

BYLAWS
Friends of the Brook Hollow Branch Library
San Antonio Public Library System

As Adopted on 4/09/97, Amended on 1/25/04, Amended on 12/05/15, & Approved by FOSAPL Board on 1/10/16

Article I. Name

This organization shall be known as the Friends of Brook Hollow Branch Library and shall be under the jurisdiction of the Bylaws of the Parent Organization, 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 Brook Hollow Branch Library may join by paying dues to the Parent Organization and stating on their membership application the desire for membership in the Friends of the Brook Hollow Library. The Parent Organization will automatically credit a portion of the membership dues to the account of the Friends of the Brook Hollow Library.

Article III. Membership Meetings

Membership meetings shall be held at least once per quarter. 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 in the Branch at least one week prior to the meeting. The meeting time and place will be coordinated with the staff of the Brook Hollow Branch Library. Special meetings may be called by the President or three members. Special meetings must be posted and require a written statement of purpose.

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.

As all Friends of the Brook Hollow Library are also members of the Parent Organization, they are welcome to attend all meetings of the Friends of the San Antonio Public Library.

Article IV. Officers

The officers shall consist of the President, Vice President, Secretary and Treasurer.

Officers shall be elected by majority vote of the members present at the December meeting, and shall serve for a term of two (2) complete business years. Elections for new officers will be held in December of odd years and officers' terms shall begin on January 1 of even years, unless otherwise stipulated at the time the election is held. Officers are eligible to serve additional terms, without limit.

Any officer of the Friends of the Brook Hollow Library may be removed from office with good cause by a simple majority of the membership in attendance at a general or special meeting. The officer in question must be advised in advance and be given an opportunity to respond.

Article V. Duties of Officers

The President shall preside at all meetings and may serve, or appoint another to serve, as the liaison to the Parent Organization as a voting representative member. The President is responsible for all formal communication, electronic or otherwise.

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

The Secretary shall record the minutes of all membership meetings and forward the minutes to the officers within two weeks of the meeting. The Secretary will maintain a file of all reports and be responsible for general correspondence, as directed by the President.

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 Brook Hollow Library files. The Parent Organization will oversee the Friends of the Brook Hollow 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, publicity, and book sales. The President shall appoint, subject to approval of the Executive Committee, chairpersons of any special committees.

The Nominating Committee shall meet in October of odd years and present a slate of officers in November, with the election held in December.

Article VII. Fiscal

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

The Executive Committee shall prepare and present annually a budget for the future year's business during the Fall meeting. This will not be a fixed and complete budget in all respects but will be a guide stating what is deemed necessary to carry out the business of the group. Requests for purchases may be presented by the Branch Manager at any time throughout the year, but should be considered as a part of the annual fiscal plan.

In the event of dissolution of the Friends of the Brook Hollow Branch, all assets of this group will become the responsibility of the Friends of the San Antonio Public Library. Such assets shall be used solely for the improvement of facilities or resources of the Brook Hollow Branch Library.

Article VIII. Amendment of Bylaws

Bylaw articles may be amended at any regular meeting of the Brook Hollow Branch Friends by a simple majority vote of those in attendance, providing that the proposed changes were submitted in writing at the previous regular meeting. Any changes are subject to approval by the Parent Organization.

Approved by the Membership of the Friends of Brook Hollow Branch Library on Dec. 5, 2015.

Approved by the Board of the Friends of the San Antonio Public Library on January 10, 2016.