

**FRIENDS OF MEAFORD LIBRARY
BY-LAWS**

ARTICLE I- MEMBERSHIP AND DUES

Membership in Friends of Meaford Library, a registered charitable organization hereinafter in these by-laws referred to as “the Friends”, is open to anyone who is interested in volunteering their services and in promoting the aims and objectives of the Friends. Individual membership dues are due annually within the calendar year.

The Executive Committee sets the annual membership dues.

Each individual member shall be entitled to one vote at General Meetings

Membership lists are intended for the sole use of the Friends. If an organization or individual wishes to use the membership list, permission must be obtained from the Executive Committee.

Members in good standing are members whose dues are fully paid.

ARTICLE II- OFFICERS AND EXECUTIVE COMMITTEE

1. The Officers of the Friends consist of the President, the Vice-President, the Secretary and the Treasurer.
2. The Officers shall hold their positions for a period of two years.
3. The Executive Committee consists of the four Officers plus the following; the Past President, the Chairs of each approved committee and designated members-at-large as appointed by the Executive Committee.
4. The Executive Committee makes decisions on behalf of the Friends, as defined by the Constitution and By-laws. This includes decisions regarding fundraising and other activities, and the dispersal of funds.
5. The duties and responsibilities of the Officers and Committee Chairs shall be defined in the position descriptions approved by the Executive Committee and listed under these By-Laws in Appendix A and Appendix B.
6. Funds to be expended in accordance with the purpose of the Friends up to \$250 may be decided by an individual Executive Committee member. Expenditures in excess of this amount must be approved by two-thirds majority of the Executive Committee.
7. Outgoing officers shall deliver to their successors in office all records and other materials belonging to their office at the close of term.
8. Members of the Executive Committee who are absent from 3 consecutive Executive Committee meetings without notice may be asked to resign.
9. No remuneration shall be paid to members of the Executive Committee. However, members may be reimbursed reasonable expenses incurred in carrying out their duties as approved by the Committee.

**FRIENDS OF MEAFORD LIBRARY
BY-LAWS**

ARTICLE III- NOMINATING COMMITTEE AND ELECTION PROCESS

The nomination process will consist of the following activities:

1. A nominating committee shall be established in April of an election year and shall consist of 3 members, one of whom shall be an Executive Committee member. The nominating committee shall present a slate of officers for the Annual General Meeting (AGM).
2. At the AGM of an election year, the outgoing President shall conclude the business of the regular meeting, and invite the Chair of the Nominating Committee to present the proposed slate of officers for the next term;
3. After nominations have been invited from the floor, and nominations have been closed, the officers of the Friends shall be elected or acclaimed. Upon request of any member of the Friends, the vote for such elections may be by secret ballot; and,
4. Upon completion and tabulation of the said election, the newly elected officers shall assume their responsibilities immediately.

ARTICLE IV- MEETINGS

Meeting Management of all the Friends' meetings shall be in accordance with Roberts Rules of Order.

Annual General Meeting (AGM) shall be held annually as soon as possible after the end of the fiscal year. A quorum at the AGM shall consist of the members present plus two thirds of the Executive Committee and shall include but not restricted to the following agenda items;

1. Acceptance of the minutes of the previous AGM.
2. Annual Report presented by the President or designate.
3. Committee reports which may be written and handed out prior to the meeting.
4. Motion to approve all reports and actions of the Executive Committee since the last AGM.
5. An financial report presented by the Treasurer to the year-end of May 31st.
6. Identify and propose projects for membership review and approval.
7. Election of Officers as required.
8. Appointment of Chairs of committees as required.

Special General Membership Meetings may be called by the President or at the request of any member of the Executive Committee. The meeting shall deal only with matters for which the meeting was called.

1. Notification of Special General Membership Meetings shall be published at least two (2) weeks in advance of the meeting date.
2. Notification may be through such sources as the Library bulletin boards, newsletters, and community event calendars.

**FRIENDS OF MEAFORD LIBRARY
BY-LAWS**

Executive Committee Meetings shall be held monthly with the exception of December and January when meetings are at the discretion of the Executive Committee.

