

BYLAWS OF MAINE INFONET COLLABORATIVE, April 2019

ARTICLE I. Name

Name. The name of the Corporation shall be Maine InfoNet Collaborative, doing business as Maine InfoNet or MIN

ARTICLE II.

General Provisions

Section 1. References. References in these Bylaws to the Articles of Incorporation shall mean this Corporation's Articles of Incorporation as amended from time to time as on file with the Secretary of State of Maine. References to the Maine Nonprofit Corporation Act (the "Act") and to particular sections of said Act are to said Act and said sections as amended from time to time. The headings of Articles and Sections in these Bylaws are for convenience only, and shall not be taken into account in construing these Bylaws.

Section 2. Office and Location. The registered office of this Corporation in Maine shall be the office of the Registered Agent, which is set forth in the Articles of Incorporation. The Corporation may have such other offices and places of business both within and without the State of Maine as the Board of Directors may from time to time establish, or as the business of the Corporation may from time to time require.

Section 3. Registered Agent. The Corporation shall have a Registered Agent, who shall not by reason of such position be an officer. The Registered Agent of the Corporation shall be a resident of the State of Maine. The initial Registered Agent shall be named in the Articles of Incorporation and shall serve until his or her death or resignation from office, or until a successor is appointed by the Board of Directors. The Registered Agent may certify votes and actions of the Board of Directors and its committees, and shall perform such other duties and have such powers as are prescribed by the Act.

Section 4. Purposes. The Corporation (Maine InfoNet) is organized exclusively for charitable, scientific and educational purposes as set forth in the Articles of Incorporation, with a mission to connect the people of Maine to information and ideas through library cooperation. It is a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine. The Corporation shall be organized and empowered to do everything necessary, proper, advisable or convenient for the accomplishment of the foregoing mission, and to do all other things incidental to them, or connected with them, that are not forbidden by law, the Articles of Incorporation, or these Corporate Bylaws; provided, however, that the Corporation shall not engage in any transaction, or do or permit any act or omission, which shall operate to deprive it of its tax exempt status as a Corporation described in §501(c)(3) of the Code.

Section 5. Tax Exempt Purpose. It is intended that the Corporation shall have the status of a Corporation (i) which is exempt from Federal Income taxation under § 501(c)(3) of the Code, (ii) contributions to which are deductible under §§ 170(c)(2), 2055(a)(2) or 2522(a)(2) of the Code and (iii) which is "other than a private foundation" as defined in § 509(a) of the Code. The Articles of Incorporation and these Bylaws shall be construed accordingly and all powers and activities of the Corporation shall be limited accordingly. In this regard:

(a) The Corporation shall not engage in any transaction, or do or permit any act or omission, which shall operate to deprive it of its tax exempt status under §501(c)(3) of the Code;

(b) No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation; provided, however, that notwithstanding the foregoing, nothing in this Article shall be construed to prevent this Corporation from making the election available under § 501(h) of the Code, but during any tax year for which an election under § 501(h) of the Internal Revenue Code shall be in effect for the Corporation or any other Affiliated Organization, “direct lobby expenditures” and “grass roots expenditures” by the Corporation in any given tax year shall not exceed the applicable limits under § 501(h) calculated without regard to the “exempt purpose expenditures” of any other affiliated organizations;

(c) No substantial part of the activities of this Corporation shall be the provision of “commercial type insurance” within the meaning of § 501(m) of the Code;

(d) This Corporation shall not, in any manner or to any extent, participate or intervene (including publishing or distribution of statements) in any political campaign on behalf of any candidate for public office; and

(e) This Corporation shall not engage in any activities that are unlawful under applicable federal, state, or local laws.

Section 6. Distribution upon Dissolution. No part of the net earnings of this corporation shall inure to the benefit of any private shareholder or any individual. The property of this corporation is irrevocably dedicated to charitable purposes and upon liquidation, dissolution or abandonment of the owner, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed in the manner provided in the Corporation’s Articles of Incorporation.

ARTICLE III.

Membership.

Section 1. Members. The Corporation shall have no Members.

ARTICLE IV.

Board of Directors

Section 1. Powers. In the management and control of the business, property and affairs of the Corporation, the Board of Directors is hereby vested with the power to authorize any and all corporate action.

The primary responsibilities of the Maine InfoNet (MIN) Board are to:

1. Set MIN Board program directions, goals, strategies and priorities.
2. Recommend InfoNet policies to UMS (University of Maine System), MLC Maine Library Commission), and users of MIN services.
3. Recommend MIN Board budgets and capital expenditures.
4. Recommend and facilitate cooperative endeavors to further MIN’s goal of connecting the people of Maine to information and ideas through library cooperation.

