

Bylaws of the Friends of Murray Library, Messiah University

Article I. Name

The name of the organization shall be *Friends of Murray Library, Messiah University* (hereafter called *Friends*).

Article II. Purpose

The purposes of the organization shall be:

To stimulate interest in the collections and facilities of the Library.

To provide an opportunity for those interested in the Library to participate in exhibits, programs, and volunteer activities.

To raise funds and encourage donations for the purchase of materials and the enhancement of facilities

Messiah University faculty/staff. Elected members shall be current members of Friends. In addition, there shall be one Messiah University student representative (with vote) and one student back up (with voice but not vote, except in the absence of the representative). The Library Director, the Library Administrative Assistant, and one Library staff liaison shall serve on the Board *ex officio*, with vote.

Section 2. The duties of the Board of Directors shall be:

To meet at least once a year.

To arrange for general meetings of the membership, to give members a mi

benefits in exchange for membership and denote any charitable deduction value of the membership.

2. Cash Gifts and Gifts of Tangible Personal Property-These funds are to be processed and acknowledged by the Office of University Development and will be deposited either into the *Friends* account or the appropriate designated account, e.g., Ruth Engle Memorial Collection, in the Business Office. The Messiah University Gift Acceptance Committee must approve all such gifts before they are accepted from the donor.
3. Fundraising Appeals- Solicitation for these funds, which may result from periodic mailed or telephone appeals from *Friends* donors or prospective donors, must be coordinated with the Director of Development. These funds are to be processed and acknowledged by the Office of University Development and will be deposited either into the *Friends* account or appropriate designated account, e.g., Ruth Engle Memorial Collection, in the Business Office.
4. Special Events- Funds for dinners and other special events are to be processed and acknowledged by the Business Office and deposited into the *Friends* account. These are not gifts and charitable tax deduction documentation is not required.

Article VI. Provision for amendment

These Bylaws may be amended by vote of two-thirds of the general membership