



Friends of the Narragansett Library
35 Kingstown Rd
Narragansett, R.I. 02882

Bylaws

Mission Statement

To serve as a non-profit, charitable organization that supports the library's efforts by: .

- Maintaining an association of persons interested in the library.
- Promoting increased knowledge and understanding of the functions, resources, services and needs of the library.
- Stimulating increased financial support.
- Sponsoring programs designed to add to the cultural life of the community

Guiding Principles

- All gifts, grants and/or support must:
 1. Further the library's mission.
 2. Safeguard equity of access to library services.
 3. Protect the principle of intellectual freedom.
 4. Not encroach upon the confidentiality of user records..
- No member of the Friends of the Narragansett Library will speak for or act as an official representative of the Maury Loontjens Memorial Library (MLML) or the Library's Board of Trustees without written permission.
- No member of the Friends of the Narragansett Library shall apply for grant funding for the MLML programs without permission from the Library Director or Chair of the Library Board of Trustees.

ARTICLE I Membership and Dues

Section 1 The name of the organization is the **Friends of the Narragansett Library**.

Section 2 Those interested in joining the “Friends” may request a form from a library staff member, print a form from the “Friend’s” section of the Library website, or ask an officer of the Friends of the Narragansett Library Executive Committee for a form.

Section 3 Members will pay annual dues which will be used for administrative purposes and to fulfill the mission of the organization. **The membership year runs from June 1-May 31.**

Section 4 Membership categories and dues to be paid will be determined by the membership at each Annual Meeting of the organization.

Section 5 Any member in good standing and current on dues is entitled to attend the Annual Meeting of the Friends of the Narragansett Library and participate in voting in all matters brought before the membership by the President.

Section 6 The Fiscal Year **and Tax Year** of the Friends of the Narragansett Library is November 1 through October 31.

Article II Annual Meetings

Section 1 An annual meeting will be held once during the fiscal year.

Section 2 The purpose of the annual meeting will be:

- a. To receive reports from Committees.
- b. To review the organization's financial status.
- c. To enact business and elect officers (see Section 4 below).

Section 3 A simple majority of paid members present and voting shall constitute a quorum for the conduct of business.

Section 4 Every second year, the Annual Meeting will vote on a slate of Officers to fill positions on the Executive Committee for the following two years. A majority vote of paid members present shall be required for the election of any Officer.

Article III Executive Committee and Board of Directors of the Friends of the Narragansett Library

Section 1 The Executive Committee shall consist of at least five positions: President, Vice Presidents, Secretary(s), Treasurer(s) and Database Manager.

Section 2. There are instances when two Secretaries (Recording and Correspondence) and two Treasurers (General and Fundraising/Taxes). could be needed.

Section 3 The Executive Committee shall meet a minimum of four times a year.

Section 4 Term of office shall be two years for each position. There are no limits to the number of terms someone may serve.

Section 5 In the event of a vacancy in any office, the Board of Directors may appoint a member to fill the office for the unexpired term.

Section 6 Members of the Board of Directors of the Friends of the Narragansett Library shall include the Executive Committee and the following ex-officio members: the Library Director (or designee) and a representative of the Library Board of Trustees.

Article IV Duties of Officers and Members

Section 1 The President shall preside at all meetings, appoint Chairs for all standing and ad hoc Committees, serve as an ex-officio member of all Committees and oversee preparation of the Annual Report.

Section 2 The Vice-President shall act as President in his/her absence.

Section 3 The Secretary(s) shall take minutes of meetings, send notices of meetings and correspondence on behalf of the Friends of the Narragansett Library.

Section 4 The Treasurer(s) shall be responsible for the collection, deposit and disbursement of all funds. He/She must keep accurate records and report on the Friends of the Narragansett Library's financial matters upon request, income tax filings, financial filings, and file appropriate paperwork for government agencies. The Treasurer(s) will also be responsible for contributing to the completion of a bi-annual internal audit performed by a person appointed by the Executive Board.

Section 5 The Database Manager shall be responsible for maintaining membership and legal records as well as any other needed documentation updated in Google Drive.

Section 6 The Executive Committee will create and oversee all standing and ad hoc Committees, including a Nominating Committee.

Article V Activities and Dissolution

Section 1 Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations

that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2 No part of the net earnings of the Friends of the Narragansett Library shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future Federal 1 tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article VI Liability

No member of the Friends of the Narragansett Library shall be liable except for unpaid due and no personal liability shall in any event be attached to any member in connection with any of its undertakings.

Article VII Amending the By-laws

These By-laws may be amended, with prior notice to the Executive Committee, prior to the Annual Meeting. Proposed amendments may be approved by a two thirds vote of the members present at the Annual Meeting, provided that notice of the proposed change was provided with all notices of the Meeting.

Amended May 5, 2025