

**FRIENDS OF THE HUNTINGTON BEACH PUBLIC LIBRARY**  
**By-laws as Amended & Approved, June 11, 2015**

**Article I**  
**Name**

- Section 1. The name of this organization shall be Friends of the Huntington Beach Public Library also referred to as FOTL. It shall be a nonprofit organized in compliance with the laws of the State of California.
- Section 2. FOTL is an autonomous volunteer organization governed by its own by-laws and board of directors. While cooperative and supportive relations between FOTL and the library director are encouraged, all decisions affecting FOTL activities and policies must be made by the majority of the FOTL board of directors.

**Article II**  
**Purpose**

- Section 1. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the library; to stimulate the use of the library's resources and services; to encourage and receive gifts and bequests to the library; to support and cooperate with the library in developing library services and FOTL facilities through volunteer work and fund-raising; and to lend legislative support where needed.

**Article III**  
**Membership and Dues**

- Section 1. Membership in this organization shall be open to all individuals dedicated to its purposes, and to representatives of organizations and clubs when such representation is considered desirable.
- Section 2. There shall be several categories of membership as follows:
- A. Student
  - B. Senior 55 plus
  - C. Individual
  - D. Family
  - E. Sustaining (memberships for individuals or organizations desiring to contribute on a yearly basis but not necessarily wishing to actively participate)
  - F. Associate
  - G. Lifetime

H. Benefactor

Section 3. Dues:

A. Student .....	\$ 15.00
B. Senior 55 plus .....	15.00
C. Individual .....	20.00
D. Family .....	25.00
E. Sustaining .....	30.00
F. Associate .....	50.00
G. Lifetime .....	150.00
H. Benefactor .....	500.00

Section 4. Dues shall be payable on the anniversary of enrollment of the member or members. Membership shall cease after a delinquency of ninety (90) days.

Section 5. Each member shall be entitled to one vote for a slate of officers.

Section 6. In the event of dissolution of this organization, any accrued assets shall be turned over to the then governing body of the Huntington Beach Public Library to be used solely for library funding.

**Article IV**

**Officers and Committees**

Section 1. The executive officers of this organization shall be president; first vice president and assistant 1<sup>st</sup> vice president (Programs); second vice president and assistant 2<sup>nd</sup> vice-president (Membership); third vice president and assistant 3<sup>rd</sup> vice-president (Used Books); fourth vice president and assistant 4<sup>th</sup> vice-president (The Friends Gift Shop); recording secretary; corresponding secretary; treasurer and assistant treasurer. The parliamentarian shall be the past president. These individuals shall form the executive board of directors.

Section 2. In March, officers shall be nominated by a nominating committee of five (5) members, consisting of two (2) from the executive board and three (3) from the general membership. The nominations shall be submitted in writing to the general membership, with the consent of each nominee, at least two weeks prior to the general meeting in May. Additional nominations may be made from the floor with the consent of the person nominated.

Section 3. Officers shall be elected by a majority vote of those present at the general May meeting and shall serve a term of one (1) year. No officer shall serve in the same position for more than three (3) consecutive years.

Section 4. The president shall appoint the following committee chairpersons:

Historian	Hospitality
Newsletter	Marketing
Publicity	Budget
Digital Communications	Telephone

**Article V**  
**Duties of Officers**

Section 1. The president shall conduct and preside over board meetings; appoint chairpersons of all committees and be an ex-officio member of all committees except the nominating committee; represent the FOTL at the Friends Gift Shop committee meetings, and any other committee meetings as deemed necessary.

Section 2. The first vice-president shall perform all presidential duties in the absence of the president; preside as chairperson of the program committee and be in charge of all programs and annual events.

Section 3. The second vice-president shall be the chairperson of the membership committee in charge of recruiting new members, orienting new members as to the goals and activities of the FOTL and publishing an annual roster of members.

Section 4. The third vice-president shall be responsible for all used book activities at the Central Library. (See Article VIII, Sections 1-6).

