

**FRIENDS OF THE LOS ALAMITOS-ROSSMOOR PUBLIC LIBRARY  
BYLAWS  
A NON-PROFIT ORGANIZATION**

**ARTICLE I. NAME**

This organization shall be known as Friends of the Los Alamitos-Rossmoor Public Library

**ARTICLE II. PURPOSE**

The purpose is to be a 501 C-3 non-profit organization dedicated to providing services and resources to the Los Alamitos-Rossmoor Public Library.

**ARTICLE III OBJECTIVES**

Section 1

- a. To operate a bookstore and special sales as a major source of fundraising to provide financial support to the Los Alamitos-Rossmoor Library
- b. To provide children's and cultural programs of interest to the community
- c. To maintain a non-sectarian and non-partisan approach toward the formulation of policies and resolution of issues.
- d.. To communicate with the membership and community through newsletters, flyers, press, and internet, activities, book sales, special events and all other information vital to the functioning of the organization.

**ARTICLE IV. MEMBERSHIP**

Section 1

Membership in this organization shall be open to all individuals and organizations. Upon payment of annual dues, the member shall be deemed a "member in good standing" for the membership year for which such annual dues were paid. Each individual or organization shall be allowed one vote at the annual meeting.

Section 2

Dues shall be payable annually on members anniversary date as posted on the newsletter label.

Section 3.

There shall be the following classifications of members. Classification determines the amount of dues to be paid. The Board shall set the rates.

- a. Individual/Family
- b. Contributing
- c. Patron
- d. Life
- E. Honorary Life: Criteria and selection to be determined by the Board.

**ARTICLE V. BOARD OF DIRECTORS**

Section 1.

The Board of the Friends of the Los Alamitos-Rossmoor Public Library shall consist of 9 Directors at Large and 9 Officers. This Board shall be responsible for the

management and administration of the Friends. Additional Directors may be added at the discretion of the Board.

Section 2.

Directors at Large are members in good standing elected to serve a one-year term commencing July 1 through June 30.

Section 3.

If any Director leaves office prior to the expiration of his or her term, the President shall recommend to the Board a replacement. Upon the approval of a majority of the Board, such person shall be appointed as a Director of the Association. Said appointee shall serve only during the unexpired portion of the vacating Director's term.

Section 4.

The Ex-officio member of the Board is the Librarian and/or her/his Designee. This member is expected to attend the regular Board meetings.

Section 5.

The immediate Past President shall be a Director-at-Large and shall serve as an advisor to the Board.

## ARTICLE VI OFFICERS

Section 1.

**The elected officers shall be:**

President

First Vice President for Programs,

Second Vice President for Membership,

Third Vice President Book Sales

Fourth Vice President Book Store and Volunteers

Assistant to Fourth Vice President

Secretary,

Treasurer

Assistant Treasurer.

The Officers shall serve a (1) one-year term, or until a replacement is elected by the membership at the June meeting.

Section 2.

**The President** shall formulate the agenda and preside at all meetings of the Board. **The President** shall perform such duties as he or she may be directed to

Perform by resolution of the Board not inconsistent with the provisions of the By-laws.

Section 3

The **First Vice President** shall carry out all assignments given by the President and shall exercise all powers, duties, and authority of the President during the absence or disability of the President and shall serve as the Program chair.

Section 4.

**The Second Vice President** shall carry out all assignments given by the President and shall exercise all powers, duties, and authority of the President during the absence or disability of the President and First Vice President. The Second Vice President shall serve as Membership Chair.

Section 5

**The Third Vice President** shall carry out all assignments given by the President. The Third Vice President shall serve as the Chair of Friends Periodic Book Sales. This officer shall be responsible for organizing and conducting periodic book sales and managing and maintaining the book storage area and equipment for the book sorting area.

Section 6.

**The Fourth Vice President** shall carry out all assignments given by the President. This officer shall be responsible for managing and organizing the Book store, and recruitment and training of Volunteers. The Fourth Vice President shall be responsible for providing assistance with the periodic book sales

Section 7

**The Assistant to the Fourth Vice President** shall provide assistance to the Fourth Vice President

Section 8

**The Secretary** shall maintain an accurate record of the proceedings of all meetings of the Board, including a record of attendance. The Secretary shall be responsible for maintaining a current copy of the Bylaws and distributing the current copy to each Director and Officer. The Secretary shall be responsible for all correspondence of the Board. The Secretary will be responsible for maintaining the mailing list of members.

Section 9

**The Treasurer** shall maintain timely and accurate records of accounts shall have custody of all funds of the Friends and shall receive and disburse funds under the direction of and in accordance with the instructions of the Board. The Treasurer shall be responsible for filing on a timely basis all legal documents required by law including tax returns. The Treasurer shall not disburse funds not budgeted or substantially exceeding the amount budgeted without the approval by the Board. The Treasurer is authorized to be the only signature required on checks written against the Friends' accounts. The President is authorized to be the signature on checks in the event that the Treasurer is unavailable. The Treasurer shall present a financial report at regularly scheduled Board meetings. Additionally, the Treasurer shall present an annual report at the close of each fiscal year.

