



**Friends of the Grace Hauenstein Library at Aquinas College  
Grand Rapids, Michigan**

**Constitution**

***ARTICLE I***

**NAME**

The name of this Association shall be the “Friends of the Grace Hauenstein Library” (further noted in text as “The Library”).

***ARTICLE II***

**PURPOSE**

The purpose of the Friends shall be:

- To encourage understanding of the work of The Library and to further a realization of the present and future importance of the Library to Aquinas College’s advancement;
- To serve as a medium through which Friends of The Library may become acquainted with each other and share their enthusiasm for libraries;
- To focus public attention on The Library’s services and facilities through book talks, fundraisers, and other events planned by The Friends;
- To attract to The Library, through gifts or bequests, new resources including funds, endowments, books, manuscripts, and other appropriate material beyond what the College’s budget can provide.

***ARTICLE III***  
**MEMBERSHIP**

***Section I.*** All Aquinas College students, faculty, staff and alumni; members of the Grand Rapids community; and organizations are welcome as members of the Friends upon payment of annual membership dues:

Students:	\$10 annually
Faculty/Staff/Retirees:	\$20 annually
Alumni:	\$20 annually
Community Membership:	\$30 annually
Family Membership:	\$50 annually
Sponsor:	\$150 annually
Corporate Sponsors:	\$500 annually

- Section 2.** Honorary membership is to be approved by the Board of Directors upon presentation to The Library of unusual and distinctive materials or for outstanding services to The Library.
- Section 3.** Persons who are Benefactors at or above the Corporate Sponsor level for five years will automatically become Life Members.
- Section 4.** Membership shall run for a period of one fiscal year.
- Section 5.** All active members are entitled to the use of The Library and are invited to promote the cultural activities sponsored by the Friends.

#### **ARTICLE IV FINANCE**

- Section 1.** Dues are payable on or before June 30 of each year. The membership year is from (July 1-June 30). Dues for each of the various classes of membership shall be set by the Board of Directors.
- Section 2.** All funds shall be deposited by the Treasurer in the name of the “Friends of the Grace Hauenstein Library” into an account specifically set up with Development Office of Aquinas College. Such funds shall be disbursed by the Treasurer as authorized by the Board of Directors, a Library Director or by other officials who the Board might designate.
- Section 3.** Contributions are tax-deductible to the extent allowed by law.
- Section 4.** No member of this Association shall receive any pecuniary profit from it, nor be liable except for unpaid dues; and no personal liability shall in any event attach to any member of this Association in connection with any of its undertakings; but all its liabilities shall be limited to its common funds and assets. The Board of Directors shall have no authority to borrow money or incur any indebtedness or liability in the name of, or on behalf of, this Association. Nor shall it have any authority to incur any obligation whatsoever beyond the current ability to meet the indebtedness of the Association.

#### **ARTICLE V THE BOARD OF DIRECTORS**

- Section 1.** The Board of Directors shall constitute the governing body of the Friends. The Board’s responsibilities and duties shall include, but not be limited to:
1. Raising funds by any means not expressly forbidden by these bylaws or by any law or Statute;
  2. Allocating and expending such funds in furtherance of the purposes of the Friends;
  3. Recommending a schedule of dues and establishing benefits of each of the various classes of members; and
  4. Planning events and meetings of the membership.

- Section 2.** Board of Directors shall consist of the four (4) officers of the Friends (see Article VI, section 3); the past chair; the two (2) Library Co-Directors; one (1) representative of the Woodhouse family, if the family elects to participate in the Friends organization; one (1) representative of the Hauenstein family, if the family elects to participate in the Friends organization; and four (4) *ex-officio*, nonvoting members as follows: The four (4) full time librarians. (Total 13) Each elected member of the Board of Directors must be a member of the Friends at the time of election and shall serve a term of two (2) years.
- Section 3.** All Board of Directors shall serve until the expiration of their terms except in cases of incapacity, resignation, or removal from office. An affirmative vote of two-thirds of all current voting members of the Board shall be required to remove a Board member from office. The Board shall have the authority to appoint a person to fill any vacancy occurring through resignation, incapacity, or removal from office; the appointed Board Member shall serve until the expiration of the vacated term. A quorum for conducting business shall be defined as fifty percent (50%) of the eligible voting members of the Board, at least one of whom must be an officer of the Friends.
- Section 4.** The Past Chair shall serve one two-year term.
- Section 5.** Any Board member may seek reelection at the expiration of his/her term.
- Section 6.** Board members shall be elected at large by a majority of those present at the Friends Annual Meeting. The Nominations and Elections Committee shall propose a list of candidates for expiring terms and nominations shall be accepted from the membership prior to the voting.
- Section 8.** The representatives of the Hauenstein and Woodhouse families are appointed by their respective family members and have permanent seats on the Board.
- Section 9.** The Board of Directors must hold at least one (1) meeting during any twelve (12) month period.

## **ARTICLE VI OFFICERS OF THE FRIENDS**

- Section 1.** The Officers of the Friends shall be a Chair, Chair-Elect, Secretary and Treasurer. Each officer shall serve a term of two (2) years, and all officers are automatically members of the Board of Directors.
- Section 2.** The Executive Officers shall be chosen biennially by members of the Friends; each member shall be entitled to one vote.
- Section 3.** Those elected shall be as follows:

### ***Chair***

The chair shall be the chief officer of the Friends, fulfilling all of the normal duties of that office including, but not limited to, presiding at all meetings of the Board of Directors and the membership, conducting the business of the association with the concurrence of the Board of Directors, affixing an official signature to association documents, and representing the Friends in an official capacity. At the completion of the term of office, the Chair becomes Past-Chair.

### ***Chair Elect***

The duties of the Chair Elect shall be to assist the Chair in the fulfillment of the latter's duties and to act on behalf of the chair in the event of the latter's absence. At the completion of the term of office, the Chair-Elect becomes Chair.

### ***Secretary***

The Secretary shall be responsible for maintaining the Friends records and the minutes of all Board and membership meetings, conducting all official correspondence, and compiling a list of eligible members for use in elections requiring a mail vote.

### ***Treasurer***

The Treasurer shall be responsible for maintaining the financial records, certifying the accuracy of all requests for expenditure of funds, and preparing quarterly reports of income and expenses. The Treasurer shall deliver a complete annual report at the Annual Meeting of the Friends.

## **ARTICLE VII MEETINGS**

- Section 1.*** Unless otherwise authorized by the Board of Directors, the biennial election of officers and business meeting of the membership will be held in the summer of each year on a date to be determined by the Board of Directors.
- Section 2.*** A quorum for conducting business at the Annual Meeting shall include at least a quorum of the Board as defined in Article 9 Section 2.
- Section 3.*** The Board of Directors shall meet at least twice each year and at other times as called by the Chair or by any five (5) Board members, one of whom must be an officer of the Friends or by petition of 10% of the membership.

## **ARTICLE VIII AMENDMENTS**

- Section 1.*** The Constitution can be amended at any regular meeting of the Friends or at a special meeting called by the membership. Changes must be approved by three-fourths of the voting members of the Board. Members not present may vote by proxy.

## **ARTICLE IX ORGANIZATIONAL YEAR**

- Section 1.*** There shall be a period known as the "Organizational Year," to be defined as running from the date of ratification of these bylaws through June 30.
- Section 2.*** A quorum for the conducting of business shall be defined as seven (7) Board members, at least one of whom must be an officer of the Friends.

*(Adopted by the Friends of the Grace Hauenstein Library Steering Committee 05/16/2008.)*