CONSTITUTION

FRIENDS OF THE LOCAL HISTORY DEPARTMENT of the
NIAGARA FALLS, NEW YORK, PUBLIC LIBRARY

Revised September 26, 2000 & January 28, 2002

Article I

The name of this organization shall be the FRIENDS OF THE LOCAL HISTORY DEPARTMENT OF THE NIAGARA FALLS, NEW YORK, PUBLIC LIBRARY.

Article II

Purpose

The purposes of the organization shall be:

a) To help obtain materials pertaining to the history of Niagara Region for the Local History Department of the Niagara Falls Public Library.
b) To assist the library in the maintenance, preservation and conservation of the collection in the Local History Department of the Niagara Falls Public Library.
c) To promote and encourage the use of the materials contained in the Local History Department of the Niagara Falls Public Library,
d) To serve in an advisory capacity to the Niagara Falls Public Library's Board of Trustees.

Article III (Revised January 28, 2002)

Membership

The following Memberships shall be voting on an Annual Basis, as follows:

Individual Membership Any person interested in the purposes of the Friends of the Local History Department shall be eligible for membership.

Family Membership Husband and wife or any two people living at the same address.

Student Membership Any person enrolled as a student in high school, college, or university.

Corporate Membership A person, organization, or business offering special support for the purposes of this organization shall be eligible for this category.

The following membership shall be voting and for life:

Life Membership Any person above who qualifies as an Individual Member and pays the fee set by an appropriate Bylaw, may be a member for life.

Honorary Memberships may be bestowed at the discretion of the Governing Board and are non-voting.
Article IV

Officers and the Governing Board of the Friends of the Local History Department

Section 1. The officers shall be a President, a Vice-President, a Secretary, a Treasurer, and Two Members-at-Large. Each shall be elected for a term of two years. The terms of the Members-at-Large may be staggered.

Section 2. The Officers and the two Members-at-Large, plus two Library Board Trustees, shall constitute the eight-member Governing Board. The President shall also serve as Chair of the Governing Board.

Article V

Amendment

This constitution may be amended by due process.

Article VI

Distribution of Assets Upon Dissolution

In the event of dissolution, all of the remaining assets of the Friends of the Local History Department shall be given to the Niagara Falls Public Library.

End of Constitution
Bylaws  
of the  
FRIENDS OF THE LOCAL HISTORY DEPARTMENT  
of the Niagara Falls Public Library  
Revised September 26, 2000 & January 28, 2002

Article I (Revised January 28, 2002)

Membership and Dues

Section 1. Any person interested in the history of the Niagara Region and who enrolls for membership in the appropriate classification and who tenders the necessary dues shall thereby become a member.

Section 2. Annual Dues shall be as follows:
- Individual: $15.00
- Family: $20.00
- Student: $5.00
- Corporate: $50.00
- One-Time Payment: $100.00

Each of the above memberships shall be entitled to one vote in any membership meeting.

(Honorary Members are non-voting.)

Section 3. A Membership in arrears more than six months after payment is due shall be dropped from active membership. (3/25/2002: Revised "active").

Article II

Schedule and quorum for meetings

Section 1. The annual meeting of the Friends of the Local History Department of the Niagara Falls Public Library will be held during the month of June, on a date set by the Governing Board. The fiscal year shall commence on July 1, and conclude on June 30 in the following year.

Section 2. Regular meetings of the Friends of the Local History Department of the Niagara Falls Public Library shall be held four times a year in the months of September, January, March and June.

Section 3. Special meetings may be called by the President.

Section 4. The Governing Board shall meet prior to each of the four yearly general membership meetings to prepare the agenda to be included in the notice calling each meeting.

Section 5. Active Members present at a duly called meeting of the Friends of the Local History Department shall constitute a quorum. (3/25/2002: Revised to "active.")
Article III

Election of Officers and the Governing Board

Section 1. All officers and trustees shall be elected by a plurality of eligible votes cast by ballot at the annual meeting.

Section 2. A nominating committee shall be selected from the membership-at-large, and said nominating committee shall select a list of nominees for each office open to elections, and submit said list to the Secretary not less than one month before the annual meeting.

Section 3. Nominations may also be made by any member of the Friends of the Local History Department at any time prior to balloting at the annual meeting. Any nomination made after the deliberation of the committee on nominations shall be added to the slate of candidates.

Section 4. A person who has been elected to the Governing Board for two consecutive terms, or elected as President or Vice-President for two consecutive terms, shall not be nominated to the same office, unless one year elapses between the end of his or her last term and the beginning of that term for which he or she is nominated.

Section 5. Officers and elected Members-at-Large shall be installed at the close of the annual meeting at which they are elected, and shall serve until their successors have been duly elected and installed. In the event of resignation or incapacity of any officer or elected Member-at-Large except the President, the vacancy may be filled by the Governing Board for the unexpired term of office.

Article IV

Duties of Officers

Section 1. The President shall have executive supervision over the activities of the Friends of the Local History Department within the scope provided by the bylaws and shall preside at all meetings. The President shall report annually on the activities of the Friends of the Local History Department, and shall appoint the members of committees and delegates not otherwise provided for. It will be the responsibility of the President to effect an audit of financial matters biannually, and to report accordingly to the membership.

Section 2. The Vice-President (President-elect) shall assume the duties of the President in the event of absence, incapacity, resignation, or removal of the President.

Section 3. The Secretary shall keep the minutes of the meetings of the Friends of the Local History Department and of the Governing Board, maintain a list of members, and render an annual report.

Section 4. The Treasurer shall be responsible for the safekeeping of Friends of the Local History Department funds, for maintaining adequate financial records, and for depositing all monies with a reliable banking company in the name of the Friends of the Local History Department. Monies shall be paid out by numbered checks signed by the Treasurer and the President. The Treasurer will collect dues, and shall render an annual report based on the fiscal year (July 1 - June 30). Dues may be collected by the Membership Chair for the Treasurer.
Section 5. The Governing Board shall conduct the affairs and functions of the Friends of the Local History Department according to its Constitution and Bylaws with the consent of the Library Director. (6/17/2002)
At any meeting of the Governing Board, three members shall constitute a quorum.

Article V

Committees

This organization shall have the following standing committees, as appointed by the President:
   a) Acquisitions Committee: shall help obtain materials pertaining to the history of Niagara Falls, New York.
   b) Publications Committee: shall have the responsibility for publishing a newsletter for the membership, and will also be involved in other publishing and merchandising activities.
   c) Historic Sites Committee: shall be responsible for documenting and/or marking historic sites in the Niagara Falls area. Documentation of sites will be placed in the permanent collections of the Local History Department.
   d) Program Committee: shall be responsible for the planning, implementation and promotion of programs on the history of the Niagara Falls region for the membership and public-at-large.
   e) Membership Committee: shall be responsible for membership drives and processing new candidates for membership.
   f) Other committees, standing or special, may be appointed by the President.

Article VI

Parliamentary authority

The rules contained in the current edition of Robert's Rules of Order shall govern the proceedings of this organization.

Article VII

Amendment to the Constitution and Bylaws

Section 1. This constitution may be amended at any regular or special meeting by a two-thirds vote of those voting, provided notice was given at the previous meeting; or it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote.

Section 2. These bylaws may be amended at any regular or special meeting by a two thirds vote of those voting, provided notice was given at the previous meeting, or it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote.

Section 3. Any proposed amendment to the Constitution and/or Bylaws may be offered by a member, and submitted in writing to the Secretary.

End of Bylaws: Scanned and Changes Made by Ralph A. Robertson, March 21, 2002