

BY-LAWS OF THE FRIENDS OF THE WESTWOOD LIBRARY
(1971 Incorporation)

Article I

Name. This Corporation shall be called The Friends of the Westwood Library.

Article II

Object. The object of the Friends of the Westwood Library shall be to promote public interest in the Westwood Public Library by appropriate means.

Article III

Membership. Membership shall consist of persons interested in the promotion of public interest in the Westwood Public Library. The Executive Committee may create such classes of membership as it deems appropriate.

Article IV

Dues. Dues shall be established by the Executive Committee and shall be payable on or before the Annual Meeting.

Article V

Officers and Executive Committee. The Officers shall be the President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

The Executive Committee shall consist of the five Officers, two members of the Corporation to be called Members-at-Large, a member of the Trustees of the Westwood Public Library, and the Director of the Westwood Public Library or his representative (provided, however, that such Trustee and Director shall have no vote).

Management and control of the affairs of the Corporation shall be vested in the Executive Committee.

Article VI

Terms of Office. The Officers and Members-at-Large shall be elected at an annual meeting of the Corporation and shall hold office for the following terms:

<u>Office</u>	<u>Term</u>
President	2 years
Vice-President	1 year
Treasurer	1 year
Recording Secretary	1 year
Corresponding Secretary	1 year
Members-At-Large	1 year

All elected members of the Executive committee shall hold their respective positions until their successors are elected.

Article VII

Duties of the Officers. The President shall be Chief Executive Officer of the Corporation and shall preside at all meetings of the Corporation and the Executive Committee and shall be an ex-officio member of all committees.

The Vice-President shall perform the duties and have the powers of the President in the event of absence or disability of the President. The Vice-President shall also act as Chairman of the Program Committee.

The Treasurer shall have the care and custody of the money, funds, and valuable documents of the Corporation. The Treasurer shall collect all dues and money and shall deposit the same in a bank or banks to be selected by the Executive Committee. The Treasurer, subject to the approval of the Executive Committee, shall disburse funds as may be necessary, provided, however, any check or draft in an amount exceeding fifty dollars (\$50.00) shall be countersigned by the President. The Treasurer shall render a statement of the financial condition of the Corporation at the Annual Meeting.

The Recording Secretary shall keep accurate minutes of all meetings of the Corporation and the Executive Committee, shall maintain current membership rolls, and shall notify members of the Corporation or the Executive Committee of the scheduled meetings.

The Corresponding Secretary shall conduct the correspondence of the Corporation.

Article VIII

Committee. Special Committees, including a Nominating Committee and a Program Committee, shall be appointed by the Executive Committee which shall designate each committee's powers and the term of its appointment.

Article IX

Vacancies. Any vacancy in the Offices created under Article V, in the Executive Committee, or any Committee shall be filled by the Executive Committee and the persons chosen shall hold office until the next annual election.

Article X

Meetings. There shall be an Annual Meeting of the Corporation during May for elections and for the transaction of business properly brought before such meeting.

Meetings of the Executive Committee shall be held at such time and place as may be determined by the Executive Committee. A majority of the Executive Committee shall be necessary to constitute a quorum, but less than a quorum may adjourn meetings from time to time.

Article XI

These By-Laws may be amended at any Annual Meeting by majority vote of the members present at such meeting or at any other meeting of the Corporation called for the purpose, provided that notice of such meeting and proposed amendment shall be presented to the membership of the Corporation at least two weeks prior to such meeting.