

FRIENDS OF THE JOHN M. KELLY LIBRARY CONSTITUTION

Dated April 2025

MISSION STATEMENT

The Friends of the John M. Kelly Library (Friends) are a volunteer group committed to ensuring that the library continues its vital mission of supporting the personal and intellectual endeavours of all those who study and work at the University of St. Michael's College, now, and in the future.

Purpose of the Friends:

- To raise funds and plan activities and events to enrich the resources of the Kelly Library;
- To contribute to the preservation and enhancement of the collections of The John M. Kelly Library for the benefit of USMC undergraduate and graduate students and the USMC faculty and staff;
- To contribute to the improvement of the physical space, furnishings, and technological equipment to make the library an attractive, inviting, useful, and comfortable place to study and research.

Strategies to Meet the Goals:

- Some projects that can contribute to the Friends' fundraising and enhancement goals include:
 - An annual Book Sale of diverse categories of books donated by alumni/ae, staff, professors, and the public;
 - Lectures and special events such as author's readings and book signings;
 - Guided tours of the library and the Special Collections;
 - Events linked to other libraries on the U of T campus, and with the Toronto Public Library;
 - Establishing connections to the academic programs offered by the USMC, e.g. Books and Media Studies, Celtic Studies, Christianity and Culture, Medieval Studies, and other programmes such as Continuing Education, as appropriate;
 - Establishing outreach partnerships with Out of the Cold at St. Basil's Church and with the USMC campus chaplaincy (Campus Ministry);
 - Working in cooperation with the Advancement Office and the John M. Kelly library staff to benefit the Library and its College users. The Friends shall communicate with these bodies in matters of mutual consideration.

FRIENDS OF THE JOHN M. KELLY LIBRARY BY-LAWS

1. The Friends of the John M. Kelly Library (hereafter “Friends”) is the title of a volunteer organization founded to provide support for the John M. Kelly Library on the campus of the University of St. Michael’s College, University of Toronto.
2. The Friends shall have an Executive Committee of at least three and not more than 14 voting members. At least 50 percent of the voting members of the Executive Committee is required for a quorum. Individuals may nominate themselves or others to serve as voting members of the Executive Committee. Nominations shall be submitted to the Volunteer Coordinator and include such information as requested. Nominations will be considered by the Executive Committee and brought forward to the Annual Information Meeting for election. Voting members shall be elected annually at the Annual Information Meeting by the Friends at large or more frequently as the need arises.
3. The Executive Committee may appoint, without remuneration, and as recommended by the Kelly Library staff, a student enrolled in the University of Toronto to sit as a non voting member of the Committee.
4. If an elected member of the Executive Committee wishes to resign, they will provide notice to the President including the effective date of resignation. The Executive Committee will document the resignation in the minutes.
5. The Executive shall include non-voting Ex Officio members. These include the Chief Librarian, the Library Staff Liaison, the Advancement Department Liaison and Student Member.
6. Their term of office ends when their position at the university ends. Any guests present at an Executive meeting may not vote.
7. Emeritus members shall continue as voting members of the Executive Committee and may step down from the Committee when they wish.
8. Voting members of the Executive Committee shall appoint among themselves a member to fulfil one or more of the following positions with the roles and responsibilities described below:
 - President: Chair meetings; maintain records; represent the Friends when required.
 - Book Sale Coordinator: Organize layout of sale; sorting; volunteers; publicity.

- Treasurer: Maintain contact with USMC Finance Dept.; authorize transfers and expenses; report to Committee meetings.
 - Secretary: Take notes at Committee meetings; prepare minutes for the record.
 - Online Sales Coordinator (s): Identify rare books from donations; administrative duties for online sales.
 - Communications Coordinator: Develop plans for outreach to community volunteers, book donors, student volunteers, and the public via social media and publications.
 - Volunteer Coordinator: Maintain a contact list of volunteers to assist with collecting donated books, sorting the books, and helping on the days of the annual Book Sale.
 - Donations Coordinator: Communicate with donors, arrange drivers to pick up items, advise Library staff of pending donations.
 - Student member: Communicate with student population to raise awareness of the work of the Friends and to assist in recruiting student volunteers to help with annual book sale and other events.
 - All Executive Members at large: Attend meetings; participate in Book Sale; provide ideas and support.
9. The Executive Committee shall meet regularly throughout the year to plan the Book Sale and other activities. A minimum of 9 meetings is recommended or as needed.
10. Volunteers who assist at the Book Sale, make donations of books or cash, sort donated books, or assist with other activities shall be identified as Friends of Kelly Library, entitled to thanks and recognition for their help.
11. Individuals who donate resources to the annual Book Sale will be acknowledged and thanked for their donations.
12. Funds raised by the Book Sale and other activities shall be used solely for projects related to the John M. Kelly Library. Requests for expenditure must come before the Executive Committee at a scheduled meeting, and approval must be given by a majority of the Executive Committee members with a motion, seconder and vote recorded in the minutes. The Friends will assist with any paperwork required by the University of St. Michael's College to give effect to the expenditure for the approved project.
13. Funds raised by the Friends shall be administered within the USMC Accounting Dept. under direction of the Friends' Treasurer, on behalf of the Executive Committee.

14. The Friends of the John M. Kelly Library are a volunteer group that works in cooperation with the Advancement Office and the John M. Kelly library staff to benefit the Library and its College users. The Friends shall communicate with these bodies in matters of mutual consideration.
15. Changes can be made to the Constitution by a simple majority vote of the Executive Committee, provided that the proposed change(es) be circulated 14 days prior to a specific meeting called for the purpose of addressing the change(es), or as an agenda item on a regularly scheduled meeting.
16. Voting on the Executive Committee by electronic means is allowed, if necessary; participation in a regularly scheduled meeting may be arranged using remote meeting technology when needed.
17. Provision can be made for in-camera sessions on personnel or financial matters; the outcome would be reported in the Minutes.
18. An Annual Information Meeting shall take place once a year to report on the activities and accomplishments of the Friends of the John M. Kelly Library. The Executive Committee members shall make their reports; the Volunteers and Donors, as well as Members, shall be invited to attend.