5. Create MIN Board committees, both standing and of limited duration, as needed.
6. Define the responsibilities and participate in the selection and evaluation of the Executive Director. The ultimate responsibility for the employment of the Executive Director rests as a joint responsibility of the two sponsoring organizations, the Maine State Library (MSL) and the University of Maine System (UMS).

Section 2. Number and Election. The initial Board of Directors shall have up to twenty (20) members, in the discretion of the Founder and Executive Director of the Corporation. The initial Board of Directors shall be appointed by the incorporator of the Corporation at the direction of the Founder and Executive Director of the Corporation. Thereafter, the number of Directors shall be fixed by resolution of the Board of Directors subject to the limits specified in the Articles of Incorporation. Upon the expiration of the terms of the initial Directors, Directors, except as provided in Article IV section 11, will be elected by a vote of the Board of Directors then in office (and not by the outgoing Director(s)) at an annual, regular or special meeting where a quorum is present. Except as otherwise provided herein, a Director shall be elected to serve a term of three (3) years and until his successor is elected and qualified or until his or her earlier death, resignation or removal. For purposes of providing staggered terms of office only, the Directors shall be divided into three (3) classes, which will, as nearly as possible, result in one-third (1/3rd) of the terms of Directors expiring in each year.

Approximately one-third (1/3rd) of the Directors shall be elected each year at the annual meeting, for a term of three (3) years, beginning at the close of said annual meeting, except the initial members of the Board of Directors, who shall be elected one-third (1/3rd) for one (1) year and until his successor is elected and qualified or until his or her earlier death, resignation or removal; one-third (1/3rd) for two (2) years and until his successor is elected and qualified or until his or her earlier death, resignation or removal; and one-third (1/3rd) for three (3) years and until his successor is elected and qualified or until his or her earlier death, resignation or removal. The Board may extend the term of any Director whose term would otherwise expire hereunder, as and to the extent deemed desirable by the Board.

Section 3. Vacancies, Resignation and Removal.

Should the Board Member or a designee not be able to participate regularly, the Board Chair shall be notified and shall direct the Governance Committee to recommend a replacement for the remainder of the Board Member's term. Any vacancy in the Board of Directors, *however occurring*, including a vacancy resulting from the expiration of a Director's term or from an enlargement in the number of Directors, may be filled by vote of the Board of Directors at an annual, regular or special meeting where a quorum is present, or by a sole remaining Director. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office, and a Director chosen to fill a position resulting from an increase in the number of Directors, shall hold office for the term as designated by the Board of Directors (not to exceed three (3) years) and until his or her successor is duly elected and qualified, or until his or her earlier death, resignation or removal. Any Director may resign his office by delivering a written notice to the Corporation's Board of Directors, the President, or the Corporation. Any Director elected or appointed by the Board of Directors may be removed by a majority vote of the Directors then in office, without taking account the vote of the Director in question, whenever in the Board of Directors' judgment the best interests of the Corporation would be served thereby.

Section 4. Limit on Terms Served. Directors may serve successive terms without limits.

Section 5. Annual and Regular Meetings. The first meeting of the Board of Directors of each new fiscal

year shall be considered the annual meeting for the election of officers. The date, time and place of the annual meeting may be determined by the Board of Directors. No notice of the any such annual meeting shall be necessary. Regular meetings of the Board of Directors may be held at such time and place as shall from time to time be fixed by the Board of Directors. Unless action is to be taken with respect to the Articles of Incorporation or Bylaws, no notice of such regular meeting shall be necessary. Meetings of the MIN Board may be called by the Chair or upon request by at least five members of the Board. The Board shall meet at least four times a year.

Section 6. Special Meetings. Special meetings of the Board of Directors may be held at any time or place, whenever called by the Executive Director or on the written request of three (3) or more members of the Board of Directors, reasonable notice thereof being given by the person(s) calling the meeting to each Director, or at any time without formal notice, provided all the Directors are present or those not present have waived notice thereof. Notice to any Director actually received by him at least 24 hours before the meeting shall be deemed sufficient, notwithstanding the method or means of communication selected or the time when sent. Neither the business to be transacted at nor the purpose of the meeting need be specified in the notice unless the Act shall otherwise require. Such special meetings shall be held at such time and place as the notice thereof shall specify.

