

# Huntington Beach Public Library and Cultural Center

## Friends of the Children's Library

### By-Laws

#### Article I

##### Name

- Section 1 The name of the group shall be the Friends of the Children's Library (FOTCL)
- Section 2 Friends of the Children's Library is a volunteer group governed by its own by-laws and Executive Board. While cooperative and supportive relations between FOTCL and the Library Board, Friends of the Library (FOTL), and the library staff are encouraged, all decisions affecting FOTCL activities and policies must be made by the members of the FOTCL. However, such activities presented by the FOTCL involving the use of the library facilities and staff will be reviewed by the Library director.

#### Article II

##### Goals

- Section 1 Promote children's interest in literature, reading and the use of the library's services and resources.
- Section 2 Promote community awareness of the Children's Department and its needs
- Section 3 Support and cooperate with the library in developing library services and facilities for the community
- Section 4 Raise funds to promote children's interest in literature, reading, and the use of the library services and resources.

#### Article III

##### Membership and Dues

- Section 1 Membership in this group shall be open to all adult individuals
- Section 2 Each member shall be entitled to one vote
- Section 3 Active members will attend meetings and participate in the programs sponsored by the group. Supportive members shall support the goals and objectives of the group, and may choose the projects in which he/she participates.
- Section 4 Dues will be \$5.00 a year per individual member.
- Section 5 Renewal dues shall be payable on or before the first of January.
- Section 6 New members shall pay dues upon joining.

#### Article IV

##### Officers and Committees

- Section 1 The officers of the group shall be President, Vice President, Publicity, Recording Secretary, Corresponding Secretary, Treasurer, Purchasing Agent, Membership, Historian, Program Chair, Authors Festival Chair, Festival of Folktales Chair, Taste of Huntington Beach Chair, Tree Trimming Chair, and Business Advisor Chair.
- Section 2 The President's term shall be limited to two consecutive terms.
- Section 3 The nominee for the office of the President or Treasurer should have held a board or committee position for at least one year.
- Section 4 A committee of three or five members will be formed at the September general meeting to nominate officers for the following year. This committee shall present the nominees at the October general meeting.
- Section 5 Officers shall be elected by the majority vote of those present at the November meeting. Officers shall assume office on January 1, of the following year.
- Section 6 Committee chairs shall be appointed by the executive board as needed..

**Article V**  
**Executive Board**

- Section 1 The executive board shall consist of the elected officers of the group. The children's coordinator or staff liaison shall serve as ex-officio members of the executive board.
- Section 2 The executive board shall have the authority to designate committees consistent with the purposes of this group.
- Section 3 Monthly board meetings shall be held prior to the general meeting. Special meetings may be called by the president or the executive board.
- Section 4 A majority of the executive board shall constitute a quorum.

**Article VI**  
**General Meetings**

- Section 1 The group shall hold monthly general meetings on the first Friday of each month. This date is subject to change according to the discretion of the members.
- Section 2 A special meeting of this group may be called at any time by the executive board.
- Section 3 At a general meeting a simple majority of the active members who are present is needed.

**Article VII**  
**Funds**

- Section 1 The funds of the FOTCL shall be used to promote children's interest in literature, reading, library services, and resources.
- Section 2 The fiscal year will run from June 1 to May 31 in conjunction with the Friends of the Library.
- Section 3 An operative budget is to be formulated in September for the following year, which will reflect the group's programs, needs.
- Section 4 Requested Funds of \$701 or over for nonbudgeted items must be presented and discussed for at least two meetings.
- Section 5 In the event of dissolution of this group, any accrued assets shall be given to the Friends of the Library with the stipulation that these funds be used for the Huntington Beach Public Library Children's Department.

**Article VIII**  
**Amendments**

- Section 1 Amendments to these by-laws may be made at any meeting of the group by a majority vote of those present after notification to each member at least three working days before the meeting at which the voting is to take place.

**Article IX**  
**Parliamentarian Procedure**

- Section 1 Robert's Rules of Order Newly Revised shall govern when not in conflict of these by-laws.

**Standing Rules**

- 1 The first executive board meeting of the year shall be a joint meeting of the incoming and outgoing officers.
- 2 Program Chair will schedule programs from February to February of the following year.
- 3 The calendar meeting shall be in April for the following year.