

## **Bylaws of the Friends of the Bazan Branch Library**

*The purpose of the Friends of Bazan Branch Library is to promote the use of the Bazan Branch of the San Antonio Public Library and appreciation of its value as a cultural and educational asset to the community, and to encourage the extension and improvement of its services.*

### **Article I. Bylaws**

This organization shall be under the jurisdiction of the bylaws of the parent organization, the Friends of the San Antonio Public Library. As all Friends of the Bazan Branch Library are also members of the parent organization, they are authorized and urged to attend all meetings of the Friends of the San Antonio Public Library.

### **Article II. Membership and Dues**

Any individual or family interested in the purposes of the Friends of the Bazan Branch Library may join by becoming members of the parent organization and stating on their membership application the desire for membership in the Friends of the Bazan Branch Library. The parent organization will automatically credit a portion of the membership dues to the account of the Friends of the Bazan Branch Library.

### **Article III. Meetings**

Meetings shall be held quarterly, with an annual meeting each October. The meetings will be scheduled at the discretion of the President. The date, time and place of each meeting, as well as the purpose, shall be posted at the Bazan Branch Library area at least one week prior to the meeting. Special meetings may be called by the President or three members. Members will be notified of special meetings by e-mail or telephone. The meeting time and place will be coordinated with the Public Services Manager of the Bazan Branch Library.

Meetings will be conducted in accordance with parliamentary procedure per the most recent edition of "Robert's Rules of Order" or informal rules with the consent of the members.

A quorum shall consist of at least five (5) members to include at least one elected officer. A majority vote of those present shall be required to constitute action by the group.

### **Article IV. Officers**

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. Officers shall be elected by vote of the Friends of the Bazan Branch Library members and shall serve for a term of two (2) complete business years. Employees of SAPL who are members of Friends of the Bazan Branch Library are precluded from holding the offices of President, Vice President and Treasurer. Election of Officers will be held in October.

Any board member may be removed from office with good cause by a simple majority of the membership in attendance at a general or special meeting. Causes for such action may include but are not exclusive to the following: lack of participation and/or failure to carry out the responsibilities of office, abuse of authority, unethical or legally questionable personal, professional or organizational activities. Any officer who resigns for personal reasons must submit his or her resignation in writing to the President.

### **Article V. Duties of Officers**

The President shall preside at all meetings, and act as liaison to the parent organization as a voting member of the Board of Directors.

The Vice President shall preside in the absence or inability of the President to serve.

The Secretary shall record the minutes of all meetings of members and of the Executive Committee, and maintain a file of all reports. In addition, the Secretary is responsible for general correspondence.

The Treasurer or his/her designee will deposit all monies in the account of the Friends of the San Antonio Public Library using the appropriate form provided by the Parent Organization. One copy of the form shall be retained for the Friends of the Bazan Branch Library files. The Treasurer shall keep a full and accurate account of all monies and present such accounts when they are requested. These include both monies from shares of dues paid to the Parent Organization for administrative purposes only, and monies from fundraisers held by the Friends of the Bazan Branch Library. The Parent Organization will oversee the Friends of the Bazan Branch Library account and file all tax forms as required by law.

In the event of a vacancy in any office except President, the group will hold a special election and fill the vacancy. The Vice-President shall fill a vacancy of the President and a New Vice-President shall be elected in a special election. Vacancies in any office shall be filled at the next scheduled meeting.

#### **Article VI. Committees**

The elected officers shall constitute the Executive Committee whose responsibility shall be to set agendas for meetings, conduct business in emergency situations between meetings, and preside at meetings.

Special Committees are determined by the Executive Committee and may include, but are not limited to, nominating, membership, fundraising and publicity. The President shall appoint, subject to the approval of the Executive Committee, chairpersons of any special committees.

#### **Article VII. Fiscal**

The business year shall be from January 1 to December 31.

The Bazan Branch Library Public Services Manager will submit in writing a prioritized spending request to the Executive Committee prior to the October meeting. The Executive Committee shall propose a budget for the year's business during the October meeting, including anticipated donations to the Bazan Branch Library.

In the event of dissolution of the Friends of the Bazan Branch Library , all assets of this group will become the responsibility of the Friends of the San Antonio Public Library [parent group], to be used solely for the improvement of facilities or resources of the Bazan Branch Library .

#### **Article VIII. Amendment of Bylaws**

Group bylaws may be amended at any meeting of the Friends of the Bazan Branch Library by two-thirds (2/3) vote provided that the amendment is submitted in writing at the previous meeting and is on the agenda as an Action item. Any amendments to the bylaws must be submitted for consideration by the FOSAPL Board of Directors at the next board meeting.

**We, the membership of the Friends of the Bazan Branch Library, approve the adoption of the proposed Bylaws of the Friends of the Bazan Branch Library, on October 24, 2016.**

**Approved by the Board of FOSAPL on Nov. 20, 2016**