1. Between each general membership meeting, the Executive Committee exercises governance of the Friends. It will receive reports as deemed appropriate from the Secretary, Treasurer, Vice-President, and President, and Chairs of committees. It will decide and act upon such matters as it deems to be in the general interest of the Friends.
2. A majority of the Executive Committee shall constitute a quorum. Proxies are not allowed.
3. All Executive Committee and other meetings are open to the public. Only members of the Executive Committee may vote at Executive Committee meetings.

ARTICLE V- WORKING RELATIONS WITH LIBRARY BOARD

1. The President or designate will present information concerning the activities of the Friends to the Library Board at regular or specially called Board meetings.
2. The Chair of the Library Board or delegate shall be invited to attend the public sessions of general membership and Executive Committee meetings of the Friends as a guest in the interest of good relations and direct communication. The delegate of the Library Board is a non-voting member of the Executive Committee and is requested to present a Report from the Library Board. The delegate shall be allowed to participate in all discussions.

ARTICLE VI – AMENDMENT OF THE BY-LAWS

1. Amendments to the By-laws, duly moved and seconded by Friends of the Library members in good standing, must be submitted to the Executive Committee of the Friends of the Library at least 30 days prior to the Annual General Meeting.
2. Upon compliance with Article VI. Para 1, the amendment to the By-laws must be ratified by a two thirds majority of those voting members present at the Annual General Meeting.

Revised By-Laws plus attached Terms of Reference approved at the AGM dated 24 June 2025

President: _____

Leslie Ransom

Secretary: _____

Susanne Wussow

Attachments:	Appendix A	Terms of Reference for Officers
	Appendix B	Terms of Reference for Standing Committees
		Nominating Committee
		Book Sales Committee
		Concert Committee
		Membership and Recruitment Committee
		Hospitality and Volunteer Recognition Committee
		Information Committee

**APPENDIX A TO BY-LAWS
TERMS OF REFERENCE FOR OFFICERS**

EXECUTIVE COMMITTEE

The mandate is to conduct the business of the Friends.

The Executive Committee consists of:

President	Vice President
Secretary	Treasurer
Past President	All Committee Chairs

Plus, all Committee members-at-large as designated

The Executive Committee approves formation and membership of all standing committees on an annual basis and approves ad hoc committees on an as required basis. Committees so formed normally consist of a Chair (who becomes a member of the Executive Committee) and two or more members of the Friends.

The Executive Committee determines and approves annual fund-raising activities for the year.

DUTIES OF OFFICERS

PRESIDENT

Is the Chief Executive Officer responsible for the following:

1. Chairing all meetings of the Executive Committee and if absent, shall be represented by the Vice President;
2. Is a designated co-signer in conjunction with Treasurer for financial matters of the Friends;
3. Proposes formation and composition of committees as required in consultation with Executive Committee;
4. Calls meetings as scheduled or, at the request of any member of the Executive Committee;
5. Represents Friends at all relevant public meetings and activities, and encourages and may designate representatives as required;
6. Serves as official liaison with the Library Board and the Librarian/CEO;
7. Maintains contacts and relationships with other Friends groups, and conveys relevant information and ideas to the Executive Committee;
8. Serves as ex officio member of all Friends committees; and,
9. May organize and delegate such tasks as necessary to ensure the proper organization and function of the Friends.

APPENDIX A TO BY-LAWS
TERMS OF REFERENCE FOR OFFICERS

VICE PRESIDENT

Is responsible for the following:

1. Understudy the position of President;
2. Acts as President in the absence of the President or, when designated as “acting”;
3. Assumes the duties of the President at the end of the current President’s term or, upon the current President otherwise leaving office;
4. May be designated as a co-signer for financial responsibilities of the Friends; and,
5. Serves as ex officio member of Friends committees.

SECRETARY

Is the Corporate Secretary and performs the following duties:

1. Records and maintains minutes of all Executive Committee meetings plus the AGM;
2. Prepares a record of proceedings for approval at the next scheduled meeting;
3. In conjunction with the President, prepares the agenda for all meetings;
4. Receives, records and directs all Friends’ correspondence to the appropriate Executive Committee member;
5. Prepares or assists with the preparation of all correspondence of the Friends;
6. Performs other record keeping duties as required or assigned; and,
7. May be designated as a co-signer for financial responsibilities of the Friends.

