

BYLAWS OF THE FRIENDS OF THE RIDGECREST BRANCH LIBRARY

As Adopted April 19, 2023

ARTICLE I: NAME

The name of this nonprofit organization, located in Ridgecrest, California, shall be Friends of the Ridgecrest Branch Library (FRBL).

ARTICLE II: PURPOSES

The purposes of the FRBL shall be focused on:

1. Supporting the Library and its holdings by helping to acquire materials beyond the confines of its operating budget.
2. Promoting the Library in the community.

ARTICLE III: ACTIVITIES

Activities of the FRBL may include but are not limited to:

1. Maintaining an association of persons and organizations interested in libraries and all related areas.
2. Encouraging donations to assist the FRBL in achieving its purposes. This shall include cash donations as well as books, periodicals, audiovisual materials, and needed furnishings and equipment.
3. Engaging in such fund-raising activities as the Board deems worthwhile.
4. Stimulating community interest and support for the FRBL and its activities through media releases and other public relations functions and activities.
5. Supporting exhibits, speakers, children's activities, etc.

ARTICLE IV: MEMBERSHIP

1. Membership shall be open to all individuals, businesses, clubs, and organizations subscribing to the above purposes.
2. There shall be five (5) categories of membership: Individual, Family, Sustaining, Sponsoring, and Benefactor.
3. A membership in any of the five categories shall qualify for one (1) vote.
4. Each member shall be entitled to one (1) vote at membership meetings. Members must be present to vote.
5. Membership shall be granted when application is made and dues are paid.
6. The annual dues shall be determined by the Board and shall be in effect for one year from the date they are paid.

ARTICLE V: MEETINGS

1. Board Meetings:
 - a. Regular Board meetings shall be held monthly, except that there shall be no regular meeting in the months of June, July, and December.
 - b. Special Board meetings may be called by the President or Acting President.
 - c. Officers are to present reports on their area of responsibility as appropriate. The Treasurer's annual report shall be presented no later than the February Board meeting.
 - d. The annual audit report shall be presented at the March Board meeting.
 - e. A Board quorum must be present for the Board to transact business. A quorum shall be defined as a simple majority of Board members.
 - f. A motion requires a majority vote of those Board members present for passage.
 - g. Emergency or time-critical decisions may be made by the Board via telephone and/or e-mail polling. Such action shall be ratified at the next meeting.
2. Membership Meetings:
 - a. The annual Membership meeting shall be the regular November Board meeting.
 - b. The election of Board members shall be held at the annual Membership meeting.
 - c. Special Membership meetings may be called by the President or Acting President.

- d. A Membership quorum must be present for the conduct of business at a Membership meeting. A quorum shall be defined as five (5) members.
3. Minimum essential officers for the conduct of business are a presiding officer and a secretary to take minutes of the proceedings.
4. Notice of regular and special meetings, as well as changes of time and place, shall be posted on the webpage and Facebook account in a timely manner.
5. The Secretary shall present the minutes of the last meeting. Minutes shall be approved as written, or as corrected, by a majority.
6. The public is welcome to attend any meeting.

ARTICLE VI: BOARD OF DIRECTORS (The Board)

