

Les Amis de la Bibliothèque de Beaconsfield/Friends of the Beaconsfield Library

CONSTITUTION

The Friends of the Beaconsfield Library constitute a non-profit organization to achieve the following:

OBJECTIVES:

To help maintain and improve the services that the Library provides to a multicultural community by:

- a) Providing subscriptions to journals, magazines and books in the language of the minority groups in our community.
- b) Improving the comfort of the reading room and providing suitable display facilities by the addition of furnishing designed for these specific purposes.
- c) Updating the computer facilities and related services offered by the Library for public use.
- d) Underwriting training activities for the Library Staff, such as seminars, and courses dealing with specific areas of Library Science.

OPERATING PRINCIPLES

- a) The Association has no role in the operation and management of the Library.
- b) The Association may undertake appropriate activities to obtain materials or to raise funds in order to provide equipment for and/or improve the services of the Beaconsfield Library.
- c) The Association may organize social events that reflect our community's cultural diversity and strengthen the sense of purpose and unity of the Association.
- d) Any assistance provided to the Library, be it material or human, must be seen as additional resources and not as a substitute for any part of its operating budget and funding received from various levels of government.

ORGANIZATION

- a) An Executive Committee consisting of: Past-President, President, Vice-President, Membership Secretary, Recording Secretary, Treasurer, Co-ordinator of Special Events, Communications Chair, and Officers elected from the members-at-large shall be elected on an annual basis to oversee the functions of the Association. The Head Librarian or a designated member of the Library staff shall be on the Executive Committee in a non-voting capacity to represent the interests of the Library. A quorum for meetings of the Executive Committee shall be the President or Vice-President plus two other members of the committee, or two officers. Meetings will be conducted in accordance with Robert's Rules of Order.
- b) There will be an Annual General Meeting of the members in good standing at which time the members of the Executive Committee will report to the membership and an election of officers for the coming year will be held. The date of this General Meeting will be posted forty-five (45) days in advance. A quorum for this meeting will be 10% or more of the members-at-large.

Special general meetings may be convened at any time at the discretion of the Executive Committee.

- c) From time to time, on authority of the Executive, *ad hoc* committees will be struck to organize particular projects. Membership of any committee is open to any member of the Association aged 18 and over.
- d) A Nominating Committee will be struck to prepare a list of candidates for the positions on the Executive Committee. In the years following the founding year, this Nominating Committee will be chaired by the Past-President.

USE OF FUNDS

- a) The funds available to the Association are to be used only in support of the objectives defined by the Constitution of the Association.
- b) The Executive Committee will implement the budget proposed and accepted at a General Meeting and disburse the funds in accordance with that budget.
- c) Signing authority shall be composed of two of the following Executive positions: President, Vice-President and Treasurer.
- d) At the Annual General Meeting the Treasurer will present a report on the use of funds, the financial status of the Association and the proposed budget for the following year.
- e) Upon dissolution of the Corporation, and after payment of all debts and liabilities, its remaining property shall be distributed, or disposed of, to charities registered under the Income Tax Act (Canada).

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By-Laws

Article 1 – Address

The address of the Friends of the Beaconsfield Library is 303 Beaconsfield Blvd., Beaconsfield, QC H9W 4A7.

Article II – Language of Communication

All brochures and official documents, including the minutes of the Annual General Meeting, shall be in both official languages.

Article III – Membership and Dues

1. Memberships are annual. Membership fees may be subject to change and the Executive Committee shall propose the fees for the coming year at the Annual General Meeting.
2. Each member shall be entitled to one vote.
3. Any money that is raised by membership fees, fundraising and donations shall go towards the support of the Beaconsfield Library.
4. Membership lists are intended for the sole use of the Friends of the Beaconsfield Library.
5. Members in good standing are members whose dues are fully paid.

Article IV – Executive Committee Responsibilities

1. The Executive Committee prepares a plan of action on behalf of the Friends, as defined by the Constitution and By-laws. Implementation of this plan is subject to approval at the Annual General Meeting. This includes decisions regarding fundraising and other activities and the disbursement of funds on behalf of the Library.
2. The Executive Committee is responsible for arranging an annual, outside audit of its account books.
3. Members of the Executive Committee who are absent from three (3) consecutive Executive Committee meetings without notice may be asked to resign.
4. No remuneration shall be paid to members of the Executive Committee.

Article V – Officers of the Executive Committee and their Individual Responsibilities

- 1) Past-President: serves as Chair of the Nominating Committee and presents the proposed slate of officers at the Annual General Meeting.
- 2) President: presides over the Executive Committee and General Meetings and prepares the agendas. Handles correspondence and maintains the archives.

- 3) Vice-President: presides over all meetings in the absence of the President and carries out any task allocated by the President or by the Executive Committee.
- 4) Membership Secretary: maintains an up-to-date list or database of active members.
- 5) Recording Secretary: takes minutes of all Executive and General Meetings and distributes them to members of the Executive Committee. Prepares a file of the individual reports presented at the Annual General Meeting and ensures their storage as required by law.
- 6) Treasurer: maintains the bank account and manages the financial affairs of the Friends. Presents up-to-date financial reports to the Executive Meetings. Prepares and presents both a Financial Report and the forthcoming budget at the Annual General Meeting.
- 7) Coordinator of Special Events:
- 8) Communications Chair: handles publicity and maintains the ensuing file.
- 9) Officers:

Article VI – Nominating Committee and Election Process

1. A Nominating Committee shall be established before the Annual General Meeting. This committee, chaired by the Past-President, shall present a slate of officers for the Annual General Meeting.
2. At the Annual General Meeting, 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 New Year.
3. After nominations have been invited from the floor, and nominations have been closed, the officers of the Executive Committee of the Friends shall be elected or acclaimed. Upon request of any member of the Friends, the balloting for such elections shall be by secret ballot.
4. Upon completion of the said election, the newly elected President shall then assume the chair and proceed with the business of the inaugural meeting.

Article VII – Meetings

A. General Membership Meetings

1. An Annual General Meeting shall be held and shall include, but not be restricted to, as agenda items:
 - i. Acceptance of the minutes of the previous AGM.
 - ii. An activity update presented by the President or designate which will also identify proposed projects for membership review and approval.
 - iii. A financial statement presented by the Treasurer to the end of the year.
 - iv. A proposed annual budget designed to support the activities and projects proposed for the next fiscal year.
2. The Executive Committee may call special or general meetings.

3. Members shall be notified of general membership meetings at least two (2) weeks in advance of the meeting date.

B. Executive Committee Meetings

1. The Executive Committee shall meet at least six (6) times per year.
2. Between each general membership meeting, the Executive Committee has the governance of the Friends. It will receive reports as deemed appropriate from the various officers. It will decide and act upon such matters as it deems to be in the general interest of the Friends.
3. All Executive Committee meetings are open to the membership of the Friends. Only members of the Executive Committee may vote at Executive Committee meetings.

Article VIII – Working Relations

1. All projects will be defined in full consultation with the Head Librarian
2. Advocacy work by the Friends on behalf of the Library shall be communicated to the Head Librarian.

Article IX – File Retention Policy

1. All operating documents shall be retained as required by law.
2. Membership lists shall be retained until they are superseded.

Article X – Amendment of the By-laws

1. Motions to amend the By-laws must be submitted in writing, by members in good standing, to the Executive Committee of the Friends of the Beaconsfield Library at least thirty (30) days prior to the Annual General Meeting.
2. Upon compliance with article X. 1, the amendment to the By-laws must be ratified by a two-thirds (2/3) majority of those voting members present at the Annual General Meeting.

Amended: AGM, March 11, 2015