

Bylaws of the Friends of the Texana/Genealogy Collection

The purpose of the Friends of Texana/Genealogy is to promote the use of the Texana/Genealogy Collection 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.

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 Texana/Genealogy Collection 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 Texana/Genealogy Collection may join by becoming members of the parent organization and stating on their membership application the desire for membership in the Friends of the Texana/Genealogy Collection. The parent organization will automatically credit a portion of the membership dues to the account of the Friends of the Texana/Genealogy Collection.

Article III. Meetings

Meetings shall be held quarterly, with an annual meeting each October. 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 in the Texana/Genealogy Collection area at least one week prior to the meeting, and the Secretary will send electronic notification to each member who has submitted an email address. Special meetings may be called by the President or three members. Members will be notified of special meetings by e-mail or telephone. The meeting time and place will be coordinated with the Public Services Manager of the Texana/Genealogy Collection.

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 Texana/Genealogy Collection members and shall serve for a term of two (2) complete business years. Employees of SAPL who are members of Friends of the Texana/Genealogy Collection are precluded from holding the offices of President, Vice President and Treasurer. Election of Officers will be held in October.

Any 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 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 act as liaison to the parent organization as a voting member of the Board of Directors.

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.

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 Texana/Genealogy Collection files. The Treasurer shall keep a full and accurate account of all monies and present such accounts when they are requested. The Parent Organization will oversee the Friends of the Texana/Genealogy Collection account and file all tax forms as required by law.

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 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 1 January to 31 December.

The Texana/Genealogy Collection Public Services Manager, or Acting Manager, will submit in writing a prioritized spending request at the October meeting. The Executive Committee shall propose 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.

In the event of dissolution of the Friends of the Texana/Genealogy Collection, 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 Texana/Genealogy Collection.

Article VIII. Amendment of Bylaws

Group bylaws may be amended at any meeting of the Friends of the Texana/Genealogy Collection by 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 FOSAPL board meeting.

We, the membership of the Friends of the Texana/Genealogy Collection, approve the adoption of the proposed Bylaws of the Friends of the Texana/Genealogy Collection, on November 19, 2016.

Approved by the Board of FOSAPL on _____(date)