1. Powers of the Board: Subject to the powers of the members as provided by law or as herein set forth, all powers of the FRBL shall be exercised by or under the authority of the Board.
2. The Board shall consist of 8 members, as follows:
 - a. Five (5) Officers:
 - President
 - Vice President: Memberships
 - Vice President: Book Sales
 - Secretary
 - Treasurer
 - b. Two (2) Members-at-Large
 - c. The immediate Past President, ex officio. If the immediate Past President is unwilling, unacceptable to the board, unable to fill this seat, the seat is declared to be that of an additional Member-At-Large, and shall be filled following the procedures of Article VI, Sec. 5. (This item resulted from a Bylaws amendment passed at the Annual Meeting, Nov. 12, 2008).
3. Election of Board members shall be held at the annual membership meeting.
 - a. Membership quorum required for conducting election of Board members shall be a simple majority of Board members.
 - b. Nominees for Board membership shall be elected to one of the specific offices listed in Article VI, Sec. 2a and Sec. 2b. A majority vote of the members present shall be required for election of a Board member.
 - c. When only one nominee is put up for an office, the President shall declare that nominee elected.
4. Board members shall assume their offices at the end of the January regular meeting, and shall serve until the end of the January meeting of the following calendar year or until their successors are elected. Board members may be re-elected.
5. Vacancies arising on the Board shall be filled for the remainder of the term by appointment made by vote of the Board. In the case of the resignation or death of the President, or behavior deemed inappropriate by the Board, the Vice President: Membership, or their designee, automatically becomes President for the unexpired term.
6. The absence of a Board member from two consecutive meetings shall be cause for removal from the Board, unless such absences have been cleared with the President. Such removal shall require Board approval.

ARTICLE VII: DUTIES OF BOARD MEMBERS AND LIBRARY REPRESENTATIVE

1. The President shall preside over all meetings, and assist all committees, giving special attention to fund-raising and public relations.
2. The Vice President: Memberships shall keep a current list of memberships, and track dues payable and dues received.
3. The Vice President: Book Sales shall be in charge of ongoing book sales at the Library as well as other book sales.
4. Both Vice Presidents shall assist the President as required, with one presiding over meetings in the President's absence.
5. The Secretary shall keep minutes of each meeting and present this record at the next meeting.
6. The Treasurer shall maintain records of all financial transactions, meet all 501(c)3 reporting

and filing requirements, and shall present an accounting of relevant matters at each regular meeting.

7. The Library Representative shall act as a resource regarding the Kern County Library, including current needs, events, and special interests of the Branch.
8. Each Member-at-Large shall add to discussion at meetings and assist with book sales, and other activities.

ARTICLE VIII: COMMITTEES

1. Nominating Committee: At the September Board meeting, the President shall appoint a Nominating Committee to establish a slate of nominees for election to the Board. This committee shall present a slate of nominees to the Board at the October Board meeting.
2. Auditing Committee: At the January Board meeting, the President shall appoint an Auditing Committee. This committee shall present its report at the April Board meeting.
3. Ad hoc committees may be appointed by the President with the consent of the members selected. The President is an ex officio member of all committees except the nominating committee.

ARTICLE IX: ORGANIZATION FUNDS

1. Indebtedness may be incurred only within the limits of the current monetary resources of the FRBL.
2. Funds shall not be expended beyond regular budgeted items or those agreed upon by the Board.
3. Three signatures, the President, a Vice President, and the Treasurer, shall be required on the FRBL checking account. Funds may be withdrawn only on the signatures of two of the above.
4. Revenues from book sales and fund-raisers shall be deposited to the FRBL general fund.

ARTICLE X: FISCAL YEAR

The fiscal year of the FRBL shall begin on 1 January and end 31 December.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended at any regular or special Membership meeting provided that members have been notified of proposed amendment(s) at least two (2) weeks prior to the meeting; and that proposed amendment(s) have been posted in the Library at least two (2) weeks prior to the meeting.

ARTICLE XII: PARLIAMENTARY PROCEDURES

The current edition of Robert's Rules of Order shall be used as a reference to aid in settling points not covered by these Bylaws.

ARTICLE XIII: DISSOLUTION

In the event of dissolution of the FRBL, all assets will be given to the Ridgecrest Branch Library. Funds shall be expended in support of the Ridgecrest Branch Library according to the needs of the Branch Library as determined by the Librarian.

ARTICLE XIV: LIMITATIONS

The FRBL shall not engage in any political activities involving campaign candidates or issues. However, political advocacy for issues involving library support may be pursued within the limits of the IRS 501(c)3 status held by the Friends of the Kern County Library and which apply to the FRBL.

Jerry Bradley, President

Carol Pearson, Vice President: Membership

Jil Richards, Vice President: Book Sales

Barbara Lupei, Secretary

Nani Banks, Treasurer
