BY-LAWS
FRIENDS OF LIBRARIES SECTION – NEW YORK LIBRARY ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be the Friends of Libraries Section (FLS) of the New York Library Association.

ARTICLE II. PURPOSE

The purpose of this Section shall be:

A. To promote cooperative efforts and the exchange of information among individuals active in community Friends groups and others interested in library service in New York State.

B. To encourage the establishment of Friends groups throughout New York State and to assist in their formation.

C. To present programs at the NYLA Annual Conference that pertain to and enhance the mission of this Section.

D. To provide leadership and assistance in advocacy for libraries, library Friends, and library users throughout New York State.

ARTICLE III. MEMBERSHIP

Membership shall be available to:

A. Any personal or organizational members of the New York Library Association who select FLS membership as their primary section as part of their NYLA basic membership fee or FLS as an additional section upon payment of a supplementary surcharge.

B. Individuals who are recognized by the Section for their outstanding service or support for libraries and are awarded Honorary Lifetime Membership (non-voting).

ARTICLE IV. OFFICERS OF THE SECTION

A. Officers - The elected officers of the Section shall be a President, First Vice President/President-Elect, Second Vice President, Secretary, Treasurer, and seven Members At Large.

B. Duties - The elected officers shall perform the duties pertaining to their respective offices and such other duties applicable to the office as approved by the Executive Board. All officers shall turn over their records in good order to their successors within one month after their term expires.
C. Terms of Office - The President shall serve a term of one year and then shall serve on the Executive Board as Immediate Past President until succeeded. The First Vice President/President-Elect shall serve a term of one year and shall become President upon the expiration of the President’s term. The Second Vice President, Treasurer, Secretary, and Members At Large shall each serve a term of two years. Terms of office shall commence at the close of the Annual Membership Meeting or by December 1. All officers must be members of the Section throughout their term of office.

ARTICLE V. EXECUTIVE BOARD

A. Purpose - The Executive Board shall serve as the interim governing body between Annual Membership Meetings. The Executive Board shall report its actions at the Annual Membership Meeting.

B. Membership - The Executive Board shall consist of the President, the First Vice President/President-Elect, the Immediate Past President, the Second Vice President, the Secretary, the Treasurer, and seven at-large board members as voting members.

C. Meetings - The Executive Board shall meet at the call of the President or at the request of a majority of the Executive Board. The Executive Board may also conduct business by electronic communication provided at least 24 hours notice is given. Motions made by e-mail must be voted upon and accepted unanimously by all members of the Executive Board within the time limitations of the initial motion. Actions taken by electronic communication shall be verified and included in the minutes of the next Executive Board meeting.

D. Quorum - A majority of the members of the Executive Board shall constitute a quorum.

E. Vacancies – The President-Elect will assume the Presidency if a vacancy occurs in the elected President’s position and then assume a full term as President. Other vacancies in the Executive Board may be filled after a recommendation by the President and approval by the Executive Board for the remainder of that year. The position(s) will be filled by election at the next regular election to complete the term(s).

F. Manual of Policies and Procedures – The Manual shall consist of a record of policies adopted by the Executive Board, with date of approval, and guidelines for duties and procedures to be followed by elected officers. The President or the President’s designee shall be responsible for reviewing the Manual annually and keeping materials up-to-date.

ARTICLE VI. COMMITTEES, AD HOC COMMITTEES, AND TASK FORCES

A. Committees of the Board – Committees of the board are comprised of officers of the Section. A minimum of three officers serve on each committee of the board and can act on behalf of the entire Board.

The Executive Committee is comprised of the President, the First Vice President/President-Elect, the Immediate Past President, the Second Vice President, the Secretary, and the Treasurer. This committee is empowered to transact all business of the Section in between Executive Board and Annual Membership Meetings. A vote of this committee may be taken in person, by telephone, by mail, or by electronic communications. A complete record of these transactions must be presented in writing at the next Executive Board meeting.

B. Committees of the Corporation - The Executive Board may create such committees of the corporation as it deems necessary and may determine their size. The Executive Board shall establish
the charge to each committee of the corporation and shall annually review the need to continue or discharge a committee.