Section 7. Quorum; Virtual Attendance; Voting. Fifty percent (50%) of the Board of Directors then in office shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting from time to time, and the same may be held as adjourned without further notice. A Director participating in a meeting by virtual conference call in which the Director can hear and speak to all other Directors simultaneously shall be deemed present at the meeting. No limit is imposed on the number of Directors who can participate in a meeting this way. When a quorum is present at any meeting a majority of the Directors present shall decide any question brought before such meeting.

Section 8. Unanimous Action; Consent Delivered by Electronic Means. Any action required to be taken at a meeting of the Directors, or any action which may be taken at a meeting of the Directors, may be taken without a meeting if all of the Directors sign written consents setting forth the action taken or to be taken, at any time before or after the intended effective date of such action. Such consents shall be filed with the minutes of Directors' meetings and shall have the same effect as a unanimous vote. Any Director may consent to an action by sending an email or equivalent electronic message to the other Directors affirming his assent to the resolutions or votes in question, and such electronic message shall be deemed adequate for purposes of the Corporation acting by unanimous consent. A paper copy of such electronic message shall be placed into the corporate records by the Secretary of the Corporation.

Section 9. Informal Action. Actions taken without a meeting by agreement of a majority of the Directors then in office shall be deemed action by the Board of Directors if all Directors know of the action and no Director makes prompt objection to such action. Objections shall only be effective if in writing and filed with the Secretary of the Corporation.

Section 10. Committees. The Board of Directors, by a resolution adopted by the Board of Directors at an annual, regular or special meeting where a quorum is present, may form and delegate any part or all of the authority of the Board of Directors to any committee or committees, to the extent allowed by law. The members of the Board of Directors may designate or assign the members of any committee formed by the Board of Directors, provided that the membership of each committee shall include at least one (1) or more Director(s). Vacancies in the membership of a committee shall be filled by the Board of Directors. Committees shall keep minutes of their proceedings and report the same to the Board of Directors. Members of a committee may be removed from office with or without cause, by

resolution adopted by the Board of Directors at an annual, regular or special meeting where a quorum is present. Any person or persons authorized to call a meeting of the Board of Directors, as well as the chair of a committee or the committee itself, may call a meeting of a committee. Except as otherwise provided herein, so far as applicable, the provisions of these Bylaws relating to the calling, noticing and conduct of meetings of the Board of Directors shall govern the calling, noticing and conduct of meetings of committees.

A. Standing Committees

1. Governance committee. Governance committee members will be members of the MIN Board and shall deal with such matters as policies, MIN membership, Bylaws, and finances. The Nominating Committee shall be part of the Governance Committee. Its purpose is to nominate individuals to fill positions on the Board and to recommend a slate of officers.
2. Finance Committee. The Finance Committee members shall be members of the MIN Board and shall provide financial oversight for the organization. This includes budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

B. Ad Hoc Committees

The Board of Directors may form ad hoc committees that may include non-Board members to address issues such as: resource sharing, e-resources, technology, the statewide catalog, continuing education, summits, digital projects, purchasing arrangements, fund raising, and development.

Section 11. Ex Officio Members. The State Librarian and the Dean of Libraries of the University of Maine shall serve as ex officio members of the Board of Directors in a voting capacity. The Executive Director of the Corporation shall serve as an ex officio member of the Board of Directors in a non-voting capacity.

ARTICLE V.

Officers

Section 1. Officers; Number; Term. The principal officers of the Corporation shall be a Chair, a Vice Chair, a Treasurer and a Secretary. The Board of Directors, in its discretion, may appoint such other officers, agents or employees as it may deem advisable, and prescribe the powers, duties and tenure thereof. Officers shall hold office for a term of two (2) years, or until his or her successor is elected and qualified, or until his or her earlier death, resignation or removal from office. Officers may serve successive terms, without limit, in the discretion of the Board of Directors. An officer may but need not also be a Director and may simultaneously hold more than one office in the Corporation. Elections shall be held at the annual meeting with terms to begin at the next meeting.

Section 2. Authority and Duties. Each officer shall have such authority and perform such duties as are set forth in the Act or in these Bylaws, and as shall be determined from time to time by the Board of Directors. Each officer shall also have such authority and perform such duties as are usually incumbent upon his office except as the same may be limited from time to time by the Board of Directors.

Section 3. Chair. The Chair shall be the duly authorized representative of the Board of Directors in all matters in which the Board of Directors or these Bylaws have not formally designated some other

person for that purpose. The Chair shall preside at all meetings of the Board of Directors. The Chair may determine the order of business at meetings of the Board of Directors. The Chair shall perform any other duties normally within the expressed or implied terms of the office that may be necessary for the best interest of the Corporation.

