

BYLAWS

WEST SACRAMENTO FRIENDS OF THE LIBRARY

Article I: NAME

The name of this organization is the West Sacramento Friends of the Library (WSFOL).

Article II: PURPOSE

The purpose of this organization is to assist the Yolo County Library in efforts to raise funds, plan for expansion of physical facilities, develop the Library's collection, support literacy programs for children, teens, and adults, and promote the Library as a cultural and community center.

Article III: MEMBERSHIP

The membership of this organization is open to all individuals and organizations aligned with its purposes. The Board of Directors has the authority to determine the categories of membership and the benefits of each category of membership.

No person shall be denied participation in WSFOL for reason of sex, race, color, creed, disability, religion, sexual orientation, or national origin, nor shall any program sponsored or developed by WSFOL contain any provisions denying to any person full participation therein because of above reasons.

Article IV: DUES

Annual dues are payable according to the category of membership selected. The Board of Directors has the authority to determine the dues for each category of membership. The membership year is January 1 to December 31. Members joining after October 1 will be considered paid for the following year.

Article V: OFFICERS AND COMMITTEES

Section 1: The elected officers of WSFOL are a President, a Vice President, a Secretary, and a Treasurer. Each term of office is for one year beginning on January 1.

Section 2: The President is the directing officer of WSFOL and presides at all meetings of the Board, any special meetings called by the Board, and general membership meetings. The President performs other such duties

as designated by the Board.

- Section 3: The Vice President assumes all duties of the President in his or her absence and any duties assigned by the President or the Board.
- Section 4: The Secretary keeps all records of proceedings, maintains current files, carries on correspondence and reads communications. The Secretary shall deliver to the Board all files, records, correspondence and communications at the request of the Board of Directors.
- Section 5: The Treasurer deposits all monies of the organization, collects dues, pays bills, keeps account of all disbursements and accounts of monies received, and files all required State and Federal forms including taxes. Checks may be signed by the Treasurer or other officers authorized by the Board. Checks in excess of \$500.00 require two Board officer signatures. The Treasurer shall deliver to his or her successor all monies, books, papers and other properties belonging to the Board which may be under his or her custody.
- Section 6: The Board of Directors is composed of these elected officers and the chairpersons of the standing committees. The County Librarian and the East Yolo Library Regional Manager are ex-officio members of the Board with voting privileges. The President is chairperson of the Board of Directors.
- Section 7: The elected officers appoint the chairperson of each standing committee. The Board of Directors appoints the members of the standing committees and ad hoc committees as the need arises. There are three standing committees: Membership, Communications, and Fundraising. The Board of Directors determines the activities and responsibilities of the committees.
- Section 8: The Board of Directors shall manage the affairs of WSFOL with power and authority to establish policy as delegated to the Board by the membership other than powers to amend the Bylaws and to dissolve WSFOL.
- Section 9: The Board of Directors and members of standing committees and ad hoc committees shall not be personally liable for the debts, liabilities, or obligations of WSFOL.
- Section 10: Vacancies in elected officer positions are filled by appointment of the

Board of Directors to serve until the next election.

Article VI: MEETINGS

Section 1: **Board Meetings** - Meetings of the Board of Directors are routinely scheduled. A quorum shall consist of three (3) members of the Board of Directors, excluding ex-officio members. Approval of any business brought before the Board shall be by a majority vote when a quorum is present. Any member of the Board of Directors shall recuse himself or herself from actions which present a potential conflict of interest.

Section 2: **Annual Meeting**- WSFOL shall hold an annual meeting. All members shall be notified of the time, date, and place of the Annual Meeting at least seven (7) days in advance.

Section 3: **Special Meeting** - Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or by a petition of twenty percent (20%) of members in good standing of WSFOL upon a minimum of 24 hours notification of members.

Article VII: FUNDS

The President appoints an auditing committee of not more than three (3) members of the organization, excluding current officers, who shall audit WSFOL's account books as soon as possible after the close of each fiscal year, but not later than March 31.

Article VIII: ELECTIONS

Section 1: The Board of Directors shall appoint a nominating committee of not more than three (3) past officers to present a slate of officers at the Annual Meeting.

Section 2: The President, Vice-President, Secretary, and Treasurer, with terms as defined in Article V, Section 1, are elected from the slate submitted to the membership in the notice for the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting.

Section 3: Officers shall be elected by a majority vote of those members present at the Annual Meeting.

Article IX: PARLIAMENTARY AUTHORITY

Roberts Rules of Order (latest revised edition) shall be the authority for proceedings.

Article X: AMENDMENTS

The Bylaws may be amended at the Annual Meeting or a special meeting of WSFOL by two-thirds (2/3) of the members present. Notice of a proposed amendment will be made available to all members at least fourteen (14) days prior to the meeting. A good faith effort shall be made to notify the general membership. At a minimum, any notice required by these bylaws may be given online, on WSFOL's website, verbally, or by post. If given by post, an additional day shall be added to the notice time.

Adopted September 26, 2018