

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

ARTICLE I: NAME

The name of this organization shall be The Friends of Thomas Branigan Memorial Library.

ARTICLE II: PURPOSE

- Section 1. The purpose of this non-profit organization is to:
- a. focus public attention on the Thomas Branigan Memorial Library
 - b. encourage community use of the library's resources and services
 - c. support and cooperate with the library in developing library services and programs for the community
- Section 2. If for any reason this organization is dissolved, its remaining assets shall be deposited into the Gifts and Memorial Fund of the Thomas Branigan Memorial Library.
- Section 3. It is recognized that the administration, control, and financial support of Thomas Branigan Memorial Library is vested in the Las Cruces City Council.

ARTICLE III: MEMBERSHIP AND DUES

- Section 1. Membership in the organization shall be open to all individuals and organizations interested in the public library and in promoting its objectives.
- Section 2. Membership shall be according to categories as established by the Executive Board from time to time.
- Section 3. Each dues-paying category shall be entitled to one vote (for example, a family member has one vote.) Any organization with life membership may send one representative to special meetings and that representative shall have one vote.

ARTICLE IV: OFFICERS

- Section 1. The officers of this organization shall be: president, vice president, treasurer and secretary.
- Section 2. Officers shall be elected for a term of one year. Election and installation shall take place at the January annual meeting.

ARTICLE V: DUTIES OF OFFICERS

Section 1.

PRESIDENT

- a. The president shall preside at all meetings of the Friends and perform all duties pertaining to this office.
- b. The president shall appoint all committee chairs and be an ex-office member of all committees except the nominating committee.
- c. The president shall be responsible for all official correspondence on behalf of the organization.
- d. The president shall provide members of the Executive Board with an agenda for the next meeting of the Board.

Section 2.

VICE PRESIDENT/PRESIDENT-ELECT

- a. In the absence of the president, the vice president shall act as president, performing the duties thereof.
- b. The vice president shall oversee ad hoc committees of and organize special events for the Friends.
- c. The vice president/president-elect may be elected president following their term as vice president/president-elect.

Section 3.

TREASURER

- a. The treasurer shall be responsible for receiving and disbursing funds.
- b. The treasurer shall keep the financial records of the organization.
- c. All financial records and disbursements shall require the signature of either the treasurer or the president.
- d. At the end of each year, the treasurer shall arrange for an audit of the financial records.
- e. The treasurer shall prepare a monthly statement to present for review at the Executive Board meeting.

Section 4.

SECRETARY

- a. The secretary shall be responsible for the official records of the Friends and shall keep records of the official action of the organization and arrange for their safekeeping.
- b. The secretary shall record attendance at all Executive Board meetings; take minutes of all Executive Board meetings, annual and general meetings; and notify members of the Executive Board as to the time and place of meetings.
- c. The secretary shall send a copy of the minutes of the previous Executive Board meeting to all Board members prior to the next meeting.

ARTICLE VI: EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the four officers of the organization, the chairpersons of the standing committees and two at-large members.
- Section 2. A majority of the Executive Board shall constitute a quorum.
- Section 3. The Executive Board shall administer all funds of the organization.
- Section 4. Representatives of the library staff and Library Advisory Board shall be considered liaisons to the Executive Board and have no voting rights.
- Section 5. All monies received by the Friends, whether from dues, donations, grants, bequests or fundraising activities, shall be used solely for the following:
- a. Programs and activities sponsored by the Friends.
 - b. Assisting in the acquisition equipment and other materials necessary for the operation and enlargement of the library's services to the community.
 - c. Supporting library programs of direct benefit to library patrons.
- Section 6. All requests for upcoming needs shall be presented to the President prior to an Executive Board meeting.
- a. No reimbursements shall be made without a receipt.
 - b. Expenditures under \$100.00 do not need prior Board approval.
 - c. If the Board has approved an action, subsequent approval of an amount over \$100.00 is not necessary.
 - d. The Friends of the Thomas Branigan Memorial Library shall have charge accounts at local merchants approved by the Board. The limits established above for expenditures also apply to amounts that may be charged without prior approval. Charges to these accounts may only be made by Board members whose duties require their use.
 - e. Voting on major fiscal requests shall be done in executive session.

ARTICLE VII: COMMITTEES

- Section 1. The president shall appoint a chairperson for each standing committee.
- Section 2. Committee chairs and at-large members shall have no term limits and shall serve at the pleasure of the Board.
- Section 3. A standing committee may have a co-chair, but only one representative of each standing committee shall vote.
- Section 4. Special committees may be appointed by the president.
- Section 5. Prior to the annual meeting in January, committee chairpersons shall submit a written report of last year's activities to the president and secretary. This annual report will be available to all members at this meeting.

ARTICLE VIII: MEETINGS

- Section 1. The organization shall hold an annual meeting in January for the purpose of electing and installing officers, receiving various reports and enacting other business. At least two weeks prior to the annual meeting, the time, date, and place shall be published in local newspapers, via email, and posted to the website.
- Section 2. In addition to a public notice, all members of the Friends shall be notified of an annual meeting including the time, date and place, at least two weeks prior to the meeting.
- Section 3. A special general meeting of the organization may be called by the Executive Board at any time. Public notice of such meeting shall be not less than two weeks prior to the meeting and shall include the time, date and place of the meeting, and information on the matters to be taken up.
- Section 4. Meetings of the Executive Board shall be held monthly.
- Section 5. The president may call or cancel meetings of the Executive Board as needed.

ARTICLE TX: NOMINATING COMMITTEE

- Section 1. At the regularly scheduled Executive Board meeting in August, the president shall appoint a nominating committee of three members which shall present a recommended slate of officers at the annual meeting.
- Section 2. No member of the nominating committee may serve for more than two consecutive terms, and no member of the executive Board may serve on the nominating committee.
- Section 3. Names of the officers to be nominated will be submitted to the executive Board no later than the December meeting.
- Section 4. The membership shall be notified of the nominations at least two weeks prior to the January annual meeting.
- Section 5. Additional nominations may be made from the floor, with the consent of the nominee.
- Section 6. Officers shall be elected by a majority of those members present at the annual meeting.

ARTICLE X: ELECTION AND APPOINTMENTS

- Section 1. Vacancies shall be filled by appointment by the president, with the consent of the Executive Board.
- Section 2. The Executive Board shall have the authority to replace any Board member who fails to attend at least half of the regularly scheduled meetings.

ARTICLE XI: AMENDMENTS

Amendments to this Constitution and By-Laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place.

ARTICLE XII: PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern the proceedings of this organization.

President's signature _____

Date _____