Development Boards & “Friends”
UNIVERSITY OF KENTUCKY LIBRARIES
NATIONAL ADVISORY BOARD
CONSTITUTION

ARTICLE I
Name

The name of this organization is the University of Kentucky Libraries National Advisory Board.

ARTICLE II
Purpose

The University of Kentucky Libraries National Advisory Board serves as an external advisory body to the Dean of Libraries. Members of the Advisory Board have attained prominence in their respective careers and are chosen for their value in providing sound counsel to the Dean. Membership includes alumni. The Advisory Board also welcomes non-alumni members, with an active interest in the University of Kentucky Libraries (UK Libraries).

The purpose of the Advisory Board is to: (a) promote the best interest and welfare of UK Libraries; (b) acquaint fully all alumni and friends with the progress and needs of UK Libraries; (c) develop closer bonds of fellowship among alumni and friends; (d) provide opportunities for alumni and friends of UK Libraries to network; and (e) exchange information about academic activities and interests.

The primary responsibilities of members of the University of Kentucky Libraries National Advisory Board are as follows:

A. Recognize distinguished friends of UK Libraries for their contribution to the community, to the Commonwealth of Kentucky, to the nation, and to the world, including the selection of the Library Award for Intellectual Achievement.
B. Increase private philanthropic support by assisting in major gift fundraising efforts by identifying potential major gift donors and assisting with the recognition of major donors to UK Libraries.
C. Assist UK Libraries in its mission by making philanthropic gifts commensurate with their capability.
D. Increase awareness of UK Libraries throughout the commonwealth, the nation, and the world.
E. Advise UK Libraries on matters relating to fundraising, service to the community, and external relations.
ARTICLE III

Governing Body

A. Advisory Board

The Dean of Libraries shall identify eligible individuals to serve as members of the Advisory Board to plan, direct, and carry out the purposes of the organization.

B. Standards for Selection

1. Board membership should: (a) represent a broad selection of alumni and friends; (b) include professions which play a role in the economy of Kentucky and the nation; and (c) include wide representation of academic disciplines and interests. Membership should also represent cultural, ethnic, gender, and age diversity.

2. Candidates should bring to the Advisory Board a combination of commitment and personal influence, special skills, contacts, and the willingness to work for the promotion of UK Libraries.

ARTICLE IV

Amendments

The Constitution and the Bylaws can be amended at any semi-annual meeting of the organization or electronically by email between those meetings with a simple majority of the members voting in favor of the amendments with these provisions:

The notice of the amendment must be circulated at least fifteen days prior to the meeting or the email vote.

Proposed amendments circulated prior to semi-annual meetings will be voted on only by those members present at the meeting with no votes by email.
UNIVERSITY OF KENTUCKY LIBRARIES
NATIONAL ADVISORY BOARD
BYLAWS

ARTICLE I

Members

A. Advisory Board Members

Candidates for membership must be interested in the University of Kentucky Libraries (UK Libraries). Candidates need not be an alumnus of the University. Every effort will be made to ensure representation of all segments of society. Each Advisory Board member shall have full and equal voting rights.

B. Number and Term

The number of members of the Advisory Board shall be set by the Advisory Board and the Dean, achieving and maintaining a membership of at least 30 members. Individuals serving on the Advisory Board shall normally serve a term of four years at the end of which time their service may be extended for an additional four-year term. Individuals serving on the Advisory Board at the time of the adoption of these amended and restated Bylaws shall be considered in their first term, with an option to renew their service for an additional term.

C. Emeriti Members

Following completion of two full terms in service on the UK Libraries National Advisory Board, members deemed by the Advisory Board and the Dean of Libraries as having made a significant impact during their tenure may qualify for emeriti status. These members will be encouraged to attend future meetings of the Advisory Board and will receive all mailings and materials sent to other Board members. They will not be voting members.

ARTICLE II

Officers and Their Election

A. The officers of the Advisory Board shall be a President, a Vice President, and an Executive Secretary. The Director of Philanthropy for UK Libraries shall serve as Executive Secretary.

