

REVISED BYLAWS OF THE LITTLE ELM FRIENDS OF THE LIBRARY
Revised and Adopted by Members and Board January 18, 2018

ARTICLE I – NAME AND LOCATION

The name of the organization will be Little Elm Friends of the Library. The organization is based in Little Elm, Denton County, Texas.

ARTICLE II – PURPOSE

The Little Elm Friends of the Library (LEFOL) is an all-volunteer, non-profit organization dedicated to supporting the Little Elm Public Library by providing funds and programs that may not otherwise be possible. This corporation is organized exclusively for charity, advocacy, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – MEMBERSHIP

Section A. Any person, business, or organization interested in supporting the goals of the LEFOL may become a member upon remitting the appropriate dues along with a completed application. The Board of Directors (hereafter referred to as the Board) has authority to establish categories of membership, amount of dues, and frequency of renewal. Any notices will be sent to the last known physical or e-mail address of each member.

Section B. The membership of any member may be terminated by the Board if such member shall fail to pay dues or any part thereof, or for other reasons of abuse or neglect of position (including misconduct on social media) as the Board shall determine. Upon termination of membership, all privileges and rights of the member shall cease. Except in extreme circumstances, the Board will appoint someone to discuss and attempt to resolve any issues before terminating a membership.

Section C. Bylaws of this organization, minutes of Board meetings, and financial reports are public information. Some portions of minutes may not be available in cases affecting individuals' privacy.

ARTICLE IV – ACTIVITIES

In order to further its purpose, the LEFOL is encouraged to (1) help raise funds and recruit volunteers for the library, (2) engage in other community activities where possible, (3) form community partnerships to include possible reciprocal memberships and joint activities, and (4) engage in other activities the Board feels may help to strengthen the Library.

ARTICLE V – BOARD MEMBERS AND THEIR ELECTION

Section A. Board Members

1. The Board will consist of four administrative officers: President, Vice President, Recording Secretary, Treasurer, and the following director positions: Book Sales Director, Historian, Information Technology Director, Membership Director, Newsletter Editor, Public Relations Director, Scholarship Director, Trivia Contest Director, and Volunteer Management Director.

2. Each voting position is designated as one individual. This precludes any position being held by co-officers, co-directors, etc. Although there is no restriction against two people working together and dividing duties equally, only one may be elected to the Board member position—the other would be designated as an assistant.

3. The Board has the authority, by majority vote, to (1) change director job titles, (2) change officer and director job descriptions, and (3) add/terminate any director positions as needed to reflect any changing needs of the organization. Approved changes for occupied positions will not take place until the next election unless requested and/or approved by the incumbent. All members of the Board (including the President) are permitted to make motions and vote on all issues that come before the Board except for voting where recused due to a potential conflict of interest.

Section B. Nominations for Board Positions

1. The Board has the authority to appoint a nominating committee.

2. At the nominations meeting, an election officer will be appointed by the Board to ensure that nominations and the election are carried out in accordance with the bylaws. The election officer cannot be a candidate for office in the current election.

3. The Recording Secretary will ensure an annual calendar of events is posted at the Library, in every newsletter, and on the LEFOL website showing the months of officer nominations and elections.

4. The election officer will ensure information on voter qualifications, election procedures, and date of election are posted on the LEFOL website (see information under Section C below), and will issue voting instructions for eligible voters who cannot attend the meeting.

5. Nominations for Board positions will be made in writing at the April meeting and will include a statement of why the nominator feels this individual is qualified for the position. Nominations may be made by any current LEFOL member and may be made from the floor, by postal delivery, or e-mail provided all the information needed for the nomination form is included and the consent of the person nominated has been obtained before the nomination is made. Members may nominate themselves by including a statement of why the member feels qualified for the position. If nominated for more than one office, the nominee must choose which office to be considered for.

6. To be eligible, a nominee must be a current member, have attended a minimum of three regular and/or events meetings within the twelve months prior to the nomination meeting, and agree to be nominated. The Recording Secretary can verify number of regular attended meetings, Events Directors can verify attendance at events meetings, and the Membership Director can verify membership status. The Board has the authority to waive a requirement or an exclusion in this paragraph on a case-by-case basis.

