

**BY-LAWS OF THE LITTLE ELM FRIENDS OF THE LIBRARY**  
**Revised and Adopted by members and board February 14, 2013**

**ARTICLE I – NAME AND LOCATION**

The name of the organization will be Little Elm Friends of the Library . The organization will be located in Little Elm, Texas.

**ARTICLE II – PURPOSE**

The Little Elm Friends of the Library (LEFOL) is an all-volunteer, non-profit organization dedicated to supporting the Little Elm Public Library by providing funds and programs that might not otherwise be possible. This corporation is organized exclusively for charity, advocacy or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III – MEMBERS**

Any person, business or organization interested in supporting the goals of the Little Elm Public Library may become a member upon remitting the appropriate dues along with a completed application.

**ARTICLE IV – ACTIVITIES**

In order to further its purpose, the LEFOL is encouraged to (1) help raise funds and recruit volunteers for the library, (2) engage in other community activities where possible, (3) form community partnerships to include possible reciprocal memberships and joint activities, and (4) other activities the board feels may help to strengthen the library.

**ARTICLE V – EXECUTIVE BOARD MEMBERS AND THEIR ELECTION**

**Section I: Executive Board Positions**

The executive board (hereafter referred to as “board” will consist of seven officers: the President, Vice President, Treasurer, Secretary and three at large board members.

**Section II: Nominations for Board Positions**

The secretary will insure that an annual calendar of events is posted at the library, permanently in every newsletter, and on the LEFOL website showing the months of officer nominations, who may participate and how to obtain forms.

Nominations for office will be made at the March meeting and will include a statement of why the nominator feels this individual is best qualified for the office. Nominations may be made by any current LEFOL member and may be made from the floor or by written communication provided the consent of the person nominated has been obtained before the nomination is made. Members may nominate themselves by including a statement of why the member feels best qualified for the office.

To be eligible, a nominee must be a current member, have attended a minimum of three meetings within the past year as recorded in the minutes, and have served a minimum of one year: (1) as a board officer or (2) in a board appointed position or (3) as a committee chair or (4) in a leadership position as a volunteer in LEFOL activities such as special events, literacy, or other activities. The LEFOL board may, by majority vote, elect to waive all or part of these requirements for unopposed positions. Members who are in elected or paid

positions with municipalities served by the library are not eligible for a board position. The secretary will verify meeting attendance and the membership coordinator will verify membership status.

The year for purpose of establishing eligibility for nomination or election will be the twelve months immediately prior to the month of nominations.

### Section III: Election Date and Terms of Office

The officers will be elected at the April meeting for a term of one year. The secretary will insure that an annual calendar of events is posted at the library, permanently in every newsletter, and on the LEFOL website showing the months of officer elections, who may participate and how to obtain forms.

No board member will serve more than two consecutive terms and no board member with more than 3 unexcused absences from meetings in the prior year will be eligible for re-election unless there is only one nominee for the office. No board member will hold more than one elective office at the same time, though the responsibilities of a vacant position can be adopted by other board members while a candidate for the vacancy is being sought.

### Section IV: Member Voting

An elections officer will be selected by the board to insure nominations and elections are carried out in accordance with the bylaws. The elections officer cannot be a candidate for office in the current election.

The election will be by ballot. Voting instructions will be sent via email (or regular mail if no email address has been provided) a minimum of two weeks preceding the election meeting. Ballots must be received prior to the April meeting in order to be counted. The board will select by majority vote at least two members who are not candidates for election to count ballots.

### Section V: Election Procedures

A majority vote of those members in good standing and voting will be necessary for the election of any nominee. Run-off election will be conducted by members present at the meeting if necessary. Each outgoing officer, appointee and standing committee chairmen will deliver to their successors in office all records and other materials belonging to the position at the close of their term and will provide training and, where applicable, written procedures for the position.

The term of officers elected will begin with the May meeting.

## **ARTICLE VI – DUTIES OF OFFICERS, APPOINTEES AND COMMITTEES**

### Section I: Elected Officers

The President will preside at all meetings of the membership and of the Executive Board. The President will oversee board appointees and appoint committee chairpersons subject to the approval of the board, represent the FOL at all public events as appropriate, and direct the activities of the organization.

The Vice President will preside in the absence of the President. The Vice President works closely with the President, learning the routine and responsibilities and stepping in as needed. The vice president assists the president with overseeing board appointees and committees: helps recruit a chairman for each and acts as advisor and board liaison.

The Treasurer will collect dues, keep account of same, hold in trust all funds, deposit all funds in the designated bank, disburse funds on order of the board, file reports as required by state and federal regulations, and provide monthly accounting to the board. The board has the authority to determine that certain tasks such as taxes or other legal and advanced accounting functions can be contracted out as needed to a professional with oversight by the Treasurer.

The Secretary will take minutes at meetings, email minutes for review to those who were present at the meeting, distribute copies of minutes at the following meeting, send thank you letters for donations and will prepare and send other correspondence as needed.

The at large executive board members will continue performing the duties of their appointed/committee/volunteer position or equivalent (as determined by the board) during their tenures as board members.

Only board members and designated individuals may speak officially on behalf of the FOL. Appointees and committee members may speak officially on behalf of their respective appointed position or committee.