B. The term of office of the President and Vice President shall be for two years. Terms for any other offices including committee chairs shall be for one year and will be chosen by the officers of the Advisory Board. Terms shall begin on the date of election and shall continue until a successor is selected.
C. The Advisory Board shall elect from among its membership by a simple majority vote a President and Vice President. The Vice President succeeds the President when the President’s term ends.

D. In the event of the death, resignation, or removal of the President or Vice President, the Advisory Board shall elect another person to fill the unexpired term.

E. The duties of officers shall be those customary to each office.

**ARTICLE III**

**Meetings**

There shall be two meetings per year of the Advisory Board. The times and places for said meetings shall be set by the Advisory Board and/or the Dean of Libraries.

**ARTICLE IV**

**Attendance**

A. Advisory Board members are expected to attend at least one regular Advisory Board meeting per year. Any member not complying with this provision of the Bylaws or by not attending two consecutive Advisory Board meetings will be interviewed by the Dean and/or President to determine the member’s continued interest and ability to serve.

B. In the event the President and Vice President of the Advisory Board cannot attend a regularly scheduled Board meeting, the person designated as his or her substitute by the President and the Dean shall preside at the meeting with full voting rights.

**ARTICLE V**

**Fiscal Year and Support**

A. The fiscal year of the organization shall be the academic fiscal year of the University of Kentucky, July 1 to June 30.

B. UK Libraries will provide financial support to cover correspondence, reports, and other materials, conference meeting rooms, refreshments, and programming during Board meetings.
ARTICLE VI

Committees

Each member is encouraged to select and commit to no less than one of the following committees for involvement:

A. Nominating and Membership Committee: Recruits, nominates, and advises new members. The Nominating and Membership Committee shall be responsible for the Advisory Board achieving and maintaining a membership of at least 30 members. The committee shall consist of the President, Vice President, Dean, and two at-large members selected by the President and the Dean. The Director of Development shall serve as a non-voting member of the committee.

B. Development Committee: Assists the Dean of Libraries and Director of Development in the formulation of major gift fundraising efforts by facilitating, increasing, and securing private support for UK Libraries through annual giving and planned gifts in order to assist UK Libraries and the University of Kentucky to fulfill their mission of teaching, research, service, and healthcare. The committee shall consist of the President, Director of Development, and at least three at-large members to be determined by the President and Dean with advice from the entire Board.

C. Stewardship Committee: Ensures the recognition of donors to UK Libraries and assists UK Libraries’ advancement staff with stewardship initiatives. The committee shall consist of the President, Director of Development, and at least three at-large members to be determined by the President and Dean with advice from the entire Board.

D. Executive Committee: Maintains communication between full Board meetings with each other and as needed with all members of the Board and conducts such business as is necessary. Its members shall be the President, Vice President, the Dean, the Executive Secretary, and two at-large members to be chosen by the Advisory Board.

Drafted 3.30.10
Revised 4.20.10
Revised 7.24.2014
Revised 7.28.2014
Revised 8.1.2014
About the Friends

For more than twenty years, the Friends have encouraged and provided support for the OSU Library and its mission to serve as the “intellectual commons” of the University. Your help is vital to the Library in achieving and maintaining its reputation for quality resources, services and gateways to information to meet the needs of OSU’s diverse instructional, research and outreach program. Your generosity will help us achieve our goals into the next decade and beyond.