7. Members who are in elected or full-time paid positions with the Town of Little Elm are not eligible for nomination.

Section C. Election Date and Terms of Office

1. The officers and directors will be elected at the May meeting for a term of one year. Any positions vacated before the next election may be temporarily filled by Board appointment.

2. In order to ensure a fair election, only members at the time of the nominations meeting who have been regularly attending meetings (as defined in Section B. paragraph 6), who are members in good standing at the time of the nominations meeting, and whose membership does not expire until after the election, will be allowed to vote in the election. The election officer will issue voting instructions for eligible voters who cannot attend the election meeting.

3. No Board member will hold more than one elective office at the same time, though the responsibilities of a vacant position should be carried out by other Board members while a candidate for the vacancy is being sought. Board appointees for ad hoc committees are qualified to also hold an elected Board position.

Section D. Election Voting: The election will be by ballot, and proxy votes are not acceptable. At the election meeting, the Board will select by majority vote at least one individual who is not a candidate (this individual may be a visitor, a member, or Library staff person) to help the election officer count ballots.

Section E. Election Procedures

1. A majority vote of those who meet the qualifications and who vote will be necessary for the election of any nominee. The election officer will be permitted to cast a ballot. A run-off election will be conducted (using ballots) by qualified voters present at the meeting if necessary. All outgoing individuals will deliver to their successors in office all records and other materials belonging to the positions at the close of their terms and will provide training—including written procedures for the position.

2. The term of officers elected will begin at the conclusion of the election meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section A. Changes to Board Positions

1. Duties may be added to, deleted from, or transferred to another position by majority Board vote—which will be recorded in the minutes and sent by the Recording Secretary to the FOL webmaster for posting on the FOL website. Approved amendments for occupied positions won't take effect until the next election unless the amendments were requested or approved by the incumbent.

2. Although a member cannot be elected to two positions, the Board has the authority to vote to combine the job responsibilities in some related positions if a member is interested in both and if both are vacant. (For example, the Publicity Director may be interested in also being the Newsletter Editor, but the individual responsible for both of these positions would only have one vote.)

3. Current job descriptions will be available on the FOL website.

Section B. Elected Administrative Officers

1. The President will preside at all meetings of the Board. The President will work closely with the Vice President to oversee Board activities, appoint committee chairpersons subject to the approval of the Board, represent the FOL at all public events as appropriate, and direct the activities of the organization.

2. The Vice President will preside in the absence of the President and works closely with the President, learning the routine and responsibilities and assuming duties as needed. The Vice President also arranges for the annual financial review and ensures it is complete, schedules annual budget approval meetings, alerts the appropriate individual if his or her area of the website needs to be updated, and alerts the President (or other individual designated by the Board) after a reasonable time if the updating has not been done.

3. The Treasurer will accept proposed budget items from those areas needing to be included in the budget, prepare a draft budget, track the budget during the year, deposit all funds in the designated bank, hold in trust all funds, disburse funds on order of the Board, file reports as required by state and federal regulations, provide records as needed for insurance/financial reviews/etc., and provide monthly accounting to the Board of all money received, expenditures made, status of budget vs. expenditures for all budgeted items, cash on hand, status of investments, if any, etc. The Board has the authority to determine if certain tasks such as taxes or other legal and advanced accounting functions can be contracted out as needed to a qualified professional with oversight by the Treasurer.

4. The Recording Secretary will record minutes at regular monthly meetings, e-mail draft minutes for review to those who were present at the meeting, make copies of the draft minutes at the following meeting, send copies of final minutes, job descriptions, and calendar changes to the webmaster, and maintain meeting attendance records to verify eligibility for nominations and voting.

Section C. Elected Board Directors

1. The Book Sales Director will sort through the donated books on a weekly basis—separating the books for possible Amazon sale, book sale, or trash. Possible books for Amazon sale will need to be researched for value and listed if applicable. When books sell on Amazon, they will need to be packaged for mailing and taken to the post office. Books listed on Amazon will be price-updated on a weekly basis. Book sale books will be boxed and taken to the storage unit. The Book Sale Director will send updated event information for posting on the FOL webpage, send articles and pictures to the Newsletter Editor, schedule book sales, arrange for a location, recruit volunteers, obtain the equipment, (tables, bags, adding machines, cash boxes), arrange advertising, move boxes to the sale site, pack up after the sale, and arrange for disposition of leftover books.
2. The Historian maintains historical records and pictorial displays of the LEFOL (including names, dates, and events with pictures and news reports), and supplies information along with available pictures as needed for the newsletter, public relations, etc.
3. The Information Technology Director will keep record of, issue, and maintain all technology equipment that is FOL property or on loan to FOL. This includes all hardware and software, ensuring antivirus updates are complete, bringing any issues to the President for assistance in resolution as needed, ensuring the Treasurer has information needed to keep the inventory account up to date, maintaining and updating FOL online activity such as a hosting account, website, online payment set-up, etc.
4. The Membership Director will send renewal notices, process new/renewal membership applications, send membership cards, maintain membership contact information, print lists/mailling labels as needed, promote memberships through the newsletter, recruit members at events, ascertain that any membership information on the website is up to date, share potential volunteer information with the Volunteer Management Director and share ideas for promoting membership with the Board, etc.

5. The Newsletter Editor will, each year within a month after election or appointment, submit for Board approval an annual newsletter publication schedule. Approved deadline dates should be given to the Recording Secretary with a request to add those dates to the FOL calendar posted on the website. Newsletter publication schedule will be as determined by the Board. At least two weeks prior to a newsletter submission deadline, the editor will solicit articles and pictures from the Library Manager, the Board, etc., with a reminder of the deadline date for all submissions. The editor will then send the completed draft to all members of the Board and any other contributors with a deadline for them to suggest any changes or corrections. The final edition will then be sent to the Library Manager, who will return printed copies to the Editor for mailing and distribution. The Membership Director will provide membership mailing labels that indicate the member's renewal date. The Public Relations Director will provide mailing labels of others and request any additional copies that may be needed for publicity.
6. The Public Relations Director will utilize social media, send posts for the FOL webpage, assist with flyers and signs, develop an e-mail list of event sponsors/participants, write news releases, work with the Newsletter Editor and Historian to gather information/resources, arrange for opportunities to sell FOL merchandise and to attract members to FOL, develop lists of local media contacts, government officials, and school contacts, etc. The Public Relations Director will provide mailing labels to the Newsletter Editor and any others who may be mailing information about FOL activities and events.
7. The Scholarship Director will establish and maintain communication with local school system personnel, publicize available scholarships and Board-approved applicant requirements, monitor progress of applicants, recruit committee members to evaluate applicants and determine scholarship awards, send updated names, pictures and information to the FOL library webmaster for the website and to the FOL Public Relations Director, etc.
8. The Trivia Contest Director plans, organizes and oversees the annual trivia contest. This includes arranging for publicity, an emcee, trivia questions, judges, tables/chairs including team reservations/decorations, team sign-in and entrance signage, event food/beverages/servers, bartenders, meal tickets, wine pull, program, signs, parking arrangements, photographer, electronics, floor mats, half-and-half raffle, solicitation of sponsorships and donations of as many essentials as possible (i.e., food, beverages, etc.).
9. The Volunteer Management Director will recruit volunteers for Board positions and fundraising events through networking, newsletter articles/ads, coordinate with the Public Relations Director for media publicity, etc. The Director will also maintain a list of members who have indicated an interest in helping with events, help fill volunteer slots, contact volunteers, supervise volunteer sign in and activities, etc.

ARTICLE VII — Appointments and Committees

Section A. Formation and Dissolution of Committees

Standing and ad hoc committees may be formed as the Board deems prudent. Each committee must include at least one Board Administrator or Director. Committees may be dissolved by a majority vote of the Board.

