

**BYLAWS  
of the  
FRIENDS OF THE LAKE TRAVIS COMMUNITY LIBRARY**

**Article I – Name**

The name of the organization is the “Friends of the Lake Travis Community Library.” The office address is the same as that of the Lake Travis Community Library.

**Article II – Purpose**

**Section I.** The Friends of the Lake Travis Community Library is a non-policymaking and nonprofit organization [501(c)3]. The mission of the Friends is two-fold: 1) promote the interest and welfare of the Lake Travis Community Library as a cultural and educational asset, and 2) support the policies established by the Lake Travis Library District Board of Trustees.

**Section II.** Funds will be expended in accordance with the purpose of the organization.

**Section III.** In the event that this organization should for any reason be dissolved, all funds will be given to the Lake Travis Community Library.

**Article III – Membership**

Any registered patron of the Lake Travis Community Library may become a member of the Friends by completing a Friends’ membership form. No dues will be charged as a condition of membership. The Membership Chair will keep records of all members.

**Article IV – Board of Directors**

**Section I.** The Board of Directors will manage all of the affairs of the organization.

**Section II.** The Officers and Chairs of the Standing Committees will constitute the Board of Directors.

**Section III.** The Officers of the organization will consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, to be drawn from members of the organization.

**Section IV.** The Standing Committees of the Board will consist of Fund-raising, Program, Membership, and Publicity. Other Standing Committees may be named by the Board.

**Section V.** The Board of Directors may appoint Special Committees. The Chairs of these committees will report on their activities to the Board of Directors and to the full membership on a regular basis.

**Section VI.** The President of the Library District Board of Trustees and the Library Director of the Lake Travis Community Library will be ex-officio members of the Board of Directors.

#### **Article V – Duties of the Board of Directors**

**Section I.** The President will direct all of the affairs of the organization. The President will be a co-signer on all Friends' bank accounts and may disburse funds if the need arises. The President will present an annual report to the membership at the December membership meeting. The President or his/her designee is the only authorized spokesperson for the Friends.

**Section II.** The Vice President, in the absence of the President, will perform the duties of that office. The Vice President will perform other duties as assigned by the President or the Board of Directors.

**Section III.** The Recording Secretary will take accurate minutes of all meetings of the Board and the membership, present the minutes of previous meetings, maintain a file of past minutes, and perform other duties as assigned by the President or the Board of Directors.

**Section IV.** The Corresponding Secretary will be responsible for all written correspondence on behalf of the Friends. The Corresponding Secretary will record the minutes of meetings in the absence of the Recording Secretary.

**Section V.** The Treasurer will be the custodian of the Friends' funds. The Treasurer will pay all bills owed by the Friends; maintain accurate and complete records of the financial matters of the organization, including a list of contributors to the Friends; and provide a Treasurer's Report at meetings of the Board and membership.

**Section VI.** The specific duties of the Standing Committees will be defined by the Board of Directors.

## **Article VI –Elections**

**Section I.** A Nominating Committee, appointed by the Board of Directors, will prepare a slate of Board nominees prior to the election at the membership meeting in December. Members may propose additional nominations from the floor at the time of the election, provided that the persons nominated have given their consent.

**Section II.** The election will be by ballot unless there is only one nominee for the office. Then the election may be made by voice vote.

**Section III.** The votes of a majority of those present and voting at the time of the election will be necessary for the election of any nominee.

**Section IV.** No Board member will hold more than one elective office at the same time, nor will any Board member serve more than two consecutive terms in the same office.

## **Article VII – Terms of Office**

**Section I.** Terms of Office will begin in January, following the December elections.

**Section II.** Board members will serve a one-year term.

**Section III.** If any Board member is unable or unwilling to fulfill her/his term of the office, s/he will resign in writing or may be asked to resign by the Board. In either event, the Board will declare the position vacant and

appoint a new member to fill the position for the remainder of the unexpired term.

## **Article VIII – Meetings**

**Section I.** The Board of Directors will meet monthly at a regular day and hour as determined by the Board of Directors. These meetings will be open to all members of the Friends. Members may formally bring matters to the attention of the Board by reserving time on the agenda through the President.

**Section II.** At the December meeting, members will elect the Board of Directors. Other business may also be conducted at the determination of the Board or request of the members.

**Section III.** The Board may call special meetings of the membership as required.

**Section IV.** The President will convene executive sessions of the Board of Directors when necessary.

**Section V.** The President will notify members of the date, time, and place of all monthly and special meetings at least two weeks before they are to occur. The information will also be posted on the Friends' website and in the Lake Travis Community Library.

## **Article IX – Quorum**

**Section I.** A quorum for properly publicized monthly or special meetings will consist of the members who attend and a majority of the Board of Directors. A majority of those present and voting will be sufficient to pass fund expenditures and any other measures considered at the meeting, with the exception of bylaw amendments (See Section XII).

**Section II.** A majority of the Board of Directors will constitute a quorum at executive sessions of the Board.

## **Article X– Parliamentary Authority**

The parliamentary authority will be Roberts’ Revised Rules of Order, provided it is consistent with the Friends’ Bylaws.

## **Article XI – General Provisions**

**Section I.** The Board of Directors may authorize any of its members to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Friends, and such authority may be general or confined to specific instances.

**Section II.** The Treasurer or, in the Treasurer’s absence, the President will sign any check, draft, or order for the payment of money, notes, or other evidence of indebtedness issued in the name of the Friends that has a value of \$1,000. Both the Treasurer and the President will sign any such document having a value greater than \$1,000.

**Section III.** The Treasurer will deposit all funds of the Friends to Friends’ accounts in such banks, trust companies, or other depositories as the Board of Directors may select.

**Section IV.** The Board of Directors may accept on behalf of the Friends any contribution, gift, bequest, or device for the general purposes, or for any special purpose, of the Friends.

**Section V.** The fiscal year of the Friends will begin on the first day of January and end on the last day of December.

**Section VI.** The Board will appoint a committee, chaired by the Treasurer, to prepare a budget for the coming fiscal year. The committee will present the budget for review and approval at the December meeting of the full membership.

**Section VII.** The Board will commission an annual internal audit of the Friends’ books. The results will be presented to the Board and kept on file in the library. The results may also be presented at either of the Friends’ general membership meetings.

## **Article XII – Amendments**

Every even-numbered year, and at such other times as may be needed, the Board will appoint a committee to review these bylaws. The committee will post its recommendations in the Lake Travis Community Library and share them in writing with the membership at least one month prior to the meeting at which voting on the proposed amendments will occur.

To be adopted, proposed bylaw amendments require the vote of two-thirds of those present and voting at a regular or general membership meeting.

*Adopted March 1985*

*Amended September 1985*

*Amended April 2005*

*Rewritten and adopted April 2006*

*Amended and approved January 2009*

*Amended and approved April 2009*