

FRIENDS OF THE ALAMEDA FREE LIBRARY BY-LAWS

Article I: Name

The name of the organization shall be: Friends of the Alameda Free Library

Article II: Purpose

Section A: To increase public awareness of the library as an essential part of the community's educational and cultural facilities.

Section B: To support and cooperate with the library in developing library services and facilities.

Section C: To support the library's stated mission to provide resources and services to help meet the informational needs of Alameda's diverse community, emphasizing the development of a high interest collection and encouraging children's interest in and appreciation for reading and learning.

Article III: Membership and Dues

Section A: Membership shall be open to anyone interested in the purpose of the organization.

Section B: Dues shall be payable annually on January 1 for the following 12 month period. A member shall become delinquent if s/he fails to pay dues within 90 days, at which time voting rights and other member privileges shall be suspended until membership is renewed.

Section C: The Budget Committee shall recommend rates for membership dues.

Article IV: Officers

Section A: The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer.

Section B: The officers shall perform the following duties:

- President: To preside over all general and special meetings; to appoint all committee chairs and a Parliamentarian; to be an ex-officio member of all committees except the nomination committee.
- Vice-President: To perform the duties of the President in the absence of the President, and other duties as assigned by the President.
- Secretary: To take minutes of all meetings and to maintain attendance records: to conduct the correspondence of the organization.
- Treasurer: To keep and maintain the financial record of the organization.

Article V: Election of Officers

Section A: Elections shall be held annually at the November meeting. A majority of members present shall be sufficient to elect. New officers shall assume office on January 1.

Section B: The Nominating Committee shall consist of three members. Nomination to the Nominating Committee shall be accepted from the floor at the January general meeting, subject to approval of those present. The report of the Nominating Committee will be published in the October newsletter.

Section C: In case of vacancy among elected officers or committee chairs, the Vice-President shall succeed the President, and any other vacancies shall be filled for the remainder of the term through appointment by the President, subject to approval of those present at the following general meeting.

Article VI: Meetings

Section A: General meetings shall be held at least nine times per year.

Section B: Special meetings shall be called as necessary by the President with notification of the members.

Section C: A quorum shall be defined as three officers plus the members present at any meeting at which a vote is called. A majority vote shall be considered sufficient to approve any motion before the members.

Section D: Elected officers, committee chairs, and attending members shall report on all actions, activities, and events occurring under the auspices of the Friends since the previous meeting.

Article VII: Funds and Liability

Section A: All funds received by the organization shall be deposited in secure account(s) in the name of "Friends of the Alameda Free Library".

Section B: Banking and investment shall be executed by the Treasurer. The President, Vice-President, and Treasurer shall have signature authority on all accounts. Funds shall be disbursed by the Treasurer in accordance with the approved annual budget.

Section C: No personal liability shall attach in any event to any member of this organization in connection with its undertakings, but all its liabilities shall be limited to its common funds and assets.

Section D: The fiscal year will run from January 1 to December 31.

Section E: The Treasurer shall convene a Budget Committee to develop an annual budget to be published in the October newsletter. The annual budget will be voted on at the November general meeting and will take effect on January 1.

Section F: In the event of the termination and dissolution of the organization, its assets, after all debts have been satisfied, shall be contributed to the Memorial Book Fund of the Alameda Free Library.

Article VIII: Amendments

These By-laws may be amended at any meeting of the membership of this organization by a two-thirds vote of the members present, providing that notice of the proposed change has been given at least one month prior to being voted on.

Article IX: Parliamentary Authority

Robert's Rules of Order (Revised) shall be the authority on all questions of Parliamentary procedure.