Section B. Board Appointments and Annual Renewal

1. Members may be appointed to liaison, advisory, or other positions as applicable. Appointments need to be renewed, changed, or discontinued at the first meeting of the newly elected Board. In accordance with Article VIII, Section D, appointees may propose motions on any issues before the Board and may vote on any issues except for those that govern Board procedures or involve personnel and finance issues. An appointee who also is a Board officer or director will have only one vote.
2. The Board will appoint either the Literacy Program Coordinator or another FOL member recommended by the Program Coordinator to be the Literacy Program Liaison. This appointment will remain unchanged until either the Board or the Program Coordinator requests that it be reviewed. The Liaison will provide the Board with periodic literacy program reports, encourage literacy volunteers to join FOL, and promote the literacy program through participation in FOL events, etc.
3. The Board is authorized to make interim appointments of individuals to fill positions that are vacated after an election. These appointments will be effective until the following election.

Section C. Adult Literacy Program

1. The Little Elm Adult Literacy Program is under the auspices of the Little Elm Friends of the Library to ensure integrity in operations/education and to ensure donated funds are managed consistent with requirements of a 501(c)(3) organization. The purpose of this program is to provide adult literacy education services to the extent that resources will allow. The Board is authorized to expand this by adding separately administered services to cover areas such as children's literacy, citizenship classes, GED preparation, or other related programs, in which case all such programs can work separately or cooperatively.
2. Any components of the FOL literacy program are managed by one or more Board-approved coordinator(s) who will provide direction and assistance for the activities and will keep the LEFOL apprised of the status of all activities. Coordinators at the time of enactment of these bylaws will be grandfathered in but may be removed by the Board if it is determined necessary by majority vote of the Board. Coordinators of the adult program are authorized to determine education program direction, apply for literacy grants, raise funds, and solicit donations payable to LEFOL. The LEFOL will be kept informed of all program, grant, and fund raising plans and activities. The structure of any added components will be determined by the Board in consultation with the Library Manager.
3. The LEFOL Treasurer will track the account income, expenditures, and balances. All donated funds will be directed to the proper literacy account within the LEFOL financial structure. Books and materials directly associated with adult literacy activities in areas approved by the Board will be construed as allowable expenditures so long as: (1) they are consistent with program goals and are allowable under 501(c)(3) regulations and (2) sufficient funds are available in the literacy account to cover the purchase.

ARTICLE VIII — MEETINGS AND QUORUM

Section A. Notice of Meetings: Notice of all meetings will be published in the Friends' newsletter, posted on the LEFOL website, and posted at the Little Elm Public Library. If there is insufficient time to post a notice in the newsletter of a meeting change, members who regularly attend these meetings will be notified of the change by e-mail (or telephone/usps mail if no e-mail address has been provided). For all LEFOL notices,

e-mail will be construed to be equivalent to regular mail for members who have provided e-mail addresses. It is the member's responsibility to keep LEFOL informed of any contact information change.

Section B. Special Meetings: Event planning or ad hoc committee meetings may be held as needed and will be open to anyone who is interested in those activities. Each committee needs to appoint someone to take notes since the Recording Secretary is not required to take notes other than at the regular meetings and any special LEFOL business meeting that may be called. Special LEFOL business meetings may be held at the call of the President or upon approval from a majority of the voting Board members (approval votes may be by e-mail with a copy to all voting Board members), provided notice is given a minimum of 15 days in advance for scheduling purposes. Special business meetings of the Board for other than budget, financial, and personnel issues will be limited to one per year except for extenuating circumstances and approved by the Board. All LEFOL meetings are open to the public unless personnel or other sensitive issues are being considered.

Section C. Meeting Quorum

1. A quorum for any regular meeting will consist of a majority of the Board positions filled at the time the meeting convenes—at least one of whom is an administrative Board Officer (President, Vice President, Recording Secretary, or Treasurer). Properly executed proxy votes as described in paragraph 2 of this section will count toward a quorum.

