Friends of The University of New Orleans Library

By-Laws

Article I. NAME AND PURPOSE

The name of this organization shall be Friends of The University of New Orleans Library (Friends).

Its purpose shall be to promote and support the development of The University of New Orleans Library as an essential part of the University; to raise funds and encourage gifts to enhance the Library’s collection of books, manuscripts, and other materials; and to assist in the operation of the Library beyond the limits of its operating budget. It is also to serve as a medium through which members may become acquainted and share their enthusiasm for books and other Library material; to sponsor and support lectures and other events appropriate to the aims of a library; and to support The University of New Orleans Library in the development of its services, its physical features and its human resources.

Article II. MEMBERSHIP AND DUES

Section 1. Any person, school, business, organization, or corporate body interested in the purposes of the Friends may become a member upon payment of specified dues.

Section 2. Persons who distinguish themselves by outstanding support of the goals of the Friends and the fostering of the Library may be designated Honorary Members by the Board of Directors (Board).

Section 3. The membership year extends from September 1 to August 31 of the following year. The classes of membership and dues for each category shall be set by the Board.

Section 4. Any member who fails to pay dues within three months (by November 30) after they become payable and after proper notification, shall be dropped from the membership.

Article III. OFFICERS AND DUTIES

Section 1. Officers of this organization shall be the President, Vice President, Secretary, and Treasurer which constitute the Executive Board. Officers shall be elected for a two-year term by the Board.

Section 2. The Board shall consist of a minimum of 16, but not more than 20, members. Members of the Board shall be elected at annual meetings for four-year terms with one-fourth of the members rotating off each year. Members may be re-elected. The Board may fill vacancies occurring between elections and may appoint new members up to the set limit. The Dean and the Assistant to the Dean of the Library shall be ex-officio members of the Board.
Section 3. The Board shall manage the affairs of the organization between annual membership meetings (annual meeting). The President, in consultation with the other officers (Executive Board), shall act on the Board’s behalf between Executive Board meetings.

Article IV. MEETINGS

Section 1. There shall be an annual meeting for the transaction of business. This meeting will include the election of the Board members and, in alternate years, its officers.

Section 2. Special meetings of the organization may be called by the Board as needed, or upon the written request of five members.

Section 3. Written notice of meetings shall be given not less than one month prior to the annual meeting and one week prior to Board and/or special meetings.

Section 4. The Board shall meet as often as required to conduct the business of the organization but not less than once each fall and spring semester and once in conjunction with the annual meeting.

Article V. ELECTIONS

Section 1. The President shall, not less than two months prior to the annual meeting, appoint a Nominating Committee of three to propose a slate of prospective Board members. In addition, the Nominating Committee will propose a slate of officers at the biennial meeting.

Section 2. Board members shall be elected at each annual meeting by a simple majority of those present. Nominations from the floor may be made with the consent of the person nominated. New terms begin following the annual meeting.

Section 3. Any vacancy in an office or on the Board occurring during the term shall be filled by majority vote of the Board.

Article VI. FUNDS

Section 1. All funds shall be held by The University of New Orleans Foundation and administered by the Treasurer as authorized by the Board.

Section 2. Funds collected by the Friends, after payment of expenses, shall be used for the purchase of books and furnishings, support of library operations, promotion of exhibits, lectures, and such other activities that may assist in achieving the stated goals of the organization. The Board shall provide guidelines and oversee the distribution of funds as authorized.

Section 3. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization; such authority may be general or confined to specific financial instruments.
Section 4. The Board may accept on behalf of the organization, any contribution, gift, service, or bequest, or device for any specific purpose of the general organization.

Section 5. No personal liability shall attach to any member of the Friends of The University of New Orleans Library in connection with any of its activities or undertakings. All liabilities of the Friends shall be limited to its deposited funds.

Section 6. Upon the dissolution of this organization and after paying or making provision for payment of all its liabilities, the organization shall direct The University of New Orleans Foundation to distribute the remaining assets to the Earl K. Long Library of The University of New Orleans.

Article VII. COMMITTEES

Section 1. The President may appoint committee members to conduct activities of the organization.

Section 2. Standing Committees shall include Membership, Program, Publicity, and Fundraising. Committees may be designated, modified, or abolished by the Board.

Section 3. The Membership Committee shall have the responsibility of overseeing procedures, fostering growth in membership, and making proposals to the Board.

Section 4. The Program Committee shall develop and supervise programs of lectures, exhibitions, and other activities of similar nature sponsored by the Friends. It shall advise on the allocation of funds set aside for such programs.

Section 5. The Publicity Committee shall publicize and promote events, activities, and goals of the organization.

Section 6. The Fundraising Committee is responsible for proposing and implementing revenue generating activities to support the goals of the organization.

Section 7. Ad-hoc committees may be established by the Board from time to time to deal with particular matters. Such committees shall be considered dissolved upon completion of their tasks unless a term is specified.

Article VIII. AMENDMENTS

These By-Laws may be amended by a majority vote of those members in attendance at any duly called annual meeting of the organization provided written notice of the proposed amendment is sent to each member of the organization in good standing at least one week prior to the meeting.