

# THE FRIENDS OF THE CALEDON PUBLIC LIBRARY

## BY-LAWS

### 1. PREAMBLE

The Friends of the Caledon Public Library (hereinafter called the "Friends") enacts the following by-laws for the regulation of its business.

### 2. ANNUAL GENERAL MEETING

2.1 At the call of its President, the Friends shall meet once a year in an Annual General Meeting. Notice of this meeting and a brief description of the major items of business shall be mailed to the membership at least two weeks before the date of the meeting. If circumstances so require, this may be done by notices posted at the several branches of the Caledon Public Library and through advertising in news media.

2.2 At the Annual General Meeting, the order of business shall include the following:

- A. Minutes of the previous meeting
- B. Business arising out of the previous meeting
- C. President's report
- D. Correspondence
- E. Treasurer's report
- F. Report on the Trust Fund
- G. Nominating Committee's report
- H. Election of Executive Committee members
- I. Other business

2.3 Ten (10) members in good standing of the Friends shall constitute a quorum for an Annual or Special General Meeting.

### 3. SPECIAL GENERAL MEETING

3.1 A Special General Meeting may be called by the President, three (3) members of the Executive Committee or ten (10) members in good standing. The meeting shall convene in the manner set out in paragraph 2.1 and it shall deal only with matters for which it was called. The notice of the meeting must state the reason for the meeting.

### 4. EXECUTIVE COMMITTEE

4.1 The Executive Committee shall consist of the President, Past President, Vice President, Secretary, Treasurer, Branch Representatives and Members at Large. The Chief Librarian of the Caledon Public Library and the Library Liaison shall

be ex-officio members of the Executive Committee. Members of the Executive Committee may stand for re-election if so nominated by the Nominating Committee, but cannot serve more than two consecutive two-year terms in the same position.

- 4.2 Positions on the Executive Committee shall be elected by the membership at the Annual General Meeting, following nominations made to the Annual General Meeting by the Nominating Committee. The President presides over the Executive Committee and the Annual or Special General Meetings. If the President is unable to be present, the Vice President or another appropriate officer takes the chair. The immediate Past President is a member of the Executive Committee for the next two (2) years.
- 4.3 The Executive Committee shall meet at the call of the President. It shall meet at least once every three months. A quorum for the Executive Committee meetings shall be four (4) members. If a member is absent from meetings of the Executive Committee for three (3) consecutive meetings without giving appropriate notice, the seat may be declared vacant by the Executive Committee. The Executive Committee may appoint a member to fill any vacancy until the next Annual General Meeting. At the Annual General Meeting, a member shall then be elected to complete the normal term of office of the vacating member.
- 4.4 Between each Annual General Meeting, the Executive Committee is responsible for the governance of the Friends. It will receive such reports as it deems appropriate from the Secretary, Treasurer and other persons from such committees as it may establish. It will decide and act upon such matters as it deems to be in the general interest of the Friends.
- 4.5 No remuneration shall be paid to the members of the Executive Committee. However, they may be reimbursed for reasonable expenses incurred in carrying out their duties as members of the Executive Committee.

## 5. NOMINATING COMMITTEE

- 5.1 Once a year, the Executive Committee shall establish a Nominating Committee consisting of three (3) persons to receive and present nominations to the Annual General Meeting to fill vacancies on next year's Executive Committee.
- 5.2 Members in good standing may nominate any member as a candidate for the next Executive Committee.
- 5.3 Nominations may also be made from the floor of the Annual General Meeting by any member in good standing, provided that the nomination is duly seconded and accompanied by the verbal acceptance of the nominee.

## 6. ELECTIONS

- 6.1 Elections to vacancies on the Executive Committee shall be held once a year at the Annual General Meeting, following receipt of all nominations and after the appointment by the President of scrutineers should these be needed.

## 7. MEMBERSHIP

- 7.1 Membership fees for the fiscal year shall be a pre-set amount as determined by the Executive Committee from time to time.
- 7.2 A member in good standing shall be any member who has paid the membership fee.

## 8. FINANCES AND TRUST FUND

- 8.1 Membership fees and gifts other than in kind, shall be paid to the Treasurer. The Treasurer shall open such bank accounts as may be necessary as directed by the Executive Committee. Disbursements shall be made by cheque signed by the President or Vice President and the Treasurer. The fiscal year of the Friends shall be March 1<sup>st</sup> to the last day of February in the following year.
- 8.2 The Trust Fund shall be administered in the manner set out in paragraphs 5 to 7 of the Constitution of the Friends.
- 8.3 The annual financial reports of the Friends and the Trust Fund shall be made available to the membership once a year before the Annual General Meeting.
- 8.4 The Friends' financial accounts, including those of the Trust Fund, shall be audited once a year by an accredited accountant and these costs shall be borne by the Friends.

## 9. SECRETARY

- 9.1 The Secretary shall provide and have custody of the minutes of the Executive Committee and of the Annual and/or Special General Meetings

## 10. BRANCH REPRESENTATIVES

- 10.1 The Executive Committee will make every effort to recruit and appoint a Branch Representative to represent each area served by the existing Caledon Public Library. Each Branch Representative shall be elected at the Annual General Meeting to serve a two-year term.

11. MEMBERS AT LARGE

11.1 The Executive Committee will make every effort to recruit and appoint Members at Large to be elected at the Annual General Meeting. Each Member at Large shall be elected at the Annual General Meeting to serve a two-year term.

12. AMENDMENTS TO THE BY-LAWS

12.1 Notice in writing of proposed amendments to these by-laws shall be communicated in the manner set out in paragraph 2.1 to the membership before the Annual or Special General Meeting.

Approved by the Friends at the Annual General Meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary