

# **FRIENDS OF THE ARROYO GRANDE LIBRARY BY LAWS**

## **ARTICLE I: NAME**

**The name of this association shall be Friends of the Arroyo Grande Library.**

## **ARTICLE II: PURPOSE**

**The purpose of this association shall be to preserve and enhance the library's place as a source of information by enriching its resources and making its services better known to the community**

## **ARTICLE III: LIMITATIONS**

**Any property, monies or other items of value belonging to this association or hereafter acquired is and shall be irrevocably dedicated to the herein described purposes and no individual shall be entitled at any time, including dissolution, to receive any benefits from the property or accounts of the association. In the event of dissolution or the impossibility of performing the purposes herein described, the assets will be distributed to an organization which is exempt under Section 23701d of the California Revenue and Taxation Code, or Section 501 (c)(3) of the Internal Revenue Code.**

## **ARTICLE IV: MEMBERSHIP & DUES**

**Section 1: Membership in this association shall be open to all individuals in sympathy with its purposes and to organizations and clubs, when representation in the association is desired, in which case dues shall be paid by the organization.**

**Section 2: The annual dues shall be as determined by the Board of Directors, payable on January 1 of each year.**

**Section 3: Each individual, adult family member or organization shall be entitled to one vote.**

## **ARTICLE V: OFFICERS AND COMMITTEES**

**Section 1: The Board of Directors shall consist of the Officers and the Chairs of the Standing Committees and shall serve as the governing body of this association.**

**Section 2: The Officers shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.**

**Section 3:** The Standing Committees of the association may be revised by the Board of Directors from time to time as the associations requirements change, and the Board shall maintain a current list of such designated Committees and their Chairs.

**Section 4:** Such other special committees as may be necessary from time to time shall be appointed by the President, subject to the approval of the board.

**Section 5:** The President shall be an ex officio member of all committees.

**Section 6:** The Board of Directors shall accept submissions from the General Membership for candidates to fill vacancies on the Board as they may occur, and for election to the Board. Such nominations and any other nominations as the Board may make shall be offered for election at the annual membership meeting, where they shall be elected by the general membership. The terms of office shall be one year.

#### **ARTICLE VI: MEETINGS**

**Section 1:** The Board of Directors shall meet at the call of the President or by petition of three or more Board members. The board shall meet not fewer than four times each year. A majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 2:** The association shall hold its annual meeting on a date selected by the board for the purpose of electing Officers and Chairs of the Standing Committees, to receive various reports and to transact any other business. A written notice shall be sent to members at least two weeks prior to the meeting.

**Section 3:** At the annual meeting, a majority of those present shall be sufficient to transact business, except for the purpose of adopting amendments to the bylaws.

#### **ARTICLE VII: AMENDMENTS**

The bylaws may be amended at any regular or special meeting of the Board of Directors by a two-thirds majority of the Board members present. However, the intent to amend bylaws must be given by written notice to the Board members at least two weeks prior to the meeting at which they are to be presented for consideration.

#### **ARTICLE VIII: FUNDS**

**Section 1:** Adequate books of accounts shall be maintained by the Treasurer who shall be responsible therefore.

**Section 2:** Funds and properties shall be disbursed as directed by the board.

**Section 3:** The board shall ensure that the Treasurer's books are audited annually.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

All meetings shall be conducted according to Robert's Rules of order Revised, except when in conflict with the bylaws of this association or with the laws of the State of California.

#### **ARTICLE X: DUTIES OF OFFICERS**

**President:**

- Presides at all meetings of the association and of the Board of Directors.
- Is an ex officio member of each committee.
- At the annual membership meeting, renders a report of the year's activities with such recommendations as he or she deems advisable.

**First Vice President:**

- Shall assume the duties of the President in the event of his or her absence.
- Shall become President if a vacancy occurs in that office.

**Second Vice President:**

- Shall assume the duties of the First Vice President in the event of his or her absence.

**Secretary:**

- Records minutes of meetings of the Board of Directors.
- Is custodian of association records.
- Conducts correspondence and information distribution as required.
- Maintains a file of official correspondence.

**Treasurer:**

- Maintains books of accounts as required by Article VIII: Funds.
- Renders a statement of the financial condition of the association at the annual meeting and at board meetings as required.

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