

BYLAWS

CITY OF WOLFFORTH LIBRARY FOUNDATION

ARTICLE I

Name

The name of this organization shall be the CITY OF WOLFFORTH LIBRARY FOUNDATION. The Foundation shall have the duties and responsibilities authorized in these bylaws.

ARTICLE II

Mission

The City of Wolfforth Library Foundation is organized as a not-for-profit organization to secure contributions to support the operation and capital needs of the City of Wolfforth Library

ARTICLE III

Board of Directors

Section 1. This organization shall be governed by the Board of Directors and shall be comprised of no fewer than five (5) members and no more than nine (9). At least two-thirds (2/3) of the members must be Wolfforth residents, and the remaining must reside in Lubbock County. The Board of Directors will be selected by the Library Advisory Board and approved by the Wolfforth City Council.

Section 2. The term of office is two (2) years and members may serve consecutive terms. If a Director resigns before their term is complete, a replacement will be found by the Library Advisory Board and approved by the Wolfforth City Council to finish the remainder of the term. The members shall serve staggered two-year terms with odd-numbered seats running from January 1 through December 31 of odd-numbered years and even-numbered seats running from January 1 through December 31 of even-numbered years. The initial members will serve from their appointment date through the end of the term as set forth above.

Section 3. The Library Director will be an ex-officio member of the Board of Directors with all rights and responsibilities, except voting privileges.

Section 4. A Board of Directors member shall receive neither a salary nor other compensation for services as a Board of Directors member.

Section 5. During the first meeting after January 1 of each year, members will appoint a chair, co-chair, secretary, and treasurer. The initial officers will serve in those positions until the first meeting of the following calendar year.

Section 6. These Bylaws and any amendments or modification to these Bylaws must be approved by the Wolfforth City Council.

Article IV

OFFICERS

Section 1. The Officers of the City of Wolfforth Library Foundation shall be Chair, Co-Chair, Secretary, and Treasurer, and any other such Officers as the Board of Directors may deem necessary.

Section 2. Each officer shall serve no more than three (3) consecutive terms of one year each in any one office.

Section 3. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Directors.

Section 4. An Officer may be removed from office for cause by a majority vote of the Board of Directors.

Section 5. The Chair, subject to the control of the Board of Directors, shall have general supervision, direction, and control of the business and affairs of the City of Wolfforth Library Foundation.

Section 6. The Co-Chair, in the absence or disability of the Chair, shall perform all the duties of the Chair, and in so acting shall have such powers and perform such other duties as may be necessary, or as prescribed by the Board of Directors.

Section 7. The Secretary shall keep a full and complete record of the proceedings of the Board of Directors, and shall discharge such other duties as pertain to the office or as prescribed by the Board of Directors

Section 8. The Treasurer shall receive and present accurate financial records for the City of Wolfforth Library Foundation.

Article V

Duties

Section 1. To conduct, manage, and control the affairs and business of the City of Wolfforth Library Foundation as deemed to be in the best interest of the Foundation and the City of Wolfforth Library, and to make sure its rules and regulations are consistent with the law, the Articles of Incorporation, and these bylaws.

Section 2. To elect the Officers of the Board of Directors.

Section 3. To solicit, secure and accept contributions, memorials, gifts, or endowments made to the City of Wolfforth Library Foundation for the benefit of the City of Wolfforth Library.

Section 4. To recommend the expenditure of funds from the City of Wolfforth Foundation account for the benefit of the City of Wolfforth Library to the Wolfforth City Council.

Section 4. Any such duties and responsibilities voted on and adopted by the Board of Directors for the management of the Foundation.

Section 5. Adopt an annual budget which must be approved by the Wolfforth City Council.

Article VI

Meetings

Section 1. Regular meetings of the Board will be held quarterly on the second Wednesday of the month in January, April, July, and October. All meetings must be noticed and held in compliance with the requirements of the Texas Open Meetings Act.

Section 2. Special meetings may be called when needed by the Board of Directors, Library Advisory Board, Library Director, or at the request of City leaders. All special meetings must be noticed and held in compliance with the requirements of the Texas Open Meetings Act.

Section 3. At a minimum, the Board of Directors shall meet at least two times per year.

Section 4. A quorum shall consist of a majority of the members.

Section 4. The Board of Directors meetings must be conducted in accordance with Texas Open Meetings regulations and, generally, with *Robert's Rules of Order Revised*.

Section 5. An agenda, including items to be discussed, will be created by the Library Director, approved by the Chair and posted in accordance with the Texas Open Meetings Act. Each agenda will contain the time, date, location and topics of discussion for the meeting subject to the agenda.

Section 6. All regular meetings will be open to the public.

Section 7. Any Board of Directors member, or the Library Director, can call for an executive session as set forth in the Texas Open Meetings Act; thereby limiting the meeting to only the Board of Directors and the Library Director.

Article VII

Fiscal Year

Section 1. The fiscal year for the City of Wolfforth Library Foundation shall begin on the first day of October and end on the last day of September the following year.

Article VIII

EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

Section 1. The Board of Directors by majority vote may recommend to the City Council to enter into a contract or execute and deliver any instrument in the name of and on behalf of the City of Wolfforth Library Foundation. Unless authorized to do so by these bylaws or by vote of the Board of Directors, no officer or agent shall have the power or authority to bind the Foundation by any contract or agreement, or to pledge credit, or to render liable pecuniarily for any purpose or amount.

Section 2. No officer, director, or agent of the Board of Directors shall have any power or authority to borrow money on behalf of the Foundation, to pledge its credit, or to mortgage or pledge real or personal property.

Section 3. All funds received by the Foundation shall be deposited into the account held by the City of Wolfforth for the benefit of the City of Wolfforth Library.

Section 4. Any expenditures not approved in the annual budget must be voted on and approved by the Wolfforth City Council.

Section 4. The City of Wolfforth will keep current and complete books and records of City of Wolfforth Library Foundation account. Records will be provided to the Treasurer prior to each quarterly meeting, or as requested by the Board of Directors. The account will be included in the annual financial audit for the City of Wolfforth and made available to the Board of Directors.

Adopted 07/09/2025