

BY-LAWS

FRIENDS OF THE MAR VISTA LIBRARY

ARTICLE I - NAME

Section 1. The name of this organization shall be Friends of the Mar Vista Library.

ARTICLE II - PURPOSE

Section 1. The purpose of this organization shall be to provide service and assistance to the Mar Vista Branch of the Los Angeles Public Library.

ARTICLE III - MEMBERSHIP

Section 1. Membership in this organization shall be open to all individuals in sympathy with its purposes, and to representatives of organizations and clubs when such representation is desired.

Section 2. Each member shall be entitled to one vote.

ARTICLE IV - OFFICERS

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

ARTICLE V - DUTIES OF OFFICERS

Section 1. President: to preside over and conduct meetings, to appoint all committees with the approval of the Officers, and to be an ex-officio member thereof, except the Nominating Committee.

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

Section 3. Treasurer: To keep an accurate account of the funds and report regularly the status of the accounts.

Section 4. Secretary: To record attendance at all meetings; to take the minutes of all meetings; to keep a list of the membership, together with their addresses; to notify the members of the time and place of meetings.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Executive Board shall consist initially of the four elected officers, although additional members may be added at the discretion of the Executive Board.

Section 2. The Senior Librarian of the Mar Vista Branch Library shall serve as a member of the Executive Board with full voting privileges.

Section 3. The Executive Board shall be responsible for determining policies and events of this organization, which will be implemented by the officers of the Executive Board.

Section 4. Meetings of the Executive Board shall be held quarterly. Special meetings may be called by the President.

Section 5. A majority of the Executive Board shall constitute a quorum.

ARTICLE VII - MEETINGS

Section 1. An annual meeting shall be held in the fall of each year; the date to be determined by the Executive Board. Members shall be notified in writing two weeks prior to the date of the meeting.

Section 2. The purpose of the annual meeting shall be to elect the members of the Executive Board of this organization, and to review with the membership the events of the previous year.

Section 3. A special meeting of this organization may be called at any time by the Executive Board.

ARTICLE VIII - DUES

Section 1. The annual dues shall be determined by the Board of Directors.

Section 2. Dues are payable within two months of the Annual Meeting.

Section 3. The fiscal year of this organization shall begin on January 1 of each year and end on December 31 of the same year.

ARTICLE IX - FUNDS

Section 1. No funds shall be disbursed without the written authority of the President and the Treasurer or, in case of emergency, two other officers.

ARTICLE X - AMENDMENTS

Section 1. Amendments to these By-laws may be made at any meeting of the general membership by a two-thirds vote of those present, following written notification.

ARTICLE XI - PARLIAMENTARY PROCEDURE

Section 1. Roberts Rules of Order, Newly Revised, when not in conflict with these By-laws, shall govern the proceedings of this organization.