Section 10

**The Assistant Treasurer** shall assist the Treasurer by picking up and classifying all receipts, checks and cash. The Assistant Treasurer shall make the appropriate deposits in the Friends account at F & M Bank and deliver classification sheets and deposit receipts to the Treasurer. At month end the Assistant Treasurer will pick-up all invoices; statements; publication renewals; and monies from the Library and classify and deposit money in F & M Bank .The Assistant Treasurer shall deliver classification sheets and deposit receipts to Treasurer.

## **ARTICLE VII. COMMITTEES**

The Standing Committees for the Friends shall be:

- a. Newsletter
- b. Publicity
- d. Hospitality

### Section 2.

The Friends shall create such additional committees as deemed necessary to carry out the work of the Organization. The President shall appoint all committee chairs.

### Section 3.

The President shall be an ex-officio member of all committees excluding the Nominating Committee.

### Section 4.

All committees must obtain approval of the Board prior to the expenditure of any funds in excess of \$100 for any single project.

## **ARTICLE VIII MEETINGS**

### Section 1

The Friends shall schedule and hold not less than (8) eight regular Board Meetings each year for the purpose of conducting the business of the organization. Regular meetings shall be open to the public. A quorum shall consist of not less than 9 members of the current Board. No vote upon any motion or resolution may be effective at any Board Meeting unless the required quorum is present.

### Section 2

The Friends shall hold (1) one General Membership Meeting per year, which shall be known as the Annual Membership Meeting. It shall be held in June. A quorum of the Board is required to conduct this meeting. Written notice of the Annual Membership Meeting shall be sent to each member (14) fourteen days prior to the meeting.

### Section 3

Special meetings of the Board may be called at the discretion of the President or any (3) three Directors. A quorum is required for the passage of any action item at this meeting.

### Section 4

Except as otherwise provided in these Bylaws, meetings of the Friends shall be guided by the current edition of Robert's Rules of Order as applicable to small assemblies.

## **ARTICLE IX, NOMINATIONS AND ELECTIONS**

### Section 1

Election of Directors and Officers shall be held annually in June.

### Section 2

A Nominating Committee comprised of (5) five Friends members shall be recommended by the President for approval by a majority of the Board at the February meeting. The committee shall be charged with the responsibility of nominating candidates for Directors and Officers of the Friends. The committee shall verify that all nominees are willing to serve and meet the eligibility requirement of

Directors and Officers as described in the Bylaws. The President shall not be a member of the Nominating Committee.

#### Section 3

The Annual Membership Meeting shall be held in June for the purpose of placing nominations before the membership. Members shall be notified of this meeting and the recommended slate of Directors and Officers by mail at least 14 days prior to the meeting in June. At this meeting the President shall announce the Nominating Committee's recommended slate of Directors and Officers followed by an invitation to members to nominate from the floor; this nominated individual must be eligible to serve pursuant to the Bylaws. Upon completion of nominations, the nominations will be announced "Closed". Elections shall be a majority vote by show of hands

#### Section 4

The outgoing President shall preside at the installation of the newly elected Directors and Officers at the close of the June meeting. The newly elected Board shall assume the affairs of the Friends as of July 1.

### **ARTICLE X. VACANCIES AND REMOVAL FROM OFFICE**

#### Section 1

Vacancies arising on the Board shall be filled by the President with the confirmation of the Board of Directors.

#### Section 2

Actions which are considered improper or inappropriate to the purpose of the Friends shall be considered just cause for removal from office and declaring that position vacant. A majority vote of the Board will be required for removal.

### **ARTICLE XI DISSOLUTION**

#### Section 1

In the event of the dissolution of the Friends of the Los Alamitos-Rossmoor Library, all assets of this non-profit organization shall be turned over to the Los Alamitos-Rossmoor Branch Library or to any other non-profit charitable or educational organization with approval of the Board of Directors.

### **ARTICLE XII BYLAWS AND AMENDMENTS**

#### Section 1

The Bylaws, as ratified by the membership, shall establish the policies of the Friends and shall supersede all other rules.

#### Section 2

The Bylaws may be first amended by approval of the Board and then by a two-thirds majority vote of the members present at the General Membership meeting providing that at least (20) twenty days' notice has been given members prior to the meeting. The notice shall be posted at the Los Alamitos-Rossmoor Library and published in any publication of the Friends or in the local newspaper.

#### Section 3

Any member in good standing may propose a Bylaw change to the Board for consideration. All proposed Bylaw changes, if approved by the Board, shall be presented to the membership as specified in Section 2.

These By-Laws last amended and approved by the Board and General Membership at the Annual Meeting on June