

BY-LAWS OF THE FRIENDS OF THE MARINA LIBRARY

ARTICLE I. **NAME**

The name of this organization shall be known as The Friends of the Marina Library.

ARTICLE II. **PURPOSE**

The purpose of this organization shall be:

- To maintain an association of persons interested in the Marina Library;
- To foster community participation in library activities and programs;
- To provide financial support for library services, materials and facilities, equipment and other assets;
- To solicit and encourage gifts, endowments, and bequests.

ARTICLE III. **NONPROFIT STATUS**

Section 1: This organization is a 501(c)3 nonprofit public benefit corporation.

ARTICLE IV. **MEMBERSHIP AND DUES**

Section 1. Membership shall be open to any person, business, organization or civic club in sympathy with the purposes of The Friends of the Marina Library.

Section 2. Each membership regardless of type shall be entitled to one vote.

Section 3. Dues will be set by resolution of the Executive Board and paid annually.

Section 4. The fiscal year shall begin on the first day of July and end on the last day of June the following year.

ARTICLE V.
OFFICERS AND THEIR DUTIES

Section 1. Officers will be: 1. President, 2. Vice President, 3. Secretary, 4. Membership Chair, 5. Treasurer.

Section 2. Officers shall be nominated by a Committee chosen by the Executive Board. Nominations from the floor shall be invited. No one shall be nominated without prior consent.

Section 3. Officers shall be elected by majority vote at the Annual Meeting, for a term of one year or until successors are elected.

Section 4. Vacancies shall be filled by the Executive Board until the next Annual Meeting.

Section 5. The duties of Officers shall include, but are not limited to:

a. President – The President, or an alternate designated by the President, shall preside at all meetings and perform all duties belonging to the office.

b. Vice President – The Vice President, or an alternate designated by the President, shall perform the duties of the President in the absence of the President and other duties belonging to the office.

c. Secretary – The Secretary, or an alternate designated by the President, shall keep an accurate account of all the business transactions at the Board Meetings or Special Meetings and shall be prepared to refer to the minutes of the recent meetings. He or she shall perform other duties belonging to the office.

d. Membership Chair– The Membership Chair, or an alternate designated by the President, shall keep an accurate list of members, collect dues and turn over to the Treasurer all membership monies collected. The Membership Chair shall send out notices of expiring memberships and provide the Board with a periodic membership report. He or she shall perform other duties belonging to the office.

e. Treasurer – The Treasurer, or an alternate designated by the President, shall be the custodian of all monies and disburse all funds of the organization. The funds shall be kept in a bank or other investment vehicles approved by the Board. The Treasurer shall keep an itemized account of all income and expenditures. The Treasurer shall submit a written financial statement at the regular monthly meetings and at annual Meetings. Financial reports shall be subject to audit. Treasurer shall Chair the Finance Committee and perform other duties belonging to the office.

ARTICLE VI.
EXECUTIVE BOARD

Section 1. The Executive Board shall consist of no fewer than three (3) and up to five (5) officers of the organization including President, Vice President, Secretary, Membership Chair, and Treasurer. The Board may also include up to nine (9) additional At Large Board members. The Branch Librarian shall be a voting ex-officio member of the Board and added to the total number of Board members.

Section 2. Special Meetings of the Executive Board may be called by the President or upon the request of any two members of the Board and shall be open to all members.

Section 3. A majority of the Executive Board shall constitute a quorum.

Section 4. The Executive Board has the authority to create such Committees as is deemed necessary.

The following Committees may be formed. Committee Chairs shall be appointed by the President and approved by the Board.

Finance Committee – The Finance Committee shall assist and advise the Treasurer. The Treasurer shall chair the Finance Committee.

Brick Committee – The Brick Committee shall administer the sale of commemorative bricks for the library entrance, order bricks for inscription, and oversee installation. The Brick Committee chair shall report periodically to the Board.

Michelle Lang Children’s Room Committee - The Michelle Lang Children’s Room Committee shall oversee the furnishings, programs, materials and special events associated with the Michelle Lang Children’s Room. This committee also may organize events in the Community Room that are of interest to children and parents of children

Book Sale Committee - The Book Sale Committee shall manage periodic public book sales to raise funds for the Friends of the Marina Library. The Committee also shall oversee online book sales and sales to book re-sellers

Publicity Committee – Publicity Committee shall assist with publicity for all Friends of the Marina Library events and activities.

Programs Committee

- Music Events – Public Concerts shall be organized periodically throughout the year with a goal of providing a concert every other month
- Movie Night – Public Movie screening shall be organized periodically throughout the year with a goal of showing a movie every other month

- General Events – Other community events shall be organized periodically as conceived

Additional Committees (permanent or temporary) may be formed at any time as deemed appropriate by the Board.

ARTICLE VII. **MEETINGS**

Section 1. The Annual Meeting will be held in June. All members shall be invited.

Section 2. Board Meetings may be held the fourth Wednesday of each month, no less than quarterly, unless otherwise ordered by the Executive Board, and all members are welcome to attend.

Section 3. Special Meetings may be called as the need arises.

Section 4. Action may be taken by the Board in between regularly scheduled meetings by email, telephone or written consent with a quorum. The results shall be mentioned and filed with the minutes of the next regular meeting.

ARTICLE VIII. **EXPENDITURES AND INDEBTEDNESS**

Section 1. No funds shall be disbursed without the approval by the Board.

Section 2. Two signatures are required on all checks.

Section 3. No indebtedness shall be incurred, except as authorized by the Board.

ARTICLE IX.

Amendments to the By-laws may be made at any regular meeting of the organization by a vote of two-thirds of those present. Amendments must be submitted in writing at the previous regular meeting.

ARTICLE X. **PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the organization may adopt.

ARTICLE XI.
DISSOLUTION

The property of this organization is irrevocably dedicated to non-profit purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any private person. In the event of dissolution of this organization, all assets will be turned over to the Foundation for the Monterey County Free Libraries for the dedicated use by the Marina Branch Library.

ARTICLE XII.
LIMITATIONS

No substantial part of the activities of this organization shall consist of carrying out propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

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