

Friends of the Burnham Library
Revised by-Laws, Approved September 17, 2024

ARTICLE I NAME

Section 1 The name of the organization shall be: Friends of the Burnham Memorial Library (FOBL).

ARTICLE II PURPOSE

Section 1 The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the Burnham Library; to stimulate the use of the Burnham Library resources and services; to receive and encourage gifts, endowments and bequests to the Library; to support and cooperate with the Library in developing library services and facilities for the community; and to support programs and services deemed useful to the Library.

ARTICLE III MEMBERSHIP

Section 1 Membership in the FOBL is open to all Colchester residents or entities who attend FOBL meetings, make a donation, or volunteer at FOBL events.

Section 2 Each member shall be entitled to one vote.

ARTICLE IV OFFICERS

Section 1 The organization shall be governed by a President, Vice President, Treasurer, and Secretary. A member of the Library Board of Trustees and the Library Director shall be ex-officio members of the Board.

Section 2 Nominations for officers may be made at the November (or Fall) meeting each year and voted on by all members present. Additional nominations may be made up to and including the day of the meeting. Election can only occur with the consent of the nominee.

Section 3 Notice of election of officers will be announced with at least two weeks notice by email to members and notice given on the Library website and other social media.

Section 4 Officers shall be elected by the majority vote of those present for the term of one year. Vacancies occurring during the year shall be filled by majority vote.

ARTICLE V DUTIES OF OFFICERS

- Section 1 President: To preside over and conduct meetings and to appoint all committees, and be an ex-officio member of all committees.
- Section 2 Vice-President: To perform the duties of the President in the absence of the President.
- Section 3 Treasurer: To keep and maintain the financial records of the organization; to file the required tax forms, to pass these records on to the subsequent Treasurer.
- Section 4 Secretary: To record attendance and take the minutes at all meetings. To keep and maintain donor database and conduct social correspondence of the organization; to pass records on to the next Secretary. NOTE: In the absence of the secretary, the president may request that another member take minutes at meetings.

ARTICLE VI MEETINGS

- Section 1 An annual meeting shall be held during the month of November on a date to be determined by the Officers. Members shall be notified by email, through posting on the Burnham Library Website, and through social media at least two weeks before the date of the meeting.
- Section 2 Regular meetings of the officers shall be held at their discretion, as needed.
- Section 3 A majority vote of those present shall be necessary to enact any business to come before an annual or regular meeting.
- Section 4 Amendments to these By-Laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is taking place.

ARTICLE VII. DISSOLUTION

Upon dissolution, the surplus assets of the FOBL shall be distributed as decided by the Officers, either directly to the Burnham Memorial Library or to the Board of Trustees of the Burnham Library.

Revised and Approved: September 17, 2024

Previous Revision: April 16, 2007