be used on behalf of the Bayfield branch.

Document Control

Approved: Circa 2011

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