Section 5. The fourth vice-president shall be the person in charge of The Friends Gift Shop (See Article IX, Sections 1-6).

Section 6. The treasurer and assistant treasurer shall receive, disburse and manage the funds of FOTL under board direction. Financial reports shall be presented at board meetings. Annual reports shall be prepared for tax filing purposes and annual and bi-annual state registration forms shall be filed. Accident insurance must be maintained for yearly outings.

Section 7. The recording secretary shall record the minutes of all meetings and shall be responsible for collecting monthly volunteer hours of board members.

Section 8. The corresponding secretary shall be responsible for all correspondence of the organization.

**Article VI**  
**Executive Board**

- Section 1. The executive board shall consist of the board of directors and the chairpersons of all standing committees, and each shall have one vote. There shall be a representative from Friends of the Children’s Library and a staff liaison shall serve as ex-officio member of the executive board.
- Section 2. The executive board shall have the authority to designate committees consistent with the purposes of this organization.
- Section 3. The president, with the consent of at least two (2) other executive board members, may call special meetings.
- Section 4. A majority of the executive board shall constitute a quorum for the board meetings.

**Article VII**  
**General Meetings**

- Section 1. This organization shall hold a general meeting in May for the purpose of election of officers, to receive various reports and to enact any other business. A written notice shall be sent to each member at least two (2) weeks in advance; officers shall be installed within six (6) weeks of the general meeting.
- Section 2. A special meeting of this organization may be called at any time by the executive board.
- Section 3. At general membership and annual meetings, seven (7) members shall constitute a quorum.

**Article VIII**  
**Used Books**

- Section 1. The Used Books operation is under the direction of the third vice president, Used Books, assistant third vice-president and various committees.
- Section 2. Used Books shall produce a monthly sales report.
- Section 3. Amazon Books shall maintain a separate bookkeeping system and bank account.

**Article IX**  
**The Friends Gift Shop**

- Section 1. The Friends Gift Shop is operated by the fourth vice president, assistant fourth vice president and various committees.

- Section 2. A written monthly financial report shall be submitted at each FOTL board meeting. An annual financial report shall be prepared and submitted to the FOTL treasurer by January 15 of the following year.
- Section 3. The Friends Gift Shop shall maintain a policy manual regarding the operation of the shop and the duties of its volunteers.
- Section 4. The Friends Gift Shop shall maintain a separate bookkeeping system and bank account. Yearly, by December 31<sup>st</sup>, The Friends Gift Shop shall turn over to the FOTL treasury all funds with the exception of an operating reserve.
- Section 5. The Friends Gift Shop committee shall meet once a month prior to the FOTL board meeting.

**Article X**  
**Funds**

- Section 1. The funds of the FOTL shall be used to focus public attention on the library, to enrich the library's collections with special emphasis on books and to provide special unbudgeted items to the library as approved by the board.
- Section 2. The funds shall not be allocated for salaries, general maintenance, or for leasing of library equipment.
- Section 3. The fiscal year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Section 4. Funds in the FOTL checking account shall be disbursed as approved by the board with the exception of operating reserve and committed funds. Any expenditure over two hundred dollars (\$200) needs board approval.
- Section 5. Surplus funds in the checking account shall be transferred into long-term interest-bearing investments with the approval of the FOTL board.

**Article XI**  
**Parliamentary Procedures**

- Section 1. Robert's Rules of Order, Revised, when not in conflict with these by-laws shall govern the proceedings of this organization.
- Section 2. Every member of the board shall be indemnified against all expenses and liabilities, including counsel fees.
- Section 3. These by-laws may be amended, altered, repealed, or restated by a vote of the majority of the FOTL board at a meeting of the board.

**CERTIFICATION**

**These by-laws were approved by a majority of the FOTL membership in general meeting.**

We declare that the matters set forth in the forgoing amended bylaws are true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_

President of the Board

\_\_\_\_\_

Secretary