

# **BYLAWS**

## **Friends of the Encino Branch Library**

### **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 (FOSAPL).

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

Any individual or family interested in the purposes of the Friends of the Encino 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 Encino Branch Library. The Parent Organization will automatically credit a portion of the membership dues to the account of the Friends of the Encino Branch Library.

### **Article III. Meetings**

Meetings shall be held on a Quarterly basis. 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 on the Branch's digital displays at least one week prior to the meeting. Special meetings may be called by the President or three members. The meeting time and place will be coordinated with the staff of the Encino 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.

As all Encino Library Friends 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 IV. Officers**

The officers shall consist of the President, Vice President, Secretary and Treasurer. Persons serving as Charter Officers will self-nominate or volunteer, and serve for an initial term. The initial term shall be from the date of FOSAPL Board action to authorize the group, until Dec. 31 of the following year [e.g. Sept. 18, 2011-Dec. 31, 2012]. Charter Officers are eligible to serve additional terms, without limit.

After the initial term, Officers shall be elected by vote of the members and shall serve for a term of two (2) complete business years [e.g. Jan. 1, 2013-Dec. 31, 2015]. Elections for new incoming officers will be held in October of the year prior to the change of Officers. Officers are eligible to serve additional terms, without limit.

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

The President shall preside at all meetings.

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 Board of Directors, 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 Encino Library Friends' 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 Encino Branch Library.

The Parent Organization will oversee the account and file all tax forms as required by law.

The Executive Committee [i.e. officers] shall appoint a liaison to the Parent Organization as a voting member of the FOSAPL Board of Directors.

In the event of a vacancy in any office except President, the group may 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.

Any Encino Friends 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.

#### **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 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 Executive Committee shall prepare and present annually a budget for the 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 Encino Branch Library, 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 Encino Branch Library.

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

Group Bylaws may be amended at any meeting of the Board of the Parent Organization [FOSAPL], provided that the amendment was submitted in writing prior to the meeting, and is on the Agenda as an Action item.

We, the following, approve the adoption of the proposed Bylaws of the Friends of the Encino Branch Library, with election of these Charter Officers: President, Bev Golden; Vice President, Liana Benavides; Secretary, Lindsey Beach; co-Treasurers, Merrilyn and Leonce Lionnet

**Approved by the FOSAPL Board of Directors on January 10, 2016.**