2. A Board member who cannot be present, but who regularly attends meetings, may give a general proxy vote to another Board member by one of the following methods:

a. Email the Board President, with copies to the Recording Secretary and to the individual who will hold the proxy, clearly stating all of the following: (1) meeting date, (2) name of the Board member giving the proxy, and (3) to whom the proxy is being given.

b. Send a signed note, clearly stating all the information in sub-paragraph 2a with the individual who holds the proxy.

Section D. Voting in Meetings, Via E-mail or Other Methods

1. If not specified otherwise in these bylaws, voting on Board issues normally are made by voice or show of hands unless a member requests voting by ballot. Board appointees and other members who are not on the Board may make motions and vote on non-financial and non-personnel matters only. The Board may restrict voting if other issues arise that they consider to be sensitive or dictate Board operational procedures (such as changing the regular meeting dates, etc).

2. E-mail voting may not be used for sensitive subjects or for subjects requiring discussion and will include a deadline date for replies. E-mail voting is permitted only if ALL of the following criteria are met:

a. The motion is sent from a Board member and addressed to ALL who are entitled to vote on the issue.

b. It's a simple issue (i.e., a "yes or no" question or perhaps offering some simple choices).

c. The issue is time-sensitive (such as a temporary bargain to save money or the need to set a date for a reservation that needs to be made).

d. All replies MUST be sent “to all”. If any of the recipients feel the issue needs discussion, it will be held until the next meeting. For an e-mail issue to pass, a majority of the eligible Board voters as of that date must approve it. The Recording Secretary will briefly announce the e-mail issue and vote result under “announcements” in the next regular meeting in order for it to be recorded in the minutes.

3. The Board is authorized, by majority vote of all those entitled to vote, to set rules for other types of voting that are authorized by Robert’s Rules (such as conference calls, etc.). Before engaging in this type of voting, the Board must determine the rules, send the rules to all who are entitled to vote, and attach a copy to the bylaws that are posted on the FOL website.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order will govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws. The Board has the option to appoint one of the administrative officers or a director as sergeant at arms if needed to keep order in meetings.

ARTICLE X – INDEMNIFICATION

Section A. Indemnification If Wholly Successful in Defense: The LEFOL must protect all officers or directors against reasonable expenses incurred by them in connection with a proceeding in which any of them are named defendant or respondent because of their LEFOL positions, if they have been wholly successful, on the merits or otherwise, in the defense of the proceeding, unless such indemnification is limited by the bylaws.

Section B. Indemnification if Not Wholly Successful in Defense: The LEFOL shall also indemnify all officers or directors who were, are, or, are threatened to be made a named defendant or respondent in a proceeding because such person is or was an officer or director against any judgments, penalties (including excise and similar taxes), fines, settlements, and reasonable expenses actually incurred by the person in connection with the proceeding if it is determined in the manner described below, that such person (1) acted in good faith, (2) reasonably believed, in the case of conduct in his official capacity in the LEFOL, that his conduct was in the LEFOL’s best interest; provided, however, that if the proceeding was brought by or on behalf of the LEFOL, the indemnification shall be limited to reasonable expenses actually incurred by such officer or director in connection with the proceeding; and provided, further, that an officer or director may not be indemnified for obligations resulting from a proceeding in which such officer or director is found liable on the basis that he improperly received personal benefit, whether or not the benefit resulted from an action taken in such director’s official capacity or in which such officer or director is found liable to the LEFOL.

Section C. Determination of Prescribed Conduct: Determination that a person has satisfied the prescribed conduct and belief standards must be made (i) by a majority vote of a quorum consisting of directors or officers who at the time of the vote are not named defendants or respondents in the proceeding, (ii) if such quorum cannot be obtained, by a majority vote of a committee of the Board designated to act in the matter by a majority vote of all directors and consisting solely of two (2) or more directors who at the time of the vote are not named defendants or respondents in the proceeding, or (iii) by special legal counsel selected by the Board or a committee of the Board by vote as set forth in clause (i) or (ii) of this sentence, or, if the quorum described in clause (i) cannot be obtained and the committee described in clause (ii) cannot be established, by a majority vote of all directors.