More about the organization

- Board of Directors
- Named Endowments, Collections and Chairs
- Join

Selected accomplishments

- 2011: Friends launched Pre-Finals and Finals Week giveaways for students.
- 2010: Continued to build the Golden Circle of Friends Endowment with an allocation of $60,000.
- 2008: Supported the necessary travel expenses of the OCFERP to secure additional interviews for the Library’s collections.
- 2008: Designated $30,000 toward the purchase of 25 laptops.
- 2004: “This Was Then, This Is Now, 50 Years of Building Pride,” a Friends-supported anniversary campaign, won the prestigious John Cotton Dana Award for the best public relations program at a college or university library.
- 2002-present: Provided necessary funds to allow the Edmon Low Library to offer 24-hour building access during finals week.
- 2001: With Stillwater National Bank, purchased another year’s subscription to the Dow Jones News Retrieval Service, an online database heavily used by students and faculty; OSU is the only university or college in the state to provide free internet access to this important database to its students and faculty.
- 1999 to 2002: Supported the Library’s involvement in “Celebrate Students,” a campus wide student appreciation program.
- 1999: Partnered with the OSU President’s Office and the Student Government Association Speakers Board to underwrite the cost of the campus-wide celebration marking the acquisition of the Library’s two millionth volume. Special guests at the event were Pulitzer prize-winning novelists N. Scott Momaday and Cherokee actor Wes Studi.
- 1999: Spearheaded the Library’s “Two Million and Counting” campaign, a special bookplate program to commemorate the acquisition of the Library’s two millionth volume.
- 1997: “Plug into the World,” a Friends-supported computer-training program, won the prestigious John Cotton Dana Award for the best public relations program at a college or university library.
- 1997: Led by the Friends Executive Board members Peggy Helmerich and the late Ed Cobb, the Library was the first of the six campaign priority areas in OSU’s enormously successful “Bringing Dreams to Life” comprehensive campaign to reach its fund-raising goal.
- 1995 to 2007: Provided anniversary gifts for 100 full-time Library employees.
- 1993: The Friends helped the Library secure and then successfully meet a $500,000 challenge grant from the Kerr Foundation of Oklahoma City.
- 1992 to 2007: Funded the Outstanding Library Employee Award.
- 1992 to 2008: Sponsored or co-sponsored special events, including lectures, poetry readings and concerts, all of which are open to the public.
- Successfully met a 1:1 challenge grant for the Women’s Archives at the OSU Library.
- The Edmon Low Library Endowment, an unrestricted endowment for library materials, has grown from an extremely modest fund to one with a balance of more than $1.1 million thanks to many gifts from the Friends organization and individual members of the Friends.
Libraries Development Board – Commitment to Penn State’s World Class Library

At the center of a great university, there must stand a great library. The Penn State University Libraries mission is to inspire intellectual discovery and learning, offer robust information resources and academic collaborations in teaching and research, and connect the Penn State community and residents of Pennsylvania to the world of knowledge and new ideas. Nurturing a great library takes the efforts of committed and capable volunteers. Penn State is no exception, and has established the Libraries Development Board for volunteer members to help support Penn State’s Libraries. Libraries Development Board membership brings with it the commitment to be actively involved, including attending board meetings, leveraging member skills and interests to support development and recruitment activities, and making a meaningful personal financial commitment.

Commitment of Libraries Development Board Members

Development support can take many forms, and no single list of activities captures how every board member will assist the Libraries. In consultation with the dean, board chair, and development director, board members will provide needed support that complements their individual skills and interests, such as:

- Assisting development officers as they cultivate and solicit major-gift prospects;
- Sharing their experience and expertise to support the fundraising mission of the Libraries (in marketing, communications, financial planning, stewardships, etc.);
- Encouraging alumni to become more deeply involved with the Libraries;
- Serving as ambassadors for the University Libraries during functions and in dealings with alumni and friends;
- Participating in board activities beyond the annual meetings, such as task forces and member-sponsored events;
- Hosting events, planned in concert with Libraries development staff, to further the “friendraising” and fundraising missions of the Libraries;
- Mentoring new board members as they begin their involvement with the Libraries.

The dean and board chair understand that Library Development Board membership is voluntary and that most members have other full-time responsibilities away from the Libraries; thus, most members will not participate in all of these activities, but will be asked to find ways to help that are consistent with the Libraries’ needs and their own individual interests and availability.
University Libraries
Libraries Development Board Mission and Vision Statement

In each case and collectively, the board will work in concert with the dean and
development director to propel the University Libraries to higher levels. By acting in
concert with the libraries’ staff and by appropriately employing the skills of each
member, great things can, and will, be accomplished.

Membership

Board members will be friends-at-large and/or Penn State alumni who have a
commitment to and a potential for supporting the Libraries, understanding that a great
university cannot exist without a great library and that private giving is an important
component in funding Library programs and collections. Members typically commit to
pledging $100,000 or more towards a major gift to the Libraries during their initial term
and may make additional commitments in subsequent years.