TREASURER

Is the Chief Financial Officer and performs the following duties:

1. Maintains the financial books and records of the Friends;
2. Manages the day-to-day banking and accounts of the Friends;
3. Is the principal co-signer, along with the President and/or other designated person(s), for all financial matters;
4. Prepares monthly and year-end statements as required including filing yearly tax forms, and documents as required by Revenue Canada to maintain the Friends’ charitable status; and,
5. Other fiduciary tasks as required and/or assigned.

PAST PRESIDENT

Serves as resource for the President and Executive Committee and serves as ex officio member of Friends committees as designated by the Executive Committee

APPENDIX B TO BY-LAWS
TERMS OF REFERENCE FOR STANDING COMMITTEES

NOMINATING COMMITTEE

Membership: Chair, and at least two members (only one of the three may be a currently serving Executive Member). All members are appointed for the period of the mandate. The Committee shall convene in April of an election year and carry out the following tasks.

1. Canvass the currently serving Executive Members and determine which of them wish to stay on and for which positions they wish to be considered.
2. Canvass the membership at large for any who wish to be considered for Executive positions and for which positions they wish to be considered.
3. Compile a list of Executive positions and names of those wishing to be considered for those positions ensuring that the key positions of President, Vice President, Secretary, and Treasurer all have at least one candidate willing to stand for each position.
4. Attempt to find at least one member willing to act as Chair for each Standing Committee as outlined in Appendix B of these By-Laws. Finding suitable candidates willing to act as Executive Committee Members-at-Large is also encouraged.
5. Submit the compiled list of nominations in writing to the Executive Committee at the May meeting and post the list in the Library two weeks prior to the Annual General Meeting.
6. The Chair of this committee, if not standing for any of the Executive positions, act as chair of the election process at the Annual General Meeting. If the Chair is standing for an Executive position, one of the other members of the committee will chair the elections, otherwise the Committee is to recommend an appropriate paid-up member to Chair the election process.

APPENDIX B TO BY-LAWS
TERMS OF REFERENCE FOR STANDING COMMITTEES

BOOKS SALES COMMITTEE

Net Shed

The Net Shed, owned and made available for our use by the McKay family, is an invaluable resource. Our use as the "Gently-Used Book Sales by Donation" outlet is established under an informal annual lease arrangement. Any changes to the structure must be approved by the McKay's. The President of the Friends is the official contact with the McKay family.

Membership: - Net Shed Coordinator, Volunteer Coordinator and Members

The mandate is to manage the regular operations of the Net Shed for all weekend book sales. The Net Shed Coordinator as a member of the Executive Committee, takes part in the annual strategic fund-raising planning for the Friends, and translates those plans into activities for the Net Shed.

The Net Shed Coordinator

1. Reviews Net Shed and Book Sale policies, and recommends changes as required to the Executive Committee for discussion and approval.
2. Determines inventory maintenance tasks required to ensure the Net Shed is kept organized and that books are sorted and organized each week.

The Volunteer Coordinator

1. Schedules volunteers for the Net Shed weekend book sales, and sends a mid-week reminder to each volunteer.
2. Ensures that a key-holder will open and close the Net Shed each day and make sure the donations are delivered to the Treasurer at the end of the weekend.

Other Book Sales

The Net Shed Coordinator will be responsible for organizing and appointing as required, ad hoc committees which will be responsible for independently organizing and operating any other book promotions approved by the Executive Committee.

APPENDIX B TO BY-LAWS
TERMS OF REFERENCE FOR STANDING COMMITTEES

CONCERT COMMITTEE

Membership: - Chair and members

The mandate is to organize and manage evening concerts for each summer, normally on Sundays and to raise funds through donations.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund-raising planning for the Friends, and translates those plans into activities related to the summer evening concerts.

The Chair and committee are responsible for the planning of the concert series, the selection of dates, the booking of the Harbour Pavilion, the recruitment of performers, and the management of the concert evenings.

