

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 raise funds and encourage donations for the purchase of materials and the enhancement of facilities and collections 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 participating in the vote within the parameters determined by the Board.

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

- To elect Board members from a slate of nominees approved by the Board in compliance with the Board's nominating process.
- 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 eight not to exceed twelve elected members, with a minimum of four from the community and the balance from the

Messiah University faculty/staff. Elected members shall be current members of Friends. 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, the Library Administrative Assistant, and one Library staff liaison shall serve on the Board *ex officio*, with vote. Honorary members of the board serve with a voice but not vote and may serve on committees.

Board Officers shall include: Chair; Vice Chair; Secretary (filled by the Library Administrative Assistant); and Treasurer (filled by the Library Administrative Assistant).

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.
- 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 and to approve the nominees for the Board.

Section 3. Board members shall be elected by the general membership from a slate of names prepared and approved by the Board, and presented to the annual general meeting.

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, with the option of continuing as honorary members of the Board. After one year as honorary members of the board, they are eligible to be elected for full Board membership or may continue honorary status.

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 the Chair shall nominate a Vice Chair to be confirmed by the board for a three-year term and both shall be eligible for one consecutive three-year or partial term. The Chair or the Vice Chair shall preside at all Board and general membership meetings.

During the Chair's first term of service as Chair, the Chair will nominate a Vice Chair to be approved by the Board. The Chair and Vice Chair's terms of service should be staggered so that there is a smooth transition and Board eligibility is preserved in their terms of service.

The Vice Chair's roles and responsibilities will be determined in consultation with the Chair. In their absence, the Chair may designate the Vice Chair to preside over official board meetings and decisions.

Upon completion of the Chair's term of service, the Vice Chair will assume the responsibilities of the Chair.

Section 5. The Chair shall appoint subcommittees to accomplish specific tasks as necessary.

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 general membership participating in the vote, within the parameters determined the board and 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 University 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
Revised by Board of Directors, 12 August 2022 and approved by *Friends* membership, 8 September 2022
Revised by Board of Directors, 7 August 2025 and approved by *Friends* membership, 7 September 2025