Members of the board will be appointed by the Dean of University Libraries and
Scholarly Communications, in consultation with the Director of Development and the
Board Executive Committee (see below). On behalf of the dean, Library Development
Board meetings and activities will be coordinated and staffed by the director of
development.

Term of Appointment

The term of appointment is normally three years. A board member may be asked to serve
additional terms, with the mutual agreement of the member, Executive Committee,
director of development, and dean.

Roles and Responsibilities

The Executive Committee is a standing committee to provide leadership for the board. It
will be compiled of the board chair, vice chair, the dean, the director of development,
libraries faculty liaison, the past chair, and one at-large member. The volunteer
leadership will be appointed by the dean, in consultation with the director of development
and Executive Committee. This committee will meet at least quarterly.

Chair and Vice Chair will serve as chief volunteer spokesperson for the goals, themes,
objectives of the libraries, assist with cultivation and solicitation of prospective donors.
The chair will represent the libraries through attendance and participation at semiannual
campaign executive committee meetings. The vice chair will assume the responsibilities
of the chair, should the chair be unavailable.
University Libraries
Libraries Development Board Mission and Vision Statement

Emeritus Board Members who have served for six years or more but are no longer active board members and who are considered allies and friends of the University Libraries may be designated as Emeritus status by the board’s Executive Committee. As friends and allies of the Libraries, emeriti function as advocates for Library programs without the responsibilities required of active board members.

Committees and Task Forces

The Executive Committee is the primary standing committee of the board. Additional committees, such as Stewardship, Events, and Membership may also be created at the discretion of the dean, and participation is expected by existing board members but other supporters, depending on their interest, may also be asked to join. These committee members will select a committee chair, and members may be asked to meet outside of regular board meetings as necessary. Committees will be asked to provide progress updates at Library Development Board meetings. Ad hoc task forces with specific short-term tasks may be created by the dean, in consultation with appropriate committee chair(s), and may include participation by staff members, board members and/or outside resources.

Meetings

Typically, there will be two meetings a year, in the fall and spring, supplemented by conference calls and email updates. There may be special events scheduled as part of the program activities of the board, such as the annual donor reception.
Library Associates help to strengthen the SU Libraries by going above and beyond their annual library gifts to raise funds for the Libraries' special collections, rare books, and manuscripts. Alumni, faculty, staff, and friends of the SU Libraries have joined together for nearly 60 years to promote the libraries and our Special Collections.

Become a Library Associate
A minimum $50 annual gift to the SU Libraries’ Gift Fund or the Dean’s Discretionary Fund automatically confirms you as a Library Associate for one year.

- Give online and become a Library Associate by directing your gift to the SU Libraries.
- Give $100 or more annually to access borrowing privileges at SU Libraries.
- You may also fill out and mail our donation form [PDF] with your gift payment to:

  Syracuse University Libraries
  222 Waverly Avenue
  Syracuse NY 13244

Contact us at libassoc@syr.edu or 315.443.9600 with any questions.

Learn More
- View our full calendar of upcoming SU Libraries events, including exclusive Library Associates events.
- Be in the know! Join our email list to receive periodic updates from the SU Libraries.
Friends of VCU Libraries
Board Bylaws

ARTICLE I – PURPOSE

Section 1. The purpose of this Board shall be to plan, develop, initiate, promote, sponsor and coordinate activities by the Friends of the VCU Libraries to support and enhance the collections and services of the VCU Libraries for instruction and research.

ARTICLE II – MEMBERSHIP

Section 1. The Board shall comprise between 11 to 21 voting members, with diverse backgrounds and skills highly desirable.

Section 2. The university librarian and the director of development shall be ex-officio members of the Board, and the director of development also shall serve as secretary to the Board.

Section 3. Nominations to fill the Board vacancies may be made by the Governance Committee or by any Board member or ex-officio Board member, and any nominee must receive two-thirds consent of the full Board and be approved by the university librarian to be elected.

Section 4. Upon election, a Board member shall serve a three-year term and subsequently may be re-elected for no more than one consecutive three-year term.