1. Nominating Committee is chaired by the Immediate Past President. The Immediate Past President shall recommend two additional Section members who are approved by the President to serve on the committee.

2. Program Committee is chaired by the First Vice President and is required to coordinate programs at the NYLA Annual Conference that further the objectives of the Section.

3. Membership Committee is chaired by the Second Vice President. The committee is responsible for maintaining membership records along with developing and distributing materials that promote the organization to current and potential members.

4. Communications Committee Chair is appointed by the President. The committee will optimize and maximize the appropriate use of information technology to support the events and initiatives of the Section through its print materials, Web site, social media, and other avenues.

C. Vacancies in committees may be filled for the remainder of the vacancy’s term after a recommendation by the President and approval by the Executive Board.

D. Ad hoc committees may be created by the Executive Board. The Executive Board must approve each ad hoc committee’s statement of purpose. Annual approval by the Executive Board is required for continuance.

E. The President, with approval of the Executive Board, may appoint task forces to carry out detailed tasks for specified periods of time.

F. Chairs of committees of the corporation and task forces who are not members of the Executive Board and who attend meetings of the Executive Board shall not have voting privileges at these meetings.

G. All chairs of committees and task forces shall submit a written report annually to the Executive Board one month prior to the Annual Membership Meeting or by December 1.

ARTICLE VII. NOMINATIONS AND ELECTIONS

A. The Nominating Committee shall prepare a slate of candidates for office. Candidates for the office of First Vice President/President-Elect shall be nominated each year. The Second Vice President, Treasurer, and three Members At Large shall be nominated in even-numbered years. Candidates for the offices of Secretary and four Members At Large shall be nominated in odd-numbered years. The committee shall present the slate to the Executive Board for its approval by April 30. The slate shall then be submitted to the members. All candidates must be members of the Section at the time of nomination.

B. After announcement of the slate, additional nominations may be added from the Section membership by petition signed by ten members submitted by May 31, prior to the scheduled issuing of the ballot.

C. The ballot shall be issued by the most efficient and comprehensive means to all members of the Section by mid-June. Any ballots returned later than July 15th are void.

D. The members shall be informed of the results of the election prior to the Annual Membership Meeting.
ARTICLE VIII: MEETINGS

A. Annual Meeting - The Annual Membership Meeting shall take place during the NYLA Annual Conference or at a time and place established by the Executive Board. Members shall be notified no less than one month before the meeting date. Inclusion of this information in the Annual Conference brochure will be deemed to meet this requirement.

B. Special Meetings - Special meetings may be called at the discretion of the Executive Board or they may be convened by 10% of the voting members who may, in writing, demand the call of a special meeting specifying the date and place. The special meeting shall be held not less than two nor more than three months from the date of such written demand. The membership is to be given advance notice of at least 30 days before such meeting. The purpose of the meeting shall be stated in the call and no other business shall be transacted.

C. Quorum - Those members present and voting shall constitute a quorum at the Annual Membership Meeting. In addition, three members of the Executive Board must be present at this meeting.

D. Voting - A simple majority of the members present and voting shall be sufficient for action on matters coming before the general membership except on amendments to the by-laws.

ARTICLE IX. FINANCES

A. The fiscal year of the Section shall be concurrent with that of NYLA and a budget for the fiscal year shall be approved by the Executive Board prior to the year's commencement.

B. No officer, committee, task force, or individual member shall incur any expenses on behalf of the Section unless duly authorized by the Executive Board.

C. The official financial records of the Section shall be maintained at the NYLA office. The Section accounts are subject to the audit practices of the New York Library Association.

D. The Treasurer shall present a financial status report and a budget status report at each Executive Board meeting.

ARTICLE X. AMENDMENTS

Amendments to these by-laws may be initiated by the Executive Board or by a petition from ten members. The Executive Board is required to submit all proposed amendments with recommendation for ratification by members voting either at the Annual Membership Meeting or through procedures authorized by Article VIII. A two-thirds majority of the members participating is required for passage. A copy of all proposed amendments must be provided to all members at least 30 days in advance of the vote. By-law amendments may be voted upon by mail, through NYLA's online voting system, or at the Section's Annual Membership Meeting.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority in all matters not specifically covered by these by-laws.

Adopted, March 30, 2015