

BYLAWS
THE FRIENDS OF THE THOMAS BRANIGAN MEMORIAL LIBRARY
LAS CRUCES, NEW MEXICO

ARTICLE I: GENERAL

- Section 1. These Bylaws are provided by the Executive Board of the Friends of Thomas Branigan Memorial Library to provide guidance to Board members in the operation of the organization as stated in the Constitution.
- Section 2. These Bylaws shall be reviewed annually by the Executive Board to determine whether there is a need for amendment. Proposed amendments shall be in accordance with Article III of these Bylaws.

ARTICLE II: COMMITTEES

- Section 1. All chairpersons/committees are appointed by the president. All chairpersons/committees shall coordinate activities sponsored by the Friends with the Library Administrator and/or library staff. This coordination includes but is not limited to:
- a. Requesting support that does not interfere with library operations.
 - b. Using space in the library consistent with good library decorum and as approved by the Library Administrator.

DUTIES OF CHAIRPERSONS/COMMITTEES

- Section 2.
- a. Membership
 1. Stimulate membership growth.
 2. Maintain current records of membership.
 3. Maintain current mailing lists and issue membership cards.
 4. Provide mailing labels as needed.
 5. Provide committee chairpersons with names of members who indicate a willingness to volunteer on the application form.
 6. Arrange for membership table during National Library Week in April.

b. Newsletter/Announcements

1. Prepare a quarterly newsletter for the organization
2. Collect information about current library and Friends' activities for inclusion in the newsletter.
3. Encourage contributions to the newsletter; review and edit such contributions.
4. Organize mailing of the newsletter.

c. Publicity

Provide information about Friends' activities and programs through newspapers, radio, television and regional publications.

d. Webmaster

Create, maintain and update the Friends' website as necessary.

e. Fundraising

1. Develop, produce and execute fundraising ideas, with approval of the Executive Board.
2. Encourage donations and bequests

f. Book Donation and Sale Coordinator

1. Schedule book sales..
2. Book the room.
3. Publicize (flyers, save the dates, etc.)

g. Historian

1. Create and maintain the organization's archive.
2. Keep an ongoing written report of each year's activities and add this report to the archives.

h. Social/ Events Chair

1. Organize and manage social functions of the Friends.
2. Booking rooms for all social events.

i. Book Talks

1. Organize the book talk program for the year.
2. Book the room.
3. Publicize author, date and place

j. At-Large Members

Provide assistance in Friends' projects and events.

ARTICLE III: APPROVAL AND AMENDMENT OF BYLAWS

- Section 1. These Bylaws shall be approved by a majority vote of members present at a general meeting of the membership.
- Section 2. Notification of a special meeting at which proposed amendments will be voted upon shall be sent to the general membership at least two weeks prior to the meeting.

President's signature _____

Date _____