Section 5. A Board member who resigns prior to completing a three-year term shall be considered as having served the full term as far as eligibility for re-election is concerned.

Section 6. Board terms shall begin on July 1st. If a Board member begins to serve on the Board prior to July, the three-year term of that Board member officially will begin on July 1st.

Section 7. Friends of the Library Board members shall on an annual basis throughout their service on the Board join and maintain membership in the Friends of the Library. Additional gifts of support are encouraged.
ARTICLE III – GOVERNMENT

Section 1. A majority of the full Board shall constitute a quorum, which shall be required for the purpose of voting. Voting may be conducted electronically as needed.

Section 2. The Board normally shall meet quarterly, with one quarterly meeting being in May and at other times as necessary.

Section 3. The officers of the Board shall be a president and president elect, each elected by a majority vote of the Board. The president and president elect shall serve for a period up to two years.

Section 4. At the May meeting, the Governance Committee shall bring nominations for president and president elect to the Board for action at that meeting. Additional nominations may be made from the floor, with the consent of the person(s) being nominated. The newly-elected officers shall take office July 1.

Section 5. Should a vacancy occur in the office of the president, the president elect shall immediately assume that position. Should a vacancy occur in the office of the president elect, the Board, by a majority vote, shall elect a Board member to assume that position.

Section 6. The immediate past president shall remain on the Board until replaced by the next succeeding immediate past president or until his or her prescribed number and length of Board terms have been completed, whichever occurs last.

ARTICLE IV – COMMITTEES

Section 1. Standing committees of the Board shall be the Executive, Governance, Fundraising, Book Sale, Collections, and Programming Committees. Other ad hoc committees may be convened as needed by the president or the Board. With the exception of the Executive Committee, (See Section 2, below), Standing Committee membership is drawn voluntarily from among the Board and the chairs of these standing committees are chosen by their respective members.

Section 2. The Executive Committee shall (1) provide administrative support and leadership for the Board; (2) plan Board meetings and other events; (3) develop goals, objectives and long-range plans for the Board; and (4) meet quarterly and at other times as designated by the president. The Executive Committee shall consist of the president,
Section 3. In cooperation with the university librarian and director of development, the Fundraising Committee shall (1) seek and cultivate private sources of support for the VCU Libraries through monetary and in-kind donations and endowments and (2) plan and implement events and projects which raise money for the VCU Libraries.

Section 4. In cooperation with the Fundraising Committee, university librarian and director of development, all Board members shall encourage support for the VCU Libraries and the Friends of the Library.

Section 5. In cooperation with the university librarian and director of development, the Programming Committee shall develop and bring to the Board recommendations for Friends of the Library events and activities, including, but not limited to, lectures, exhibits and receptions. Upon approval by the Board, this Committee shall provide support in planning, organizing and implementing such events and activities.

Section 6. In cooperation with the university librarian and director of development, the Governance Committee shall review the organizational structure and bylaws of the Board, facilitate the nomination process, welcome new Board members into the organization and support Board performance. The Committee works with the full Board to (1) develop and maintain a list of viable candidates for Board membership; (2) submit to the Board nominations to fill Board vacancies; (3) develop and conduct an orientation program for new Board members, which includes membership expectations; and (4) develop and maintain a process by which the Board annually can assess its own performance.

Section 7. The president or the Board shall appoint other ad hoc committees as may be necessary to carry out the purpose of the Board and the activities of the Friends of the Library. Committee membership should be extended to Friends who are not Board members to the extent practical.

Section 8. The president shall be an ex-officio member of all Board committees.

Section 9. In cooperation with the university librarian, director of development and the heads of Special Collections and Archives, the Collections Committee shall assist in community outreach by encouraging the use of Special Collections holdings by the VCU community, diverse individuals and other groups and organizations. The committee will support staff in stewarding existing library donors and suggesting the names of
individuals and groups that would be interested in making collection donations or financial and other contributions.

Section 10 In cooperation with the university librarian and the director of development, the Book Sale Committee shall support the annual book sale by assisting library staff in soliciting material donations, sorting donated materials, organizing and stocking the book sale room, promoting the event and providing volunteer support to the sale.

