

# **FRIENDS OF THE SAN MARCOS PUBLIC LIBRARY BY-LAWS**

## **ARTICLE I NAME & FISCAL YEAR**

Section 1. The name of this organization shall be Friends of the San Marcos Public Library, hereinafter referred to as "the organization".

Section 2. The fiscal year of the organization shall be August 1 through July 31.

## **ARTICLE II INTENTION & PURPOSES**

Section 1. It is the intention of the organization to be operated exclusively for charitable and educational purposes as defined in Section 501 (c) (3) of the Internal Revenue Code.

Section 2. The purposes of the organization are:  
to help the greater San Marcos community understand the functions, resources, services, and needs of the San Marcos Public Library  
to raise funds and provide other assistance in order to improve the facilities, equipment, collections and services of the library  
to encourage, recognize, and support volunteers who assist the library with ongoing programs and special projects

Section 3. All expenditures of the organization shall be made in accordance with these purposes.

## **ARTICLE III MEMBERSHIP**

Section 1. Any individual or organization interested in the purposes of the Friends of the San Marcos Public Library may become a member upon making a financial or voluntary service contribution to the organization.

Section 2. Memberships are good for twelve months from the date of the donor's most recent financial or service contribution to the organization.

Section 3. Each organizational and individual member shall be entitled to one Vote.

Section 4. A roster of current members shall be maintained by the organization.

## ARTICLE IV MEETINGS

Section 1. The organization shall hold at least one general membership meeting a year during the first quarter of the organization's fiscal year.

Section 2. The annual general membership meeting shall include reports, election of officers, and approval of projects to be funded for the coming year.

Section 3. A special meeting of this organization may be called at any time by the President of the organization.

## ARTICLE V ELECTION OF OFFICERS

Section 1. Elected officers of the organization shall be President, Vice President, Secretary, and Treasurer.

Section 2. Officers shall be nominated by a committee chosen by the President. Nominations shall be submitted to the membership at the annual meeting. Additional nominations may be made from the floor at this meeting.

Section 3. Officers shall be elected by a majority vote of the members present at the annual meeting.

Section 4. Terms of office shall be for one year. The President and Vice-President may serve no more than three consecutive terms and the Treasurer and Secretary may serve no more than five consecutive terms in their respective offices.

Section 5. Newly elected officers will take office on the first day of the next month following the annual membership meeting.

Section 6. If a vacancy in any office should occur during the fiscal year, the Executive Board shall appoint a replacement to serve until the next regular Election.

## ARTICLE VI DUTIES OF OFFICERS

Section 1. The officers shall have the usual duties and authority exercised by officers of a non-profit corporation or organization.

Section 2. The President shall have authority to appoint committees consistent with the purposes of this organization.

Section 3. The President shall be an ex-officio member of all committees of this Organization.

## ARTICLE VII EXECUTIVE BOARD

Section 1. The Executive Board shall consist of six members: the President, Vice-President, Secretary, Treasurer, the Immediate-Past President of the organization, and the Library Director, who shall serve as a non-voting, ex-officio member.

Section 2. Meetings of the Executive Board shall be held at the call of the President.

Section 3. Four members of the Executive Board shall constitute a quorum.

## ARTICLE VII FINANCE COMMITTEE

Section 1. The President shall appoint, on an annual basis, a committee to review the finances of the organization. The committee shall consist of at least three members of the Executive Board, plus at least two other members of the organization who are not on the Executive Board.

Section 2. The Finance Committee shall meet at least once per year during the second or third quarter of the organization's fiscal year. Other meetings of the Finance Committee may be called by the President as needed.

Section 3. An audit of all funds and expenditures shall be conducted annually by the Finance Committee or its appointee.

Section 4. The Finance Committee shall advise the Executive Board regarding investments, fundraising, taxes, the audit, and related financial issues. Final decisions regarding these matters shall be made by the Executive Board.

## ARTICLE VII AMENDMENTS

Amendments to these By-Laws may be made at any meeting of the general membership by two-thirds of a quorum if they have been made available for public review on the library's web site and in the library at least two weeks in advance of the meeting. Members attending the annual meeting after due notice shall constitute a quorum.

## ARTICLE IX PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, when not in conflict with these By-laws, shall govern the proceedings of this organization.

## AMENDMENT I

Should this organization be dissolved, all assets will be distributed to the City of San Marcos Library Memorial Fund.

## AMENDMENT II

No part of the organization's net earnings may inure to the benefit of any person having a personal and private interest in the activities of the organization.

These By-laws were originally adopted April 29, 1964.

Revised: October 12, 1978.

Revised: September 21, 1987

Revised: September 23, 1988

Revised: August 25, 1994

Revised: September 20, 2001

Revised: September 9, 2004

Revised: September 5, 2013