

By-Laws

FRIENDS OF THE JAMES C. BOLTON LIBRARY LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

Article I. Name

Section 1. The name of the organization shall be Friends of the James C. Bolton Library.

Article II. Purpose

Section 1. The purpose of this organization shall be to maintain an association of persons interested in LSUA and its Library; to focus public attention on the James C. Bolton Library; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments and bequests to the library; to support and cooperate with the library in developing library services and facilities for students, staff, faculty and the public; to enlist support for the preservation and making accessible of papers, images, and other primary documentation of the history of Central Louisiana; and to engage in any other lawful activity in furtherance of these aims.

Article III. Membership

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purpose, upon payment of membership dues, as set forth in Article X, and open to representatives of other organization and clubs when such representation is desired.

Article IV. Board

Section 1. The Board shall consist of twelve (12) persons including the President, Vice-President/President-Elect¹, Secretary, Treasurer, and six (6) elected members; the LSUA -Director of Library Services and the immediate past-president shall serve as ex-officio members of the Board. Ex-officio members are non-voting. The president only votes to break tie votes.

Section 2. The Board shall have the authority to appoint committees consistent with the purpose of this organization.

Section 3. Meetings of the Board shall be held at least once every quarter. Other meetings may be called by the President.

Section 4. A majority of the Board shall constitute a quorum.

Section 5. At-large members of the Board will serve staggered three (3) year terms.

Section 6. Members of the Board who miss three consecutive meetings, after having timely notice, without notifying the President, the Secretary, or the Library Office shall be considered to have resigned. Timely notice is contact via electronic means or US mail a minimum of 30 days prior to the meeting; or via minutes of the previous meeting.

Article V. Officers

Section 1. The officers of this organization shall consist of a President, Vice-President/President-elect¹, Secretary and Treasurer.

Section 2. Board members shall be proposed by a Nominating Committee at least one

¹ For 2004 nominations, this remains a Vice President position Effective at the 2005 nomination, this position becomes Vice President/President-elect.

month before the annual meeting.

Section 3. The Nominating Committee shall prepare a slate of candidates for the positions of Vice-President/President-elect, Secretary, Treasurer, and other Board vacancies prior to the annual meeting of the general membership. The general membership will elect officers to these positions at the annual meeting. Other nominations from the floor will be taken. The Secretary and Treasurer shall serve one year terms and may be re-elected.

Section 4. The President will nominate a temporary replacement, in consultation with the Director and other Board members, to fill any vacancy that occurs between membership meetings, such nominees will be confirmed by a majority of the Board. The vacancy will be filled by regular election at the next board meeting to the end of the vacancy's term.

Article VI. Duties of Officers

Section 1. President: To preside over and conduct meetings; to appoint chairpersons for all standing committees; and to be an ex-officio member of all committees with the exception of the Nominating Committee. The President shall be a designated signer for the deposit account.

Section 2. Vice-President/President-elect: To perform the duties of the President in the absence of the President.

Section 3. Secretary: To take minutes of all meetings; to keep a list of members and addresses; to notify members of meetings; and to conduct the correspondence of the organization. The secretary will send the minutes to the Board for review as soon as possible after each meeting ends.

Section 4. Treasurer: To furnish an accounting to the Board of all funds received and paid out on behalf of this organization as well as an updated list of members. These reports will be given to the general membership and at each Board meeting. The balance sheet will be attached to the minutes.

Article VII. Funds Collected

Section 1. All funds collected by, or on behalf of this organization shall be forwarded to the Treasurer of the Friends of the James C. Bolton Library for deposit in the the depository determined by a majority of the Board.

Section 2. The Treasurer of the Friends of the Library shall designate all funds received by, or on behalf of, the Friends of the James C. Bolton Library for the exclusive use of the Friends of the James C. Bolton Library.

Section 3. Funds not needed for operating expenses may either be deposited into an endowment account or given to LSUA Library Services for specific or general lawful purposes.

Section 4. Any fundraising activity other than collection of membership dues must be approved by the Friends Board and coordinated with the Office of Institutional Advancement of LSU-Alexandria.

Article VIII. Committees

Standing Committees will be set up as needed by the Board. The composition of the standing committees and their chairs will be ratified by the Board.

Article IX. General Membership

Section 1. Meetings shall be held annually in the Spring (usually in March) on a date agreed upon by the Board.

Section 2. A special meeting of the general membership may be called at any time by the Board.

Article X. Dues

Section 1. For the first six months of this organization (until February 29, 1996) a special dues schedule will be in effect to distinguish the Founders and Charter Members. Thereafter, dues will be payable annually and shall be due on March 1. The classes of dues are:

<u>Founding Period</u>	<u>Regular Dues (Beginning March 1, 1996</u>	
Founders \$100 and above	Individual	\$10
Charter Members \$25	Family	\$15
	Supporter	\$25
	Benefactor	\$100 and above

Section 2. In the event the organization is disbanded, any money remaining in the treasury after all obligations are met shall be given to the James C. Bolton Library.

Article XI. Amendments

Section 1. Amendments to these by-laws may be made at any meeting of the Board by a two-thirds vote of those present after notification in writing to each Board member at least two weeks prior to the meeting.

Article XII. Parliamentary Procedures

Section 1. ROBERTS RULES OF ORDER, Revised, when not in conflict with these by-laws, shall govern the proceedings of this organization.

Approved by Action of the Board on: April 30, 2004