ARTICLE V - AMENDMENTS

Section 1. These operating procedures may be amended at any time by affirmative vote of two-thirds of the full Board, provided, however, that written notice of the proposed amendment(s) is given to all Board members at least 30 days prior to the meeting at which action thereon is to be taken. Voting may be conducted electronically as needed.

Adopted: March 17, 1992
Revised: September 19, 1995
Revised: April 23, 2007
Revised: November 13, 2008
Revised: January 22, 2009
Suggested Revisions: March 26, 2014
Revised by Majority Board Vote: May 8, 2014
Revised by Majority Board Vote: September 9, 2014
Suggested Revisions: November 11, 2015 (added Article II, Section 7)
Revised by Majority Board Vote: February 11, 2016
Suggested revisions: Article IV, Section 6
Revised by Majority Board Vote: December 6, 2016
Friends of VCU Libraries Board Standing Committees
2017–2018

Book Sale Committee:
The Book Sale Committee supports the annual book sale by assisting library staff in soliciting
material donations, sorting donated materials, organizing and stocking the book sale room,
event promotion and providing volunteer support during the annual book sale.
The Committee meets several times a month to process materials as they are received by the
library. All Board members may attend as many work sessions as they like. Members usually
volunteer for one or more two-hour shifts during the annual sale in October.
Co-Chairs: Nick Cooke, Scott Tilley

Executive Committee:
The Executive Committee provides administrative support and leadership for the Board; plans
Board meetings and other events, and develops goals, objectives and long-range plans for the
Board. The Committee consists of the president, president elect, immediate past president,
committee chairs, university librarian and the director of development.
The Committee meets quarterly and at other times as designated by the president of the Board.
Chair: Stephanie Holt

Fundraising Committee:
The Fundraising Committee serves as a team of ambassadors for the Friends of the Library
annual giving program. Monies raised through the Friends support the lectures, exhibits,
collections and outreach of VCU Libraries. In cooperation with the Fundraising Committee, the
university librarian and the director of development, all Board members shall encourage
support for VCU Libraries and the Friends of the Library.
The Committee assists VCU Libraries in identifying and cultivating private sources of support
through monetary and in-kind donations and supports projects which raise money for and
awareness of the VCU Libraries.
The committee meets quarterly with the director of development.
Chair: Tehra James

1 of 2

Revised 5/27/2016
Governance Committee:

The Governance Committee reviews the organizational structure and bylaws of the Board, facilitates the nomination process, and supports Board efficiencies. The Committee works with the full Board to solicit nominees for board membership, develops and maintains a list of viable candidates, and submits to the Board nominations to fill Board vacancies for elected officers of the Board. Additionally, the Committee develops and maintains a process by which the Board can assess its performance.

The Committee meets as necessary to meet the goals and objectives of the Board.

Chair: Julie Seward

Programming Committee:

The Programming Committee, in coordination with library staff, assists with the development and promotion of Friends of the Library sponsored events and exhibits. Committee members may suggest topics, help facilitate contacts with speakers, serve as board hosts at events and assist with the promotion of events.

The Friends sponsor both large and small events, including the annual VCU Cabell First Novelist event, the Black History Month Lecture and the Brown-Lyons Lecture. Additional events that showcase authors, exhibits or the collections of VCU Libraries are scheduled throughout the year. Attendance at Friends-sponsored programs continues to grow and attracts a diverse audience. Many events are planned a year in advance to accommodate event space rental and promotional needs. Additional events may be added if the schedule permits.

The Committee meets two to four times a year depending on programming schedule.

Co-Chairs: Thomas Beatty, Cynthia Messmer
Established in 1991, the Friends of the Libraries provide support by
- Promoting awareness of the Libraries within the community
- Stimulating financial support
- Encouraging and advocating for lifelong learning
- Serving as advisors and spokespeople for the Libraries campaign

Friends of the Libraries Fund supports
- Library Research Awards for Undergraduates
- Student Employee Scholarships
- Events, such as Literary Voices
- Friends of the Libraries Awards

Your annual gift of $100 or more qualifies you for borrowing privileges.

Give now!