

BYLAWS OF FRIENDS OF CHILDREN AND LITERATURE

LOS ANGELES, CALIFORNIA

Approved

ARTICLE I

NAME

Section 1. The name of this association shall be the Friends of Children and Literature (hereafter referred to as FOCAL).

ARTICLE II

PURPOSE

Section 1. It is recognized that the administration of the Los Angeles Public Library is vested in the Los Angeles City Council and the Board of Library Trustees.

Section 2. The purposes of FOCAL shall be:

- Engage in activities that increase community awareness of the library Children's Literature Department of the Los Angeles Public Library – Central Branch.
- Provide volunteer and program support for the Children's Literature Department of the Los Angeles Public Library – Central Branch.
- Raise funds to enhance library services of the Children's Literature Department of the Los Angeles Public Library – Central Branch.
- Advocate for the financial support of the Los Angeles Public Library Children's Literature Department of the Los Angeles Public Library – Central Branch.
- Maintain an association of persons interested in children's books and libraries.

ARTICLE III

MEMBERSHIP

Section 1. Membership in this Association shall be open to individuals, businesses and organizations in sympathy with its purposes, and is effective upon payment of dues.

Section 2. The annual dues shall be determined by the Board of Directors and shall be reviewed annually.

Section 3. There shall be at least one annual meeting of the membership. A quorum shall consist of those members in good standing present.

Section 4. Termination of Membership. The failure to pay annual dues within the time limit set by the Board of Directors shall result in the forfeiture of the membership and removal from the membership rolls.

ARTICLE IV

OFFICERS AND COMMITTEES

Section 1. The Officers and Standing Committee Chairpersons, plus two Members-at-Large, shall be known as the Board of Directors, and shall serve as the governing body of this association. The Board shall meet every other month or at the call of the President. The Senior Librarian of the Children's Literature Department or their designee, shall be an ex-officio member of the Board.

Section 2. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer. The term shall be for one year, elections will be held during the annual meeting of the membership.

Section 3. The Standing Committees shall be Awards, Membership, Nominating, Programs, Publicity and other committees as determined by the Board.

Section 4. The direction of the affairs of this association shall rest with the Board of Directors. The President serves as Chairperson and will appoint the Standing Committee Chairpersons, with the approval of the Board. A majority of the members of this Board of Directors shall constitute a quorum for transaction of business.

Section 5. The President is an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 6. Unexpected vacancies arising on the Board of Directors shall be filled by appointment made by the remaining Board members for the remainder of the unexpired term.

Section 7. Removal From Office. Any Board of Directors member absent from three (3) consecutive meetings, including both membership and Board of Directors meetings, may at the discretion of the Board of Directors, forfeit the office. Prior to declaring a vacancy and upon written notice, the Board of Directors must notify the absent member of its intention by written notice.

ARTICLE V

ANNUAL MEETING AND ELECTIONS

Section 1. Nominations for officers and the two members-at-large shall be presented by a Nominating Committee of three persons, to be appointed by the Board of Directors. At the Annual Meeting, nominations from the floor will be invited; no one shall be nominated without his/her consent. The officers and the two Members-at-Large shall be elected following the Annual Meeting.

Section 2. This association shall hold its Annual Meeting for the purpose of nominating officers, to receive various reports, and to enact any other business. A notice shall be sent to members in advance.

Section 3. The Nominating Committee will supervise the distribution and counting of ballots, and announcement of winners.

Section 4. Additional meetings shall be scheduled by the President as approved by the Board.

Section 5. A special membership meeting may be held as directed by the President, provided the membership is notified (with the business to be transacted stated) at least two weeks prior to the proposed date.

ARTICLE VI **FUNDS**

Section 1. Adequate books of accounts shall be maintained by the Treasurer.

Section 2. No funds shall be disbursed without the written authority of the President and the Treasurer. Board approval is required for disbursements over \$50.00.

Section 3. The Board of Directors shall appoint a person, not an officer, to review the Treasurer's books prior to the Annual Meeting.

ARTICLE VII **AMENDMENTS**

Section 1. Amendments to these Bylaws may be proposed by any member of the Board of Directors or by ten percent of the members in good standing of this association.

Section 2. Proposed amendments shall be distributed to the membership by the Board of Directors, and shall require a simple majority of those voting for passage.

ARTICLE VIII **PARLIAMENTARY PROCEDURE**

Section 1. Robert's Rules of Order shall govern all cases where they do not conflict with these Bylaws.

(Proposed August XX, 2022)