

## FRIENDS OF THE AMADOR COUNTY LIBRARY BYLAWS

### ARTICLE 1. NAME

The name of the Association shall be The Friends of the Amador County Library.

### ARTICLE 2. PURPOSES

The administration of the Amador County Library is vested in the Amador County Board of Supervisors. The purpose of the Association shall be to support the Amador County Library system, to stimulate gifts of books, desirable collections, and other media, endowments, and bequests, and to raise funds and disburse them to enhance library services to patrons of the Amador County Library system.

### ARTICLE 3. MEMBERSHIP

Section 1. Membership in the Association shall be open to all individuals, organizations, businesses, and clubs interested in supporting the library.

Section 2. During general membership meetings or canvass of the membership, each organization, club, business, and individual member whose dues are current shall be entitled to one vote.

### ARTICLE 4. OFFICERS AND COMMITTEES

Section 1. Affairs of the Association shall be governed by a Board of Directors composed of President, Vice President, Secretary, Treasurer, and at least three members at large.

Section 2. A majority of the members of the Board shall constitute a quorum for the transaction of business.

Section 3. The President shall appoint all committee chairs. The President shall be an ex officio member of all committees, with the exception of the Nominating Committee.

Section 4. The President shall appoint a three-member Nominating Committee at the January Board meeting, or immediately thereafter, charged with presenting a slate of officers at the February Board meeting. Upon Board acceptance, that slate shall be published in the issue of the Newsletter to reach all members by the end of April. Election of officers shall be by the general membership from the slate and/or nominations from the general membership. The term of office shall be effective from June 1 through May 31.

Section 5. Vacancies on the Board shall be filled by appointment made by the remaining Board members. Officer vacancies shall be filled by the Board to serve the remainder of the year.

Section 6. Only one member of a family/household may be an officer of the Board at any one time.

### ARTICLE 5. MEETINGS

Section 1. The Board of Directors may call a meeting of the general membership at its discretion. Each member in good standing shall be notified at least 15 days in advance of a general membership meeting.

Section 2. Regular meetings of the Board may be held without public notice at such time and place as the Board may fix, provided that the Board shall at a minimum hold nine (9) regular monthly meetings per year. Additional and special meetings may be held on call of the President, or by written request of one-third of the members of the Board. No less than five (5) days notice of special meetings shall be given all Board members.

ARTICLE 6. DUES AND FISCAL YEAR

Section 1. The annual schedule of dues shall be determined by the Board of Directors.

Section 2. The fiscal year of the Association shall begin on January 1 of each year and end on December 31 of the same year.

ARTICLE 7. FUNDS

Section 1. Adequate financial records shall be maintained by the Treasurer, who shall be responsible for them.

Section 2. The Treasurer shall present for Board review a status report of Association funds at each regular Board meeting.

Section 3. Expenditure of Association funds will normally require Board approval in advance. In the event of time-sensitive expenditures which must be made for the benefit of the Library or the Association prior to a scheduled Board meeting, the Treasurer is authorized to make such payment (not to exceed \$250.00) with subsequent Board ratification.

Section 4. Association funds shall be disbursed over signature of the Treasurer, President, or Vice President unless the amount of the check exceeds \$1,000. Checks over \$1,000 shall require two signatories.

Section 5. Financial records of the Association shall be reviewed annually by two qualified persons other than the Treasurer.

Section 6. In the event of the dissolution of the Association, all assets shall be turned over to another nonprofit, charitable, or educational organization, to be selected by the Board of Directors.

ARTICLE 8. Association Bylaws may be amended by the Board of Directors if 15 days notice of the proposed amendment and the time and place of the Board meeting has been provided all members of the Board.

ARTICLE 9. Meeting of the Board of Directors and the Association's general membership shall be conducted in accordance with Robert's Rules of Order, Revised.

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