Section D. Reasonableness of Expenses: A determination as to reasonableness of expenses shall be made in the same manner as the determination that the person has satisfied the prescribed conduct and belief standards, except that if the determination that the person has satisfied the prescribed conduct and belief standards is made by special legal counsel, the determination as to reasonableness of expenses shall be made by the Board or a committee of the Board by vote as set forth in clause (i) or (ii) of Section C of the Article X or, if such a quorum cannot be obtained and such a committee cannot be established, by a majority vote of all directors.

Section E. Termination of Proceeding by Judgment, Order, Etc.: The termination of a proceeding by judgment, order, settlement, or conviction on a plea of *nolo contendere* or its equivalent is not of itself determinative that a person did not meet the requirement for indemnification set forth in Section B of this Article X.

Section F. Service as Officer or Director of Other Organization: The LEFOL shall also indemnify any person who is or was serving at the specific request of the Board of the LEFOL as a trustee, director, officer, employee, or agent of another corporation, partnership, joint venture, trust, organization, or other enterprise, in the same manner and to the same extent as provided in Sections A and B of this Article X with respect to the officers and directors of the LEFOL; provided, however, that the indemnification with respect to a person who is or was serving in such a capacity shall apply only to the extent such person is not indemnified by such other corporation, partnership, joint venture, trust, organization, or other enterprise.

Section G. Indemnification of Expenses Incurred as Witness: Notwithstanding any other provision of these by-laws, the LEFOL shall pay or reimburse expenses (including reasonable attorneys' fees) incurred by an officer or director of the LEFOL in connection with his appearance as a witness or other participation in a proceeding at a time when he is not a named defendant or respondent in the proceeding.

Section H. Survival of Indemnification: The indemnification provided by Article X shall inure to the benefits of the heirs, executors and administrators of such person and shall apply whether or not the claim against such person arises out of matters occurring before the adoption of this provision of the bylaws.

ARTICLE XI – FUNDS, INVENTORY AND TECHNICAL SUPPORT

Section A. Acceptance of Funds: This organization will be authorized to accept funds from any individual, association, or corporation to be used for any purpose consistent with the bylaws, and consistent with local, state, and federal law governing non-profit organizations.

Section B. Expenditure of Funds

1. All funds must be expended in accord with the object of the organization and upon approval of the Board. All expenditures will be in compliance with federal and state regulations governing 501(c)(3) organizations.
2. Liability Insurance/Bonding: The LEFOL must determine and provide appropriate liability insurance and/or surety bond(s) to protect the Board members and financial resources of the organization.
3. Contract employees paid from LEFOL funds for child care must have a current documented background clearance on file with the coordinator of the applicable project, and any local child care worker requirements must be met.

Section C. Annual Budget

1. No later than July 1 each year, the Vice President will obtain from the Treasurer a copy of the prior year's final "Budget Vs. Expenditures" report, distribute it to all who normally attend meetings, and post a copy on the FOL website. The Vice President will solicit budget submissions—to be received no later than the September LEFOL meeting each year from everyone. The Little Elm Public Library Manager and the LEFOL coordinators of all project areas (such as the trivia contest, internet/library book sales, literacy, membership, scholarships, etc.) are specifically required to submit budgets no later than the deadline (unless the Board approves an extension) in order for their projects to be funded for the following year. Technology upgrade/maintenance and purchases also needs to be a budget item and may include technician costs for trouble-shooting, etc.
2. The Board will determine whether budget amounts for library support are shown as specific amounts of money or as a percentage of event receipts for areas such as the Library Technology Fund, Library Project Fund, etc.
3. The budget must be finalized no later than the LEFOL October meeting of each year unless an extension is approved by the Board.
4. The Board is authorized to approve budget adjustments if needed during the year.

