

Bylaws of Friends of Great Northwest Library

ARTICLE I Purpose

The Friends of Great Northwest Library is a branch group under the parent organization of the Friends of San Antonio Public Library (FOSAPL). The mission of FOSAPL is to promote public use of the San Antonio Public Library and appreciation of its value as a cultural and educational asset to the community, and to encourage the extension and improvement of its services. Friends of Great Northwest Library will support and appreciate the Great Northwest Library as an important community asset through fundraising and activities that promote the library and carry out this mission.

These bylaws shall provide direction for the Friends of Great Northwest Library. They are superseded by the by-laws set forth by FOSAPL. In the event of a conflict between these by-laws and those of FOSAPL, the bylaws of the parent organization will be followed.

ARTICLE II Membership

Membership in the Friends of Great Northwest Library (hereafter referred to as “Friends of GNW”) is open to any individual or family that submits a request and appropriate fee for membership to FOSAPL and indicates a desire to be affiliated with the Great Northwest Library. Individual memberships are currently \$15.00 of which \$5.00 will be credited to the account of the Friends of Great Northwest Library. Membership is renewed annually before January 31. The Board of Directors of FOSAPL establishes the membership year and annual fee for all membership categories.

ARTICLE III Meetings

Meetings will be held six times per year during the even numbered months. The regular meeting schedule will be set at the December meeting for the following year. The date, time and location as well as purpose of each meeting will be posted in the library for at least 10 days before the meeting. Meetings will be open to all who wish to attend but only Friends of GNW members will count toward a quorum and have voting privileges.

Meetings will be conducted in accordance with parliamentary procedure with guidance from the most recent edition of *Robert's Rules of Order*. A quorum will consist of at least 25 percent of the current membership and at least one elected officer but no less than four total persons. All members are encouraged to attend the Friends of San Antonio Library meetings which are held at various library locations during odd-numbered months.

Special meetings may be called by the president or three members. The meeting time and place will be coordinated with the library staff and do not need to be posted. Members will be notified of special meetings by e-mail or telephone.

ARTICLE IV Officers

There will be four elected officer positions: President, Vice President, Secretary and Treasurer. Officers will be elected by a vote of the membership at the October meeting to serve in the upcoming year. Officers will be elected to a term of one calendar year and may be re-elected without term restrictions.

ARTICLE V Duties of the Officers

The president is the executive officer with primary responsibility to supervise and control the activities of the Friends of GNW and to preside over the meetings.

The Vice-President presides in the absence or inability of the President.

The Secretary records the minutes of all meetings of members and Board of Directors, and maintains a file of all reports. The secretary is also responsible for general correspondence and maintains an accurate contact list of all members including e-mail addresses which will be the preferred method of 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 FOSAPL. One copy of the form shall be retained for the Friends of GNW 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 fund-raisers. The Parent organization will oversee the Friends of GNW account and file all tax forms as requested by law. Friends of GNW will provide the funds to pay taxes as required by the parent organization bylaws.

The president may appoint a parliamentarian to monitor the meeting procedures for order in compliance with the latest edition of *Robert's Rules of Order*.

All members are encouraged to attend the FOSAPL board meetings. One member will serve as the official liaison to the parent organization. The liaison will attend the meetings of the parent organization and bring the information the Friends of GNW meetings. The liaison may be one of the elected officers or another member of the Friends of GNW. Members may also be appointed to the board of the parent organization to serve a term of two years.

Any elected officer 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 VI Committees

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

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

ARTICLE VII Financial

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

The Board shall prepare and present annually a budget for the next year's business during the October 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. The budget will be finalized at the December meeting.

In the event of dissolution of the Friends of GNW Library, all assets of this group will be donated to the San Antonio Public Library to be used solely for the Great Northwest Library at the discretion of the Great Northwest Library Manager.

ARTICLE VIII Amendment of Bylaws

These bylaws will be reviewed annually at the first meeting of each year for general accuracy appropriateness. They may be amended at any meeting of the Friends of GNW by majority vote provided that the amendment was submitted in writing at the previous meeting.

Approved by the FOSAPL Board on January 17, 2010.