

Bylaws of the Friends of the Potranco 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. As all Friends of the Potranco Branch Library 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 II. Membership and Dues

Any individual or family interested in the purposes of the Friends of the Potranco 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 Potranco Branch Library. The parent organization will automatically credit a portion of the membership dues to the account of the Friends of the Potranco Branch Library.

Article III. Meetings

Meetings shall be held at least twice a year, one of which will be an annual meeting. 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 at the Potranco Branch Library at least three (3) weeks prior to the meeting. Special meetings may be called by the President or three members. Members will be notified of special meetings by e-mail, USPS or telephone. The meeting time and place will be coordinated with the Branch Manager of the 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.

Article IV. Officers

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. Officers shall be elected by vote of the Friends of the Potranco Branch Library members and shall serve for a term of two (2) complete business years. Employees of SAPL who are members of Friends of the Potranco Branch Library are precluded from holding officer positions. Election of Officers will be held in October, and those elected will take office January 1.

Any 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, and unethical or legally questionable personal, professional or organizational activities. Any officer who resigns for personal reasons must submit his or her resignation in writing to the President.

Article V. Duties of Officers

The President shall preside at all meetings, and may either act as liaison to the parent organization as a voting member of the Board of Directors or designate another officer to fulfill that responsibility.

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 of the Executive Committee, and maintain a file of all reports. In addition, the Secretary is responsible for general correspondence and notices. The Secretary may be designated to contribute photos and articles about the group's activities, meeting notices, etc. to the Friends' newsletter, *SAPLings*.

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 Friends of the Potranco Branch Library 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 Potranco Branch Library. The Parent Organization will oversee the Friends of the Potranco Branch Library account and file all tax forms as required by law.

In the event of a vacancy in the office of President, the Vice-President shall preside as the Interim President until formalized by member action at the next scheduled meeting, or by subsequent elections. Vacancies in any other office shall be filled at either special or scheduled meetings.

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, fundraising and publicity. 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 SAPL manager in charge will submit in writing a prioritized spending request at the October meeting. The Executive Committee shall propose a budget for the 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.

In the event of dissolution of the Friends of the Potranco Branch Library, all assets of this group will become the responsibility of the Friends of the San Antonio Public Library [parent group], to be used solely for the improvement of facilities or resources of the Potranco Branch Library.

Article VIII. Amendment of Bylaws

Group bylaws may be amended at any meeting of the Friends of the Potranco Branch Library 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, and do not take effect until approved by the FOSAPL board.

We, the membership of the Friends of the Potranco Branch Library, approve the adoption of the proposed Bylaws of the Friends of the Potranco Branch Library, on July 29, 2017.

Revised, and approved by the Board of FOSAPL on July 21, 2019.