Relative to each concert, the Chair will ensure that:

1. the Harbour staff is contacted early in the week to confirm set-up arrangements; to provide reminders for any special equipment requirements; to confirm pre-concert cleanup; to confirm power and lighting requirements as well as curtains as required; and is met, if necessary, prior to 6:00 p.m. on the concert evening to settle any last-minute unresolved issues;
2. the concert schedule is confirmed with the performers, as well as coordinating last-minute equipment requirements such as the use of the Scarecrow Invasion community sound system;
3. the performers are welcomed on the evening of the concert and that they are briefed about the Friends and the format of the evening, making sure that they plan a short break about mid-point of their performance to introduce the Friends' representative and allow time to do a pass-the-hat collection of donations for the Friends;
4. at the end of the concert, ensure that the venue is vacated, the Pavilion is tidy and where appropriate, ensure power is turned off and the curtains are secured;
5. after each performance phone a thank you to the performers; and,
6. at the end of the season write to all performers or, the group coordinator where more than 10 musicians are involved, thanking them for their time and work.

APPENDIX B TO BY-LAWS
TERMS OF REFERENCE FOR STANDING COMMITTEES

MEMBERSHIP AND RECRUITMENT COMMITTEE

Membership: - Chair, and at least two members

The mandate is to manage the membership and recruitment functions of the Friends.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund-raising planning for the Friends, and translates those plans into activities related to membership activities.

The Chair and committee are responsible for:

1. Conducting an annual membership campaign for renewal of membership and attraction of new members;
2. Recruiting new members for the Friends;
3. Maintaining membership records of all Friends and their activity interests;
4. Assisting all other committees in building strong committee membership by telephone campaigns to Friends who have indicated interests in particular volunteer activities; and
5. Liaising directly with other committee Chairs to assist in the recruitment of new members for each committee.

APPENDIX B TO BY-LAWS
TERMS OF REFERENCE FOR STANDING COMMITTEES

HOSPITALITY AND VOLUNTEER RECOGNITION COMMITTEE

Membership: - Chair, and members as required

The mandate is to welcome members to the Friends and to conduct semi-annual volunteer recognition events for members.

The Chair, as a member of the Executive Committee, takes part in the annual strategic fund-raising planning for the Friends, and translates those plans into activities related to hospitality and volunteer recognition.

The Chair and committee are responsible for:

1. Contacting new members as identified by the Membership committee and encouraging participation on one or more of the Friends' committees and activities;
2. Planning, organizing and conducting the social aspects three events;
 - a. The Annual General Meeting;
 - b. The Library Open House; and,
 - c. The Volunteer Recognition Event.

APPENDIX B TO BY-LAWS
TERMS OF REFERENCE FOR STANDING COMMITTEES

INFORMATION COMMITTEE

Membership: - Chair, and at least two members

The Chair, as a member of the Executive Committee, takes part in the annual strategic planning for the FOML, and translates those plans into activities related to public relations and publicity via physical and online medium.

Note it is desirable that the chair and members have:

1. Skills in creative writing, artwork, photography and/or creating brochures, posters and other information etc., for distribution to the public, and to members, in order to provide wide exposure of the Friends.
2. Skills in website management and maintenance; and,
3. Skills with social media platforms, i.e. Facebook, Instagram, etc.

The mandate is to provide publicity to the community to promote widespread awareness of Friends' activities and accomplish the Friends' main objectives by:

1. Promoting a positive public image of the Meaford Public Library as a major community resource;
2. Promoting positive public awareness of the Friends of Meaford Public Library as a committed and effective charitable organization committed to enhancing the Library's resources, activities and effectiveness;
3. Promoting membership; and,
4. Promoting Friends' activities including, but not limited to, the Net Shed book sales activities and functions, the Summer Concert series, etc.

The Chair and committee are responsible for:

1. Production, on a semi-annual basis, of the newsletter "Among Friends", (April and November) to stimulate new membership growth, inspire current membership to greater participation, keep membership informed about Library and Friends, and to create a sense of pride and purpose among the Friends;
2. Obtaining maximum exposure through media, church and community newsletters, posters and signage for all advocacy activities, membership recruitment, and general news and events of the Library and Friends; and,
3. Liaising directly with other Chairs and committees to provide the greatest assistance possible to the accomplishment of objectives of this and the other committees.