

FRIENDS OF THE SALADO PUBLIC LIBRARY BYLAWS

Revised October 21, 2013

ARTICLE I – NAME, PURPOSE AND MEMBERSHIP

SECTION A. NAME. The name of this 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;
3. 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.
2. There are no required membership dues.

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:**
 - a. Preside over all meetings;
 - b. Appoint all committee chairpersons;
 - c. Present an annual report to the membership at the annual meeting;
 - d. Have authority to disburse funds.
2. **THE VICE-PRESIDENT SHALL:**
 - a. Perform the duties of the President in the absence of the President;
 - b. Assist the President as requested;
 - c. Recruit, contact and encourage new members to become involved in the Library;
 - d. Maintain the membership list in an electronic format;
 - e. Provide the Publicity Chairman with a copy of new member applications.

3. THE SECRETARY SHALL:

- a. Record the minutes of all meetings of the Board;
- b. Provide copies for Board members by the following meeting;
- c. Keep a complete file of all minutes of board meetings;
- d. Conduct the correspondence of the organization.

4. THE TREASURER SHALL:

- a. Be responsible for the collection, safekeeping, and expenditure of all funds;
- b. Deposit all funds to the account of the Friends of the Salado Public Library in the bank designated by the Board;
- c. Keep accurate and complete records of the funds and be prepared to report on them at each meeting;
- d. Have authority to disburse funds;
- e. File required reports in a timely manner based on state and federal requirements.

SECTION C. ELECTION

- 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. NOMINATIONS

- a. 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.
- b. Nominations will also be taken from the floor at the annual meeting.
- c. An individual must give consent to serve prior to being nominated.

- 3. VACANCIES.** The Board shall fill any vacancy by appointment for the remainder of the one year term.

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 3 board members.

ARTICLE IV – STANDING COMMITTEES

SECTION A. THE STANDING COMMITTEES shall be Publicity, Program/Social 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 in the Village Voice activities of the organization;
- b. Maintain the membership email distribution list in an electronic format;
- c. Notify members of activities of the organization and the library;
- d. Create posters and signs for the organization as needed.

2. THE PROGRAM/SOCIAL CHAIRPERSON SHALL:

- a. Present programs of interest to the membership, library staff and community and recruit persons to be in charge of these programs;
- b. Arrange for refreshments for designated gatherings at the library and recruit volunteers, as needed, to assist in providing refreshments.

3. THE BOOK ENDS CHAIRPERSON SHALL:

- a. Manage Book Ends, the used book store, operated by the organization;
- b. Recruit and schedule workers for Book Ends;
- c. Set up procedures and processing for donated books;
- d. Coordinate special sales of books in Book Ends;
- e. Coordinate proper recycling and/or disposal of unsalable materials.

ARTICLE V – MEETINGS

SECTION A. THE ANNUAL MEETING shall be held in October on the date at a time and place set by the Board.

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

SECTION C. NOTIFICATION OF MEETINGS shall be given a minimum of 14 days in advance of the annual meeting or any special meeting.

SECTION D. VOTING

1. Each active member or representative of an organization or business shall have one vote.
2. A quorum for annual and special meetings shall consist of 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 or 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.