Section 4. Vice Chair. The Vice Chair shall, in case of the absence or disability of the Chair have the authority and perform the duties of the Chair and shall perform such other duties and have such other powers as are commonly incident to his or her office and as the Board of Directors from time to time may designate.

Section 5. Treasurer. The Treasurer shall direct the keeping of the accounts of the Corporation and direct and attend to the depositing of the funds and securities of the Corporation in such depositories or with such custodians as the Board of Directors shall designate and shall perform such other duties and have such other powers as are commonly incident to his or her office and as the Board of Directors from time to time may designate. Unless the Board of Directors by vote directs otherwise, he or she may endorse for deposit or collection all notes, checks and other instruments payable to the Corporation or its order, and may accept drafts on behalf of the Corporation. In addition, he or she may sign all checks and drafts for the Corporation, unless some other person is thereunto specifically authorized by vote of the Board of Directors.

Section 6. Secretary. In addition to any other duties assigned to the Secretary under these bylaws, the Secretary shall maintain accurate records of the meetings of the Board of Directors, including records of all votes and minutes. He or she shall have custody of the permanent records of the Corporation. In addition, he or she shall perform such other duties and have such other powers as are commonly incident to his or her office and as the Board of Directors from time to time may designate.

Section 7. Vacancies; Removals. Any vacancy in any office may be filled by the Board of Directors. The Board of Directors, by a resolution adopted by the Board of Directors at an annual, regular or special meeting where a quorum is present may remove from office any officer, agent or employee elected or appointed by them.

Section 8. Executive Committee.

The officers of the board and ex officio voting members along with the Executive Director shall constitute the Executive Committee. This body is charged and empowered to make decisions on behalf of the entire Board on matters requiring urgent attention that occur between meetings. A minimum of 3 voting members is required to take action on behalf of the Executive Committee.

ARTICLE VI.

Executive Director

The Corporation will employ an Executive Director, who will be responsible to the Board of Directors for the administration and operation of the Corporation. The Executive Director will be a non-voting member, ex officio, of the Board of Directors. He or she will work closely with the Board of Directors in carrying out the policies of the Corporation. The Executive Director will originate all staff appointments, releases and promotions, which will be subject to the approval of the Board of Directors, and will be liaison between the staff and the Board of Directors. The performance of the Executive Director will be reviewed annually by the Board of Directors, or by a committee thereof. A written job description for the Executive Director will be on file with the Corporation, and shall be reviewed

periodically by the Board of Directors.

ARTICLE VII.

Financial Management; Bank Accounts; Checks; Notes

Section 1. The Board of Directors shall be responsible for the solicitation of donations from the public or from such other sources as it deems appropriate for the purpose of providing for the needs of the Corporation. No donations shall be solicited or accepted in any manner inconsistent with the requirements of a tax-exempt organization under the Internal Revenue Code. The Corporation may conduct other revenue producing activities for the purpose of supporting its primary purposes, provided such activities are consistent with the requirements of a tax-exempt organization.

Section 2. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks or trust companies or other depositories as the Board of Directors may designate.

Section 3. Checks. All checks and drafts on the Corporation accounts shall be signed by the Treasurer or by the President, or by such other officer or employee as the Board of Directors may from time to time designate, subject to such requirements as to counter signature or other conditions as the Board of Directors may from time to time determine.

Section 4. Contracts and Notes. All contracts and deeds and all promissory notes and other obligations of the Corporation other than checks and drafts shall be signed by both the President and the Treasurer unless the Board of Directors shall specifically authorize signature by one of them or some other officer or agent.

ARTICLE VIII.

Amendments

Except as otherwise required by law, these bylaws may be amended or repealed at any meeting of the Board of Directors at an annual, regular or special meeting where a quorum is present. These Bylaws may be amended by a two-thirds (2/3rds) vote of the membership of the Board.

ARTICLE IX.

Indemnification

Section 1. Right to Indemnification. The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative, by reason of the fact that he is or was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding; provided that no indemnification shall be provided for any person with respect to any matter as to which he shall have been finally adjudicated in any action, suit or proceeding not to have acted in good faith in the reasonable belief that his action was in the best interest of the Corporation or, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order or conviction adverse to

such person, or by settlement or plea of nolo contendere or its equivalent, shall not of itself create a presumption that such person did not act in good faith in the reasonable belief that his action was in the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful.

