**FRIENDS 0F THE SALADO PUBLIC LIBRARY**

**BYLAWS**

 **Revised November 1, 2021**

**ARTICLE I – NAME, PURPOSE, AND MEMBERSHIP**

**SECTION A. NAME.** The name of the organization shall be Friends of the Salado Public Library.

**SECTION B. PURPOSE.** the purpose of this Internal Revenue Service 501(c)(3) nonprofit organization shall be to:

1. Promote development of the Salado Public Library.
2. Encourage and receive gifts, endowments, and grants and administer

these funds for the support of the library.

1. Focus public attention on and encourage greater use of the resources and

services of the library.

**SECTION C. MEMBERSHIP**

1. Any person, organization, or business sharing in the purpose of the

Salado Public Library shall be eligible for membership.

1. There are no mandatory membership dues for Friends of the Salado Public Library.
2. The membership year shall run from September 1 through August 31.

**ARTICLE II – OFFICERS**

**SECTION A. ELECTED OFFICERS** shall be a President, Vice-President, Secretary, and Treasurer.

**SECTION B. DUTIES OF OFFICERS**

1. **THE PRESIDENT SHALL;**
2. Preside over all meetings
3. Appoint all committee chairpersons
4. Present an annual report to the membership at the annual meeting
5. Have authority to disperse funds
6. **THE VICE-PRESIDENT SHALL;**
7. Perform the duties of the President in the absence of the President

and shall assist the President as requested

1. Recruit, contact, and encourage new members to become involved in the Library
2. Maintain the membership list in an electronic format
3. **THE SECRETARY SHALL:**
4. Take attendance and record the minutes of all meetings of the Board
5. Provide, through email, a copy of the minutes to each board member as soon as possible following the meeting.
6. Maintain an archive of meeting minutes
7. Conduct the correspondence of the Board
8. **THE TREASURER SHALL;**
9. Be responsible for the collection, safekeeping, and expenditure of all funds, including deposit of those funds in the bank designated by the Board
10. Keep accurate and complete records of those funds and be prepared to report on them at each meeting of the Board
11. Have the authority to disperse funds
12. File required reports in a timely manner based on state and federal requirements

**SECTION C – ELECTIONS**

1. **TERM.** Officers shall be elected for a term of one year at the annual meeting by a majority vote of the members present.
2. **NOMIMNATIONS**
3. The President shall appoint, at least thirty days prior to the annual meeting, a Nominating Committee of two members of the organization who shall present a slate of officers at the annual meeting,
4. Nominations will also be taken from the floor at the annual meeting
5. An individual must give consent to serve prior to being nominated
6. **VACANCIES** The Board shall fill any vacancy by appointment for the remainder of the one year term for which the officer was elected.

**ARTICLE III – THE BOARD**

**SECTION A. COMPOSITION**

1. The Board shall be comprised of the elected officers and the chairpersons of the standing committees.
2. The Library Director shall serve on the Board as an ex-officio member.

**SECTION B. MEETINGS**

1. Meetings of the Board shall be called by the President.
2. A quorum shall consist of three Board members.

**ARTICLE IV – STANDING COMMITTEES**

**SECTION A – THE STANDING COMMITTEES** shall be Publicity, Programs, and Book Ends. Committee Chairpersons shall be appointed by the President and serve as members of the Board.

**SECTION B – DUTIES OF STANDING COMMITTEE CHAIRPERSONS**

 **1.THE PUBLICITY CHAIRPERSON SHALL;**

a. Make public all activities involving the work of the FOSPL

 b. Write a semi-annual newsletter

 c. If needed, produce posters and signs for the FOSPL

**2.THE PROGRAM CHAIRPERSON SHALL:**

a. Present programs of interest to the Friends membership, library

staff, and the community at large and recruit persons to be in charge

of these programs.

 b. Prepare refreshments for these programs or recruit volunteers to

do so. This will include author’s book signing, author receptions,

 annual meetings, or any other special event arranged by the FOSPL.

**3.THE BOOK ENDS CHAIRPERSON SHALL:**

a. Be in charge of all fundraising and selling of books from Book

 Ends.

b. Will Recruit workers for the bookshop and provide scheduling for

 those workers.

c. Will set up processing and procedures for all donated books and

 coordinate proper disposal or recycling of materials that are not

 suitable for sale.

**ARTICLE V – MEETINGS**

**SECTION A. THE ANNUAL MEETING** shall be held at a time and place to be set by the Board.

**SECTION B.SPECIAL MEETINGS** of the membership may be called as determined by the Board.

**SECTION C. NOTIFICATION OF MEETINGS** Members will be notified not less than 14 days in advance of the annual meeting or any special meetings.

**SECTION D. VOTING**

1. Each active member or representative of an organization or business shall have one vote.
2. A quorum for the annual or special meeting shall consist of the members present at the meeting.

**SECTION E. PARLIAMENTARY AUTHORITY** Meetings shall be governed by Robert’s Rules of Order: Newly Revised.

**ARTICLE VI – LIABILITY**

**SECTION A. FUNDS**  Neither the members nor the Board shall have the authority to borrow money nor incur any indebtedness beyond the funds on hand after deducting all unpaid obligations.

**SECTION B. CONTRACTS** No contract shall be entered into and no obligation shall be incurred beyond the amount on hand or in the bank after deducting all unpaid obligations.

**ARTICLE VII – AMENDMENTS**

These Bylaws may be amended upon a recommendation of the Board with a majority vote of the members present at any meeting of the members.

**ARTICLE VIII – DISSOLUTION**

In the event of the dissolution of the Friends of the Salado Library, the net assets of the organization shall be distributed as follows:

1. All liabilities and obligations shall be paid.
2. All remaining assets shall be transferred to the Salado Public Library District. If the Salado Public Library District is unable, unwilling, or ineligible to receive the assets, they shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.
3. No part of the assets shall ever be distributed to or become the property of any member, director, or officer of this organization.