

Bylaws of the Friends of Murray Library, Messiah University

Article I. Name

The name of the organization shall be *Friends of Murray Library, Messiah University* (hereafter called *Friends*).

Article II. Purpose

The purposes of the organization shall be:

- To stimulate interest in the collections and facilities of the Library.
- To provide an opportunity for those interested in the Library to participate in exhibits, programs, and volunteer activities.
- To attract gifts of books, manuscripts, and other materials for the enrichment of the resources of the Library and to foster and assist with the bequest of significant personal collections.
- To raise funds for the purchase of materials and the enhancement of facilities beyond the Library budget.

Article III. Membership

Section 1. Membership shall be open to all individuals and organizations who share in the purposes of the *Friends*.

Section 2. The various types of membership, and the dues for each category, are as outlined on the Membership Application Form. They are subject to review and revision by the Board of Directors. The membership year begins in September.

Section 3. A general meeting of the membership shall be held at least once each year and special meetings shall be held as desired. The Board of Directors shall set the agenda and give written notice a minimum of three weeks in advance. Decisions shall be based on a simple majority vote of those present at the meeting.

Section 4. The purposes of the general meetings shall be:

- To elect Board members from a slate approved by the Board and from nominations from the floor (with prior consent of the nominees).
- To receive financial statements from the Board.
- To receive and discuss a general report from the Chair reviewing the past year and projecting the future.
- To conduct other business as needed.

Article IV. Officers

Section 1. There shall be a Board of Directors composed of at least six elected members, with a minimum of three from the community and the balance from the Messiah University faculty/staff. Elected members shall hold memberships in the Contributing category or higher. In addition, there shall be one Messiah University student representative (with vote) and one student back up (with voice but not vote, except in the absence of the representative). The Library Director and up to two Library staff liaisons shall serve on the Board *ex officio*, with vote.

Section 2. The duties of the Board of Directors shall be:

- To meet at least once a year.
- To arrange for general meetings of the membership, to give members a minimum of three weeks written notice of same, and to set the agenda recommended by Steering Committee.
- To establish policies and plans for the organization consistent with its purposes.
- To encourage and aid in the accomplishment of those purposes.
- To approve major expenditures, including honorariums, Library acquisitions, and major new initiatives, and to review annual financial statements.
- To elect the Chair of the Board, to appoint the Steering Committee, to approve the slate of student representative and backup, and to appoint annually a Secretary to record minutes for the Board and all general meetings.

Section 3. Board members, with the exception of students, shall be elected by the general membership from a slate of names prepared by the Steering Committee, approved by the Board, and presented to the annual general meeting. Further nominations, with consent of the nominated, shall be accepted from the floor. A student representative and backup shall be appointed by the Board in accordance with Sections 2 and 6.

With the exception of students, members shall be elected for a term of three years and shall be eligible for one successive three-year term. Vacancies shall be filled in the next regular election for the balance of the term and the new member shall be eligible for two successive three-year terms. Students shall be appointed for one year and shall be eligible for unlimited successive terms.

Section 4. The Chair of the Board shall be elected by the Board members from members of the Board for a three-year term and shall be eligible for one consecutive three-year or partial term. The Chair or the Chair's delegate shall preside at all Board, Steering Committee, and the general membership meetings.

Section 5. The Steering Committee shall be composed of the Chair; one member appointed from the Board for one year or, in case of a vacancy, for the balance of the year; Library staff liaison(s), and the Library Director along with his/her assistant. The composition shall be reviewed annually by the entire Board.

Section 6. The duties of the Steering Committee shall be:

- To do vision thinking for the Board.
- To sharpen and give focus to the work of the Board.
- To set the agenda for Board meetings and to distribute in advance a written copy of the agenda, together with supporting rationale and explanations.
- To take responsibility for implementing the decisions of the Board.
- To present the Board a slate of Board nominees to be elected by the general membership.
- To present to the Board a slate of student representative and backup, drawn up in consultation with the sitting representative and backup.

Article V. Fundraising

All fundraising activities by officers, committees, and members of *Friends of Murray Library* (i.e., *Friends*) shall be conducted only with prior knowledge and approval of the Messiah University Director of Development. Funds received shall fall under four categories and must be processed and acknowledged as outlined below:

1. Membership Fees- These funds are to be processed and acknowledged by the Office of University Development and will be deposited into the *Friends* account in the Business Office. The acknowledgement letter must clearly outline any *quid pro quo* benefits in exchange for membership and denote any charitable deduction value of the membership.
2. Cash Gifts and Gifts of Tangible Personal Property-These funds are to be processed and acknowledged by the Office of University Development and will be deposited either into the *Friends* account or the appropriate designated account, e.g., Ruth Engle Memorial Collection, in the Business Office. The Messiah University Gift Acceptance Committee must approve all such gifts before they are accepted from the donor.
3. Fundraising Appeals- Solicitation for these funds, which may result from periodic mailed or telephone appeals from *Friends* donors or prospective donors, must be coordinated with the Director of Development. These funds are to be processed and acknowledged by the Office of University Development and will be deposited either into the *Friends* account or appropriate designated account, e.g., Ruth Engle Memorial Collection, in the Business Office.
4. Special Events- Funds for dinners and other special events are to be processed and acknowledged by the Business Office and deposited into the *Friends* account. These are not gifts and charitable tax deduction documentation is not required.

Article VI. Provision for amendment

These Bylaws may be amended by vote of two-thirds of the members present at a meeting of the general membership following the Board meeting at which the amendments were moved. Written notice of all meetings and proposed amendments shall be given a minimum of three weeks in advance.

Revised by Board of Directors, 5 March and 8 May 2002

Revised by Steering Committee, 14 May, 30 August, and 5 September 2002

Revised by Board of Directors, 19 September 2002

Revised editorially by Steering Committee, 1 October 2002

Sent to general membership 15 October 2002, for vote to adopt on 8 November 2002

Revised to align *Friends* Bylaws with the Office of College Development's Fund-raising parameters (August 2008), and approved by *Friends* Board of Directors 3 September 2009

Revised by Steering Committee, 15 August, 2018 and approved by *Friends* membership 04 October 2018