Section 2. Indemnity Against Expenses. Any provision of subsection 1 to the contrary notwithstanding, to the extent that a Director, officer, employee or agent of the Corporation has been successful on the merits or otherwise in defense of any suit or proceeding referred to in Subsection 1, or in defense of any claim, issue or matter therein, he shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him in connection therewith.

Section 3. Expenses Incurred in Civil or Criminal Action. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the manner provided below upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he is entitled to be indemnified by the Corporation as authorized in this section. Any payment of expenses as provided in this section shall be made by the Corporation only as authorized in the specific case upon a determination that the payment of such expenses is proper in the circumstances because he has met the applicable standard of conduct set forth in Article IX, Section 1. Such determination shall be made by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding, or if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion. Such a determination, once made by the Board of Directors may not be revoked by the Board of Directors, and upon the making of such determination by the Board of Directors, the Director, officer, employee or agent may enforce the payment of expenses against the Corporation by a separate action notwithstanding any attempted or actual subsequent action by the Board of Directors.

ARTICLE X.

Public Benefit Corporation Provisions

Section 1. Restrictions on Board of Directors Members. No more than forty-nine percent (49%) of the individuals on the Board of Directors may be financially interested persons. For the purposes of this section, "financially interested person" means (a) an individual who has received or is entitled to receive compensation from the Corporation for personal services rendered to the Corporation by that individual within the previous twelve (12) months, whether as a full-time or part-time employee, independent contractor, consultant or otherwise, excluding any reasonable payments made to Directors for serving as Directors. An individual is considered to receive compensation for services rendered to the Corporation by that individual if the individual is entitled to receive, other than as a shareholder of a publicly held corporation, a portion of the net income of a corporate or other business entity that provides, for compensation, personal services to the Corporation; or (b) a spouse, brother, sister, parent or child of the individual described in the foregoing subsection (a).

Section 2. Conflict-of-interest transactions.

(a) This section sets forth the Corporation's policies on conflict of interest transactions. This section is intended to ensure that the Corporation is in compliance with the provisions of § 718 of the Act, as it may be amended from time to time. A conflict-of-interest transaction is a transaction in which a

Director or officer of the Corporation has a direct or indirect financial interest. For the purposes of this section, a Director or officer has an indirect interest in a transaction if:

(i) Another entity in which the Director or officer has a material interest or in which the director or officer is a general partner is a party to the transaction; or

(ii) Another entity of which the Director or officer is a Director, officer or trustee is a party to the transaction.

(b) A conflict-of-interest transaction is not voidable or grounds for imposing liability on a Director or officer of the Corporation if the transaction was fair at the time it was entered into or is approved as provided in subsection (c) below.

(c) A transaction in which a Director or officer of the Corporation has a conflict of interest may be approved before or after consummation of the transaction as follows:

(i) The Board of Directors or a committee of the Board of Directors may authorize, approve or ratify a transaction under this section if the material facts of the transaction and the Director's or officer's interest are disclosed or known to the Board of Directors or committee of the Board of Directors. The transaction may be approved only if it is fair and equitable to the corporation as of the date the transaction is authorized, approved or ratified. The party asserting fairness of any such transaction has the burden of establishing fairness.

(ii) If the Board of Directors so requests, a transaction under this section may be approved by the Maine Attorney General or by the Superior Court in an action in which the Attorney General is joined as a party. If the Board of Directors is unable to make a decision regarding a transaction, one or more Directors or officers may request approval of the Attorney General or the court in accordance with this subsection. The transaction may be approved only if it is fair and equitable to the corporation as of the date the transaction is authorized, approved or ratified. The party asserting fairness of any such transaction has the burden of establishing fairness.

(d) For purposes of subsection (c), a conflict-of-interest transaction is approved if it receives the affirmative vote of a majority of the Directors on the Board of Directors or on a committee of the Board of Directors who have no direct or indirect interest in the transaction, but a transaction may not be approved under this subsection by a single Director. If a majority of the Directors on the Board of Directors who have no direct or indirect interest in the transaction vote to approve the transaction, a quorum is present for the purpose of taking action under this section, notwithstanding any other provision of these Bylaws.

(e) Notwithstanding the foregoing, the Board of Directors or the executive committee of the Board of Directors has authority to fix the compensation of Directors for their services as Directors or officers or in any other capacity.

APPROVED BY UNANIMOUS MOTION on May 6, 2019

Maine InfoNet Collaborative Board of Directors, Augusta Maine.