Section E. Payments

1. All checks must have two signatures and the Board must approve debit card holders. Debit card purchases are required to be authorized in advance by the Board on specific requests or by project budget. Anyone to whom a debit card is issued must provide the Treasurer receipts for any debited expenditures for reconciliation to bank statements. The Treasurer will act as the "second signature" on debit cards by checking debit card receipts and monitoring the statements. Anyone using a debit card for unauthorized expenditures, including amounts in excess of what was authorized, is personally liable for repayment of any excess payments made unless the Board determines repayment may be waived. Reimbursement requests for expenditures in excess of approved amounts must be authorized by Board vote.
2. The Board President may approve payment of a necessary expenditure up to \$50 without specific Board approval. This maximum amount may be amended by majority vote of the Board in a regular meeting. All expenditures above that amount must have prior approval of the Board.

Section F. Accounts: Separate accounts need to be tracked for all projects (trivia, internet/library book sales, literacy, scholarships, etc.), and all expenditures must be approved by the Board before payment can be made except as allowed in Section E, paragraph 2, above.

Section G. Inventory and Equipment:

1. The Treasurer or other designated individual needs to keep a record of all LEFOL inventory to include date received, cost (value if donated), depreciation (if applicable), location and disposition—and needs to arrange for technical support as needed. Whoever is doing this will also be responsible for submitting and overseeing the technology budget and for paragraphs (2) and (3) below.

2. Except for use during a short-term event (trivia, book sale, etc.), individuals using LEFOL equipment need to first sign an agreement acknowledging the equipment will only be used for LEFOL business and is not to be used for any personal use. In the case of computers, personal use would be using it for personal e-mail, games, etc. LEFOL has or can create an official business e-mail for the computer (i.e., Trivia, Membership, Treasurer, etc.), which should be used for all communication via e-mail. Individuals who prefer to use their personal e-mails for FOL business may do so on their computers or phones, then forward to their computer if an official record is desired. If it is discovered the equipment is being used for anything other than LEFOL business, then the Board may ask the individual to return the equipment. The Board has the authority to amend this policy or grant particular permissions where it is in the best interest of FOL to do so.

3. Annual Requirement for Electronic Equipment: All LEFOL electronic equipment that is issued to individuals must be turned in once a year to be inspected for software compliance and for needed updates, upgrades, or antivirus renewals—then can be returned if applicable. The individual responsible for issuing the equipment will set the schedule for annual inspection and post the schedule at the beginning of the fiscal year, which may be a particular month for everyone or may be on a rotating basis. If anyone having such equipment fails to comply with the deadline for turning it in, the Board will recall the equipment and not return it to that individual.

4. Technical support of LEFOL electronic equipment needs to be budgeted to include repair/peripheral items such as laptop batteries, IT technical assistance, accessories, etc. Expenditures are subject to Board approval.

Section H. Accountability: The fiscal year will be from January 1 through December 31. In the month of January, the Vice President will tentatively arrange for a financial review of the accounts to be conducted by a qualified accounting firm between July 1 and August 15 each year. They will e-mail the proposed details to the Board so they can review the proposal before considering it for possible approval at the February meeting. The Vice President will follow up to ensure the financial review is conducted in a timely manner. Prior to the beginning of the financial review, the Treasurer will provide all accounting records, receipts, bank statements, etc., to the Vice President for delivery to the financial reviewer.

ARTICLE XII – AMENDMENTS

The bylaws may be amended, in whole or in part, at any meeting by a two-thirds vote of the members present and voting, provided a written proposed amendment has been submitted to the Board and all Board members and appointees are notified of the details at least one month prior to the vote. Notice that bylaws are being considered for possible revision will be printed as a prominent notice on the LEFOL website and may be placed in the newsletter. Notice and a copy of the Board’s proposed revision(s) (or how to get a copy) will also be posted by the Recording Secretary on the LEFOL website at least fifteen days prior to any meeting vote on by-law amendments.

ARTICLE XIII – TRANSFER OF PROPERTY RIGHTS

In the event of dissolution of this organization, all equipment and materials owned by the LEFOL will become the property of the Little Elm Public Library.