



BPLF Emerging Leaders Bylaws

BOSTON PUBLIC LIBRARY FUND EMERGING LEADERS BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Boston Public Library Fund Emerging Leaders Board, referred to herein as "Emerging Leaders" or "Board."

ARTICLE II. OBJECTIVES

As the Emerging Leaders of the Boston Public Library Fund, we support the Library's mission to provide access and knowledge for all – *Free to all* and celebrate the rich history and bold future of one of Boston's most important cultural and educational institutions. We support the Library financially and culturally, promote its remarkable treasures, and understand its value in enhancing learning and literacy throughout the City of Boston, the Commonwealth, and beyond. Emerging Leaders advocate for the Library and its wealth of resources that help unlock opportunity, activate democracy, and share treasures across many communities. By fundraising, hosting dynamic lectures, special collection tours, and other social events and by volunteering time and skills, we increase public awareness and support of and access to the Library's resources.

ARTICLE III. POLICY

This Board shall be self-governing, non-sectarian, and non-partisan.

ARTICLE IV. MEMBERSHIP

Section 4.1.

Applications for membership will be accepted twice per year, based on availability and need. Applicants will complete an application form, and all applications will be reviewed by a Selection Committee arranged by the Membership Chair. The Membership Chair will notify applicants who have been chosen for admission to the Board.

Section 4.2.

Members must be between the ages of 23 and 45.

Section 4.3.

Members must hold, or promptly obtain, a valid Boston Public Library card.

Section 4.4.

Members must attend at least half of the quarterly meetings and half of their assigned committee meetings annually.

Section 4.5.

Members are required to join and actively participate in at least one Committee and help plan, execute and support all board activities.

Section 4.6.

Members shall possess high moral and professional integrity. They shall not have criminal records involving theft, financial impropriety, or ethics violations.

ARTICLE V. DUES

All members shall be required to pay the Emerging Leaders Board annual membership dues, which are to be determined annually by the Leadership Committee. Members also shall be required to encourage support for other events and fundraising initiatives.

ARTICLE VI. FISCAL YEAR

The fiscal year will begin July 1 of each year.

ARTICLE VII. LEADERSHIP COMMITTEE

Section 7.1.

The Leadership Committee shall be comprised of three Committee Chairs—the Development Chair, Events Chair, and Membership Chair—as well as the President and Vice President.

Section 7.2.

All Leadership Committee members will attend Leadership Committee and quarterly general body meetings, unless excused.

Section 7.3.

The Leadership Committee will be led by the President, who serves a one-year term. The President presides over the Leadership Committee and quarterly general body meetings. The Vice President, who serves a one-year term, presides in the absence of the President. The President and Vice President provide the main line of communication between the Emerging Leaders and the Boston Public Library Fund (“BPLF”). The President will also serve as an ex-officio member with full voting rights on the BPLF Board of Directors for a term of one year. The President and Vice President oversee the election of the Membership Chair, and support the Leadership Committee in any additional responsibilities as needed.

Section 7.4.

The Development Chair, who serves a one-year-term, develops and leads the execution of the annual fundraising strategy and plan for the fiscal year. The Chair will ensure prospect research occurs to identify how much money might be raised from different types of resources. Additionally, the Chair is responsible for determining Board fundraising expectations and goals, including the specific fundraising target for the fiscal year; providing guidance for Board members on meeting fundraising goals; tracking progress toward fundraising goals both for individual Board members and for the Board as a whole; and arranging for Board training in fundraising and development. The Development Chair will report on progress towards fundraising goals at quarterly meetings. The Development Chair will also collect and archive minutes from Development Committee meetings.

Section 7.5.

The Events Chair, who serves a one-year term, develops and leads execution of Board events in line with the goals, mission, and vision of the Board and strategic plan of BPLF, as applicable. In addition to supervising event committee meetings, the Events Chair also leads ad-hoc event committees as needed. The Events Chair organizes the Events Committee to plan and execute events, including but not limited to, setting a communications strategy, and working with the Development Chair to set and meet fundraising expectations. The Events Chair will also collect and archive minutes from Events Committee meetings.

Section 7.6.

The Membership Chair, who serves a one-year term, oversees elections for all other Board positions, serves as the primary point of contact for general body membership applications, and, in collaboration with the Emerging Leaders, promotes the recruitment and on-boarding of new members. The Membership Chair additionally ensures the creation and communication of opportunities for a wide variety of membership participation to create a high level of engagement for Emerging Leaders members. The Membership Chair will also collect and archive minutes from Membership Committee meetings.

Section 8.1.

The Emerging Leaders will have four standing committees: the Leadership Committee, Development Committee, Events Committee, and Membership Committee.

Section 8.2.

The Leadership Committee may create ad-hoc Board committees as it sees fit.

Section 8.3.

The Leadership Committee will consist of all Officers of the Emerging Leaders: President, Vice President, Development Chair, Events Chair, and Membership Chair. The Leadership Committee will meet at least monthly.

Section 8.4.

The Development Committee's purpose is to ensure strategic fundraising and to facilitate the Board in meeting its annual fundraising goal. The committee is responsible for reviewing all previous year fundraising activity, making recommendations for improvements for the new fiscal year, and identifying specific potential sources of funds from a diverse mix of sources. The Committee will develop an action plan for the fiscal year that details fundraising opportunities and assign fundraising tasks to individual Committee members and/or Board members as applicable. The Committee will assist the Board with analyzing relationships with current and prospective sponsors and donors and developing individualized strategies to cultivate or strengthen those relationships.

Section 8.5.

