

Bylaws Friends of the Cortez Branch Library

Article I. Bylaws

This organization shall be known as the Friends of the Cortez Branch Library (FOCBL) 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 interested in the purposes of the FOCBL may join by becoming members of the Parent organization and stating on their membership application the desire for membership in the FOCBL. The Parent organization (FOSAPL) will automatically credit a portion of the membership dues to the account of the Cortez Friends (FOCBL).

Article III. Meetings

The FOCBL shall meet monthly. 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. Special meetings may be called by the President or three members. The meeting time and place will be coordinated with the staff of the Cortez Branch library.

A quorum shall consist of at least (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. Executive Board: Officers and their duties

The officers of FOCBL shall consist of the President, Vice-President, Secretary, and Treasurer. Officers shall be elected by the FOCBL members and shall serve for term of two business years. Officers will be elected at the January meeting prior to the end of their term.

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 keep minutes of all meetings and report such when requested.

The Treasurer or his/her designee will deposit any monies in the account of the Parent Organization, following their rules for deposits and receipts. The Treasurer shall keep a full and accurate account of all monies and present such accounts when requested.

The FOCBL Board of Directors shall appoint a liaison to the Parent Organization as a voting member of its Board of Directors.

Any FOCBL 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 board member who resigns for personal reasons must submit their resignation in writing to the President.

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 V. Board of Directors

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

Article VI. Committees

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

Article VII. Fiscal

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

The FOCBL Board shall prepare and present annually a budget for the year's business during the November 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.

In the event of dissolution of the FOCBL, all assets of this group will be donated to the FOSAPL to be used solely for the Cortez Branch Library at the discretion of the Manager.

Article VIII. Amendment of Bylaws

Bylaw articles may be amended at any regular meeting of the members of the FOCBL by a 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 Cortez Branch Library (FOCBL), approve the adoption of the proposed bylaws of FOCBL on August 29, 2022.

Approved by the Board of Friends of the San Antonio Public Library (FOSAPL) on September 18, 2022.