

**FRIENDS OF THE GRANADA HILLS BRANCH LIBRARY - BYLAWS
(As Amended and Approved April 2, 2011)**

Article I: Name

The name of this association shall be Friends of the Granada Hills Branch Library.

Article II: Purpose

The purpose of this association shall be to maintain an association of persons interested in books and libraries; to focus attention on library services, facilities and needs; and to stimulate gifts of books, magazines, desirable collections, endowments and bequests; and to raise funds from such sources and activities as the Governing Body of the association deems appropriate, which funds shall be dedicated to the needs of the Granada Hills Branch Library. The policy of the association shall be non-sectarian and non-partisan.

Article III: Limitations/Dissolution

Any property, monies, or other items of value belonging to this organization 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 shall be distributed to the Granada Hills Branch of the Los Angeles Public Library to be used at the discretion of the senior librarian or, if that branch no longer exists, then to other LAPL branch or branches in the San Fernando Valley as recommended by the Board of Library Commissioners. The library receiving the Friends assets shall be 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 and Dues

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

Section 2. The annual dues shall be as determined by the Board of Directors and approved by the membership at any regular meeting.

Section 3. Each organization and individual shall be entitled to one vote.

Section 4. The fiscal year shall start July 1 and end June 30. A new member paying annual dues in April, May, or June will not be required to pay the annual dues on July 1.

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; provided, however, that any member who engages in the wholesale or retail business of selling books shall not be eligible to serve as an Officer, Director or Chair.

Section 2. The Officers shall be the President, First Vice President, Second Vice President for Book Sales, Third Vice President for Membership, Secretary, and Treasurer. They shall be elected by the general membership at the Annual Meeting. The terms of office shall be two years. The Past President shall be an ex officio member of the Board for the next term.

Section 3. The Board of Directors will appoint a Nominating Committee Chair from among the membership, not a Board member. In addition, the Board of Directors, with the affirmative vote of the President, may establish such other standing committees from time to time as it deems appropriate, and shall designate a member of each such committee to serve as its chair. The Chair of each such committee will also serve as a voting member of the Board of Directors. The term of standing committees shall expire at the end of the second fiscal year in which they are appointed.

Section 4. 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 fiscal year. A majority of the members of this Board shall constitute a quorum for the transaction of business.

Section 5. 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 6. The President shall be an ex officio member of all committees, with the exception of the Nominating Committee.

Section 7. The Nominating Committee Chair shall select at least two (2) members to serve on the committee. This committee will propose candidates to the Board to fill vacancies to complete unexpired terms as they may occur, and shall present nominations for officers to the membership at the Annual Meeting.

Section 8. Duties and Responsibilities of Officers

- a. President. The President shall prepare the agenda and preside at all membership and Board of Directors meetings, serve as an ex officio member of all committees except the Nominating Committee, represent the Friends at public meetings or designate an alternate, and perform the duties as prescribed by these Bylaws.
- b. First Vice President. In the absence of the President, the First Vice President shall preside at meetings, act on the behalf of the President, attend Board meetings, and assist the President as requested.
- c. Second Vice President: Book Sales. The Second Vice President for Book Sales shall delegate and coordinate the following activities: Sorting, Recruiting Help, Set-Up, Cashiers, Clean-Up, Advertising, Volunteer Incentives.
- d. Third Vice President: Membership. The Third Vice President for Membership shall keep records of members and their payments of annual dues and notify members when annual dues are payable.
- e. Secretary. The Secretary shall take attendance and record the minutes at all meetings of the Friends; maintain a current record of all motions with continuing effect passed by the Friends; and maintain record books in which the Bylaws, standing rules, and minutes are entered, including amendments to these documents. The Secretary shall also be responsible for sending other correspondence that is not a function of officers or committees. The Secretary shall distribute copies of minutes of the general meetings and the attendance sheets to the President and the senior librarian as well as copies of the Board minutes to President.
- f. Treasurer. Treasurer shall collect all revenues; notify Third Vice President for Membership of dues-paying members; pay all bills approved by the membership; keep and maintain proper financial records for the fiscal year; provide a Treasurer's report at each meeting of the membership, and prepare any tax and other pertinent documents required by city, state, and federal agencies.

Section 9. Duties and Responsibilities of Appointed or Volunteer Committee Chairs

Committees shall be established by the Board of Directors and may include the following: Bylaws, Historian, Hospitality, Newsletter, Nominations, Programs, Publicity, Telephone Communications, and Webmaster. Chairs of Standing Committees shall be appointed by the elected Officers.

Article VI: Meetings

Section 1. A quorum of ten (10) members must be present for a meeting of the association.

Section 2. The association shall hold its Annual Meeting on a date selected from April through June for the purpose of electing officers, to receive various reports, and to transact any other business. Members shall be notified at least two weeks prior to the meeting.

Section 3. A majority of those present at any meeting is sufficient to transact business, except for the purpose of adopting amendments to the Bylaws.

Section 4. Special meetings may be held as directed by the President. Members shall be notified at least two weeks prior to the meeting.

Article VII: Amendments

The Bylaws may be amended at any regular or special meeting of the association by a two-thirds majority of the members present. However, the intention to amend the Bylaws must be given in written notice to the 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.

Section 2. No funds or properties shall be disbursed without written authority of the President and the Treasurer.

Section 3. The Board shall appoint an auditor, not an Officer, to audit the Treasurer's books prior to the Annual Meeting.

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.

Mary S., President

Willa H., Secretary

Date

Date