The Events Committee will execute events, led and developed by the committee chair. The committee will be charged with developing events in line with the BPLF Emerging Leaders mission and will lead all logistics of event planning (securing venues, setting pricing, coordinating with vendors, etc.) The committee will work with the development committee on programming to ensure events meet fundraising goals and achieve a high level of internal participation.

Section 8.6.

The Membership Committee will ensure that the Leadership Committee is meeting the needs and expectations of the Emerging Leaders general body members and will work closely with the events and programming committee to recruit new members to the Emerging Leaders.

Section 8.7.

All committee meeting minutes will be shared with the BPLF Emerging Leaders.

Section 8.8.

The chair of each committee shall report to the Leadership Committee the activities of the committee during each Leadership Committee meeting. Upon completion of his or her term, each Chair shall write a report on his or her committee's activities and provide that report to the Leadership Committee. Additionally, each Chair will update their transition document to pass along to the next Chair detailing how to do the role and share any resources that might be available.

ARTICLE IX. NOMINATING & ELECTIONS

Section 9.1.

Elections for all Leadership Committee positions will occur during the second quarterly meeting of each fiscal year. The Membership Chair will coordinate all chair elections, except that the President will coordinate the election for Membership Chair.

Section 9.2.

Each Board member in good standing who has served at least six months on the Board, or who receives an exemption from BPLF's designee based on demonstrated commitment to the Board, is eligible to run for an elected position. To be considered, a member must be nominated (self-nominations are acceptable), accept the nomination, and submit a platform (not to exceed 200 words) to the Membership Chair at least one month before the election.

Candidates will have time to present their platforms during elections. After all candidates for a position have spoken, there will be a question and answer period, moderated by the Membership Chair (or President/Vice President in the case of Membership Chair elections).

Section 9.3.

Elections will be run in a drop-down model. The election for President (if needed) shall occur first, followed by the election for Vice President. Other elections will be conducted in the order decided by the President or BPLF's designee.

Section 9.4.

A total of two-thirds of Board members must be present or have submitted absentee ballots via email for elections to be valid. Voting is anonymous.

Section 9.5.

Elections will be conducted in a first-past-the-post format, *i.e.*, the candidate with the most votes wins the election. In the event of a tie, a runoff election will be held with only the candidates tied with the most votes.

ARTICLE X. SUSPENSION, REMOVAL, RESIGNATION AND VACANCIES

Section 10.1.

A Board member, Committee member or Officer may be suspended or removed, with or without cause, by a vote of a majority of Board members then in office.

Section 10.2.

Any Board member, Committee member or Officer may resign by delivering his or her written resignation to the President. Such resignation shall be effective upon receipt

(unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

Section 10.3.

Any vacancy on the Board, Committees or among the Officers, including a vacancy on such Board, Committees or among such Officers resulting from enlargement, which must be filled in accordance with Article IX, may be filled by a majority of the Board members. If the office of any Officer becomes vacant, a majority of the Board members may elect a successor. Each such successor shall hold office for the unexpired term and, in the case of any Committee member or Officer, until his or her successor is elected and qualified or, in each case, until he or she sooner dies, resigns, is removed or becomes disqualified.

ARTICLE XI. MEETINGS

Section 11.1.

There shall be at least four quarterly meetings of the Emerging Leaders during the fiscal year.

Section 11.2.

The Leadership Committee shall meet at least monthly, at a time and location determined by the President.

Section 11.3.

Special meetings of the Board may be called by agreement of the President and Vice President, or by BPLF's designee. Notice of such meetings shall be sent by the Development Chair to all members at least fourteen (14) days prior to the special meeting. The call for a special meeting must state the business to be transacted.

Section 11.4.

The Director of Individual Giving of BPLF and BPLF's staff liaison (or chosen designee) will serve as ex-officio members of the Leadership Committee and are to be invited to all Board meetings. The BPLF staff liaison shall be invited to all committee meetings and special meetings.

Section 11.5.

Members shall notify the BPLF staff liaison of their inability to attend a scheduled quarterly meeting at least 24 hours prior to the date of the meeting. Any member of the Emerging Leaders who is absent from more than two consecutive quarterly meetings shall be contacted by the Membership Chair and/or BPLF's designee to determine interest in continued membership on the board.

Section 11.6.

Quorum. At any meeting a majority of Board members shall constitute a quorum. Any meeting may be adjourned by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

Section 11.7.

Action by Vote. When a quorum is present at any meeting, a majority of the Board members present and voting shall decide any questions including election of Board members, Committee members and Officers, unless otherwise provided by law, the articles of organization, or these bylaws.

Section 11.8.

Action by Writing. Any action required or permitted to be taken at any meeting of the Emerging Leaders board may be taken without a meeting if a majority of the Board members consent to the action in writing (which may include email messages) and the written consents are filed with the records of the meetings of the Emerging Leaders board. Such consents shall be treated for all purposes as a vote at a meeting.

ARTICLE XII. AMENDMENTS

Section 12.1.

The Bylaws may be amended at any regular or special meeting by a two-thirds majority of members present and voting.

Section 12.2.

The proposed amendment must be in the hands of the members at least 14 days in advance of the meeting, or must be presented at the regular meeting preceding the meeting at which the proposed change is to be voted.

Section 12.3.

The Bylaws of the Emerging Leaders must be reviewed by the Leadership Committee every three years. The Leadership Committee may satisfy this requirement by delegating responsibility for reviewing the Bylaws to an ad-hoc committee created for that purpose, whose recommendation(s) will be given to the Leadership Committee and accepted or rejected in the Leadership Committee's sole discretion (subject to the other requirements of this Article XII).

Section 12.4

Copies of adopted Bylaws are to be given to the Executive Director of BPLF and the BPLF staff liaison upon revision.

Adopted **XXXXATEXXX** by the Emerging Leaders Board.