

FRIENDS OF THE LADERA RANCH LIBRARY BYLAWS

ARTICLE I: NAME

The name of this association shall be Friends of the Ladera Ranch 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.

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.

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.

ARTICLE V: OFFICERS & COMMITTEES

Section 1. The Board of Directors shall consist of the Officers, the Chairs of the Standing Committees and Members-at-Large as needed, who are members in good standing, and shall serve as the governing body of this association.

Section 2. The Officers shall be President, Vice President, Secretary and Treasurer. They shall be elected by the general membership at the annual meeting. The terms of office shall be two years. The President shall be an ex-officio member of the board the year following.

Section 3. The Standing Committees shall be as follows: Membership, Program, Publicity, Newsletter, Gifts and Bequests, and Nominating. The Chairs of the Standing Committees and the Members-at-Large shall be nominated by the Nominating Committee and offered for approval at the annual membership meeting.

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 be a member of the board. The members shall be appointed by the previous Nominating Committee and be approved by the Board of Directors at its first meeting after each annual meeting. This Committee will propose candidates to the board to fill vacancies to complete unexpired terms as they may occur, and shall present to the membership nominations for Officers, Chairs of the Standing Committees and Members-at-Large at the following annual meeting.

ARTICLE VI: MEETINGS

Section 1. The association shall hold its annual meeting on a date selected from October through December for the purpose of electing officers, Chairs of the Standing Committees and Members-at-Large; to receive various reports and to transact any other business. A written notice shall be sent to members two weeks prior to the meeting.

Section 2. Special meetings may be held as directed by the President. A written notice shall be sent to members two weeks before the meeting.

Section 3. At the annual meeting, a majority of those present is 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 association by a two-thirds majority of the members present. However, the intention to amend bylaws must be given by written notice to the members 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 therefor.

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.