

By-Laws

Friends of the Pembroke Public Library (ON)

Article 1	<p><u>Membership:</u></p> <ol style="list-style-type: none">1. Categories:<ol style="list-style-type: none">a. There shall be one category of membership in the Friends of the Pembroke Public Library (ON). Others may be added at the discretion of the Executive Committee.2. Conduct<ol style="list-style-type: none">a. The Executive Committee may, by a majority vote, expel or suspend any member whose conduct has been determined to be improper, or who willfully commits a breach of the Constitution or By-Laws of the Association. No member shall be expelled or suspended without being notified of a complaint against him/her and without first having been given an opportunity to be heard.3. Membership Rights<ol style="list-style-type: none">a. The Secretary will provide the membership list to the Executive Committee as needed and will provide a membership report at the Annual General Meeting.b. Each registered member is entitled to one vote at the Annual General Meeting.4. Resignation<ol style="list-style-type: none">a. Any member of the Executive Committee wishing to resign must file a written resignation with the Secretary.
Article 2	<p><u>Dues:</u></p> <ol style="list-style-type: none">1. Membership dues shall be set by the Executive Committee at each Annual General Meeting.

Article 3

Meetings:

1) Annual General Meeting

- a) The Annual General Meeting shall be held in November of each year.
- b) The purpose of the meeting will be to:
 - i) Receive the annual reports ii) Elect/confirm such Executive Committee members as required.
 - iii) Accept the financial report and approve the proposed budget for the following year.
 - iv) Transact any other business properly brought before the meeting.
- c) The Agenda shall include, but not be limited to, the following:
 - i) Minutes of the previous Annual General Meeting; ii) Business arising from the previous Annual General Meeting; iij) Chair's report; iv) Secretary's report, which will include the membership report;
 - v) Treasurer's report, which will include the financial report and the following year's proposed budget; vi) Election/confirmation of the Executive; vii) Other business
- d) Quorum
 - i) Members of the Association in attendance at the Annual General Meeting shall constitute a quorum.
- e) Notice of Meetings
 - i) Official notice of the time and place of the Annual General Meeting shall be given via the website and by email 30 days prior to the meeting.

2) Interim Meetings of the Membership

- a) Meetings of the membership may be called from time to time at the discretion of the Executive Committee

3) Executive Committee Meetings

- a) Meetings of the Executive Committee will take place on an as needed basis.
 - i) The Agenda shall include, but not be limited to, the following:
 - (1) Minutes of the previous Executive Committee Meeting;
 - (2) Business arising from the previous Executive Committee Meeting;
 - (3) Chair's report;
 - (4) Secretary's report, which will include the membership report;
 - (5) Treasurer's report, which will include the financial report
 - (6) Other business

Article 4	<p><u>Duties of Executive Committee Members:</u></p> <ol style="list-style-type: none"> 1) Chair <ol style="list-style-type: none"> a) The Chair shall preside at the Annual General Meeting and all Executive Committee meetings, be responsible for the overall operation of the Association, and prepare and present an annual report. 2) Treasurer <ol style="list-style-type: none"> a) The Treasurer shall keep all the financial records of the Association, and present a financial report at the Annual General Meeting. b) The Treasurer shall deposit all Association funds into a bank, credit union or trust company account in the name of the Association. c) The Chair and Treasurer, with the Secretary as an alternate, shall sign all cheques or money orders for payment of approved invoices issued on behalf of the Association. 3) Secretary <ol style="list-style-type: none"> a) The Secretary shall keep minutes of the Annual General Meeting and the Executive Committee meetings. b) The Secretary shall keep reports from the Annual General Meeting and from the Executive Committee meetings. c) The Secretary shall be responsible for correspondence. d) The Secretary shall maintain the records of the Association.
Article 5	<p><u>Indemnities/Protection of Executive Committee:</u></p> <ol style="list-style-type: none"> 1) Every member of the Executive Committee shall be indemnified and saved harmless from any action, suit or proceeding brought against them for any act or deed, done or permitted by them in the execution of the duties of their office. 2) To the extent permitted by law, no Executive Committee member of the Association shall be liable for the acts, receipts, neglects or defaults of any other Executive Committee member or for any other loss or damage which may happen in the execution of their duties. 3) Any contract, act, or transaction shall be approved by the Executive Committee.

Article 6

Effective Date:

This Constitution came into force upon the approval of the Executive Committee of the Friends date of approval on May 23, 2017

Signatures

This By-Laws Document Signed:

Lindsay Hammel

Chair

Name (print)

FPPLON Title

Lindsay Hammel
Signature

Feb 6 2018
Date

Krystyna Roy

Secretary

Name (print)

FPPLON Title

Krystyna Roy
Signature

February 6, 2018
Date

Jennifer Cross

Treasurer

Name (print)

FPPLON Title

J A Cross
Signature

Feb 6, 2018
Date