ARTICLE I. Name

Sec. 1. Organization Name
The name of the organization shall be Linscheid Library Academic Friends, herein referred to as LLAF.

ARTICLE II. Mission

Sec. 1. The Mission
The mission of the organization is to enrich the services of the Linscheid Library to the East Central University and the local community, and enhance the library’s role on campus and off. LLAF will provide organizational and financial support for library collections and services that are not available from public funding sources. Some activities may include sponsoring public programs such as cultural or art exhibits, readings by authors, and film screenings; as well as providing financial support for special purchases and preservation activities for archives and special collections, electronic collections building, traditional serials and book purchases, and professional and para-professional staff appreciation awards.

ARTICLE III. Membership

Sec. 1. Membership
Membership shall be open to anyone interested in the organization.

Sec. 2. Donations and Proceeds
All donations and proceeds shall be made to the Linscheid Library Academic Friends to be deposited into an ECU Foundation account.

ARTICLE IV. Governing Board

Sec. 1. The Governing Board
The officers of the organization shall be a President, a Vice President, the Immediate Past President, and four Officers-at-Large, which shall be appointed by the board. The Library Director will be an Ex-Officio member and act as the Secretary and Treasurer to the Board. The officers shall perform the duties set forth in these Bylaws.

Sec. 2. Terms
The President shall serve one year long term as president and the following year as Immediate Past President. The Vice President shall serve one year as VP, the following year as President, and the year after that as Past President. The four Officers-at Large shall serve for two year terms, staggered. Appointments shall be made at the November meeting, and
officers will begin their terms on January 1st.

Sec. 3. Duties
Immediate Past President - the Immediate Past President shall advise the President.

    President - the President shall preside at all meetings of the organization and shall coordinate the affairs of the organization.

Vice President shall:
    a. assume the duties of the President in his/her absence.
    b. chair the nominating committee for new officers.

Officers-at-Large shall:
    a. attend all meetings of the organization.
    b. be voting members.

Director of Linscheid Library shall serve as:
    a. liaison between the organization and East Central University. His/her duties shall be to accept and coordinate donations of money and other gifts to the Linscheid Library and to advise the organization as to the special needs of the Library. In addition, the Director shall serve as Secretary and Treasurer.
    b. secretary:
        i. keep minutes of all meetings, and shall forward copies of minutes to all members of the Governing Board.
        ii. maintain the organization’s history, including copies of minutes, newsletters, treasurer’s reports, election results, correspondence, etc.
    c. treasurer:
       i. make financial reports to the Governing Board.
       ii. be responsible for the treasury and pay invoices.

Sec. 4. Vacancies
A vacancy in any office shall be filled by the Governing Board in a timely fashion. The appointee shall remain in office until the next scheduled appointments.

ARTICLE V. Meetings

Sec. 1. Meetings of the Governing Board
The Governing Board of LLAF shall meet at least twice a year and communicate electronically the rest of the year.

Sec.2. Quorum
Four of the seven voting members of the Governing Board shall constitute a quorum. Without a quorum, a meeting may take place but all voting put on hold.

Sec.3. Programs
The organization will sponsor at least one program each year.

ARTICLE VI. Committees

Sec. 1. Standing Committees.
The Governing Board may authorize standing committees. The name, purpose and size of the committee shall be specified at the time of its authorization.

Sec. 2. Ad hoc committees
The Governing Board may also authorize ad hoc committees as needed.

ARTICLE VII. Nominations and Appointments

Sec. 1. Nominating Committee
The Vice President shall convene the nominating committee. Other committee members must be LLAF board members in good standing. The committee will elect a chair.

Sec. 2. Appointments
Upon recommendations from the nominating committee, the Governing Board shall appoint new members by the end of November of each year.

ARTICLE VIII. By-Laws and Amendments

Sec. 1. By-laws
Adoption of bylaws requires a simple majority vote by LLAF board members.

Sec. 2. Amendments
The bylaws may be amended by a majority vote of board members.

ARTICLE IX. Communications and Correspondence

Sec. 1. Communications and Correspondence
LLAF will use electronic forms of communication for distribution of information to the board members. This may include a LLAF web site and the use of electronic mail.

ARTICLE X. Operational Year

Sec. 1. The operational year
The operational year shall begin on January 1st and end on December 31st of each year.

ARTICLE XI. Governance.

Sec. 1. Rules of Order
to Parliamentary Procedure shall govern all board meetings of LLAF.

ARTICLE XII. Dissolution

Sec. 1. The organization may be dissolved upon the recommendation of a majority of the Governing Board.

Sec. 2. In the event of the dissolution of the organization, the entire net assets remaining after the payment or satisfaction of any and all liabilities of the organization shall be distributed to an appropriate ECU University Library Foundation account for disposition by the Director of Linscheid Library as the Governing Board shall determine.