## Section II: Appointments

In the month after the election, the board will appoint LEFOL members for one year terms to serve in the following essential functions of the LEFOL:

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. Membership Coordinator     | 4. Public Relations Coordinator |
| 2. Newsletter Editor          | 5. Volunteer Coordinator        |
| 3. Special Events Coordinator | 6. Historian                    |

Each appointee will perform all the usual acts and duties pertaining to and suggested by the name of the position to promote the object of the organization. No appointee will be appointed to serve more than two consecutive terms unless there is no other qualified nominee for the appointment. The board has authority to write or edit any job descriptions.

Board members may serve in an appointed position. If the Executive Board is unable to find members to appoint to these posts, the responsibilities of these posts must be carried out by members of the board.

## Section III: Formation and Dissolution of Committees

Standing and ad hoc committees may be formed as the Executive Board deems prudent. Each committee must include at least one Executive Board member. Committees may be dissolved by majority vote of the Board.

## Section IV: Adult Literacy Program

The Little Elm Adult Literacy Program is under the auspices of the Little Elm Friends of the Library to insure integrity in operations/education and to insure that donated funds are managed consistent with requirements of a 501(c)(3) organization. The purpose of this program is to provide adult literacy education services covering areas such as adult basic literacy (reading), English as a Second Language, citizenship and life coping skills.

This program is managed by one or more board-approved coordinator(s) who will provide direction and assistance for the activities and will keep the LEFOL apprised of the status of all activities. Coordinators at the time of enactment of these bylaws will be grandfathered in but may be removed by the board if it is determined necessary by majority vote of the board. Coordinators of this program are authorized to determine education program direction, apply for literacy grants, raise funds and solicit donations payable to LEFOL. The LEFOL will be kept informed of all program, grant and fund raising plans and activities.

The LEFOL treasurer will track the account income/expenditures/balances. All donated funds will be directed to the adult literacy account within the LEFOL financial structure. Books and materials directly associated with adult literacy activities in areas approved by the LEFOL board will be construed as allowable expenditures so long as they are consistent with program goals and are allowable under 501(c)(3) regulations if sufficient funds are available in the literacy account to cover the purchase.

### **ARTICLE VII --- MEETINGS AND QUORUM**

Notice of all meetings will be published in the Friends' newsletter, posted on the LEFOL website and posted at the Little Elm Public Library. If there is insufficient time to post a notice in the newsletter of a meeting change, members who regularly attend meetings will be notified of any special meetings by email (or regular mail if no email address has been provided). For all LEFOL notices, email will be construed to be equivalent to regular mail for members who have provided email addresses. It is the member's responsibility to keep LEFOL informed of any contact information change.

Special meetings will be held at the call of the President or upon the written request of ten percent of membership or ten members (whichever is greater) provided a notice is given a minimum of fifteen days in advance. Special meetings of the board for other than event planning or budget/financial/personnel issues will be limited to one per year unless approved by the board. All meetings are considered open to the public unless personnel issues are being considered.

A quorum for any meeting will consist of the members present at any meeting that has been announced at least fifteen days in advance, and providing that a majority of current board members are present.

### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Revised will govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws. The vice president will also act as Sergeant at Arms to insure that order is maintained in the meetings.

### **ARTICLE IX – FUNDS**

#### **Section I: Acceptance of Funds**

This organization will be authorized to accept funds from any individual, association or corporation to be used for any purpose consistent with the by-laws, and consistent with local, state and federal law governing non-profit organizations.

## Section II: Expenditure of Funds

Funds will be expended in accord with the object of the organization and upon the approval of the Executive Board. All expenditures will be in compliance with federal and state regulations governing 501(c)(3) organizations.

All checks must have two signatures, and the LEFOL board must approve debit card holders. Debit card purchases are required to be authorized in advance by the LEFOL board on specific requests or by project budget. Anyone to whom a debit card is issued must provide the treasurer receipts for any debited expenditures for reconciliation to bank statements. The treasurer will act as the “second signature” on debit cards by checking debit card receipts and monitoring the statements.

## Section III: Adult Literacy Fund

The monies collected by the Little Elm Adult Literacy Program are to be considered a “restricted fund” and managed separately from the other monies of the LEFOL. This Fund is still under the auspices of the LEFOL and, for tax purposes, all monies will be filed in one report as part of an annual audit.

## Section IV: Accountability

The fiscal year will be from January 1 through December 31. An audit committee of at least two members the board considers qualified to inspect receipts and expenditures will be appointed by the President in April to review the books between July 1 and August 15 each year. Neither the treasurer nor any of those having a debit card or having check signature authority may serve on the audit committee. If the board cannot find at least two qualified members to serve on the audit committee, then the LEFOL will contract with an accounting firm to perform the audit. Audit committee members must have at least some knowledge of basic accounting procedures.

## **ARTICLE X – AMENDMENTS**

The by-laws may be amended at any meeting by a two-thirds vote of the members present and voting, provided a written proposed amendment signed by three members has been submitted to the Board and all board members and appointees are notified at least one month prior to the vote. Notice will also be printed as a prominent notice in the newsletter or sent to all members by email (or regular mail if no email address provided). Notice will also be posted by the Secretary in the Little Elm Public Library at least fifteen days prior to any vote on by-law amendments.

## **ARTICLE XI – EQUIPMENT AND MATERIALS**

In the event of dissolution of this organization, all equipment and materials owned by the LEFOL will become the property of the Little Elm Public Library.