

CONSTITUTION

of the

THE FRIENDS OF THE DOY LEALE MCCALL RARE BOOK AND MANUSCRIPT LIBRARY

ARTICLE I - NAME

A. The name of the organization shall be "The Friends of The Doy Leale McCall Rare Book and Manuscript Library" (short name, "Friends of The McCall Library"). Its offices shall be located at The Doy Leale McCall Rare Book and Manuscript Library.

ARTICLE II - PURPOSE

A. The purpose of The Friends of The Doy Leale McCall Rare Book and Manuscript Library shall be to strengthen and sustain the Library by:

- 1) Supporting its activities and programs;
- 2) Assisting in and financing special projects;
- 3) Encouraging gifts and bequests.

ARTICLE III – MEMBERSHIP AND DUES

A. There shall be the following categories of membership with applicable dues levels:

1. Student: Any student enrolled at the University of South Alabama, including Continuing Education students;
2. Individual;
3. Family;
4. Patron: Any individual who annually contributes \$100 or more to the organization;
5. Benefactor: Any individual who annually contributes \$250 or more to the organization;
6. Lifetime: Any individual who contributes \$500.00 or more to the organization. The procedure for obtaining lifetime status shall be specified in the Bylaws.

- B. Membership shall begin at the time dues are paid and continue for twelve months. Members will receive written notification at least thirty days prior to the expiration of their membership.
- C. Membership shall be considered delinquent if not paid within ninety days of notification. Delinquent members shall be considered not in good standing with the organization and shall be removed from the active membership roll until such time as dues are paid. Members not in good standing may not be nominated to serve on the Executive Committee or any ad hoc committee.
- D. Rates of annual dues shall be specified in the Bylaws.
- E. Dues are tax deductible as authorized by the tax exempt status of the University of South Alabama.

ARTICLE IV - ORGANIZATION

The organization of the Friends of The Doy Leale McCall Rare Book and Manuscript Library includes:

- A. The General Membership;
- B. An Executive Committee, consisting of:
 - 1. Five members, in good standing, elected from the general membership.
 - 2. A Chairperson, selected from and by the Executive Committee.
 - 3. The archivist and/or director of The Doy Leale McCall Rare Book and Manuscript Library, or his/her representative, acting as ex-officio.

ARTICLE V - NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE

- A. Executive Committee Members shall be elected to two-year terms.
- B. A Nominating Committee, composed of three members in good standing, appointed by the Chairperson, shall convene prior to the Fall meeting. Nominees to the Executive Committee shall be presented to the general membership at the Fall meeting. Additional nominations may be made from the floor, provided consent of the proposed member has been obtained and said member is in good standing.

- C. Elections shall be held at the Fall meeting.
- D. The Executive Committee shall fill all other vacancies that may occur during the term through appointment.

ARTICLE VI - DUTIES OF THE EXECUTIVE COMMITTEE

- A: The duties of the Executive Committee shall be as follows:
 - 1) Make such decisions and recommendations as necessary for the functioning of the organization;
 - 2) Approve basic operating expenses;
 - 3) Appoint Ad Hoc Committees.
- B: The duties of the Chairperson shall be as follows:
 - 1) Schedule and preside over all meetings of the Executive Committee and the general membership;
 - 2) Appoint members of the Nominating Committee.

ARTICLE VII - MEETINGS OF THE ORGANIZATION AND QUORUM

- A. A general meeting of the membership shall be held in the Fall of each year, and special meetings shall be held as required. It shall be the responsibility of the Executive Committee to arrange for such meetings, with at least 5 weeks notice to the membership.
- B. A quorum, consisting of a majority of the Executive Committee, shall be required to conduct business.

ARTICLE VIII – ROLE OF THE UNIVERSITY OF SOUTH ALABAMA

- A. All decisions made by the Friends of The Doy Leale McCall Rare Book and Manuscript Library or the Executive Committee are subject to the review and approval of the Dean of the University Libraries and/or the president of the university.

ARTICLE IX - GIFTS AND FUNDS

- A. All gifts to the organization shall be received, held, and administered as gifts to the University for the use of The Doy Leale McCall Rare Book and Manuscript Library. Gifts of cash or securities shall be deposited with the University Development Office.

- B. The Friends of The Doy Leale McCall Rare Book and Manuscript Library shall have authority to receive membership dues and use them to meet basic operating expenses of the organization.
- C. Funds will be dispersed by the University under proper requisition by the Treasurer of the organization. The Treasurer will be an employee of the university, working at The Doy Leale McCall Rare Book and Manuscript Library, charged with keeping the financial records of the organization and reporting on the groups' finances to the Executive Committee and at regular meetings.

ARTICLE X - PARLIAMENTARY AUTHORITY

- A. Meetings of the Friends of The Doy Leale McCall Rare Book and Manuscript Library shall be governed by *Robert's Rules of Order, Newly Revised* (10th edition).

ARTICLE XI - AMENDMENTS

- A. The Constitution and/or Bylaws of the Friends may be amended at any regular meeting by a majority vote of the members present, provided those present constitute a quorum.

ARTICLE XII - DISSOLUTION

- A. In the event of the dissolution of the Friends of The Doy Leale McCall Rare Book and Manuscript Library, all books, records and general files shall become the property of The Doy Leale Rare Book and Manuscript Library.
- B. Upon dissolution of the organization, all financial assets shall be deposited into The Doy Leale McCall Rare Book and Manuscript Library's general operating fund.

BYLAWS

of the

THE FRIENDS OF THE DOY LEALE MCCALL RARE BOOK AND MANUSCRIPT LIBRARY

I MEMBERSHIP DUES

A) Membership dues are established as follows:

- 1) Student – \$5
- 2) Individual –\$15
- 3) Family – \$25
- 4) Patron – \$100
- 5) Benefactor – \$250
- 6) Lifetime – \$500

II LIFETIME MEMBERSHIP

A) There shall be two methods for obtaining lifetime membership:

- 1) One-time donation of \$500.00 or more;
- 2) Payment of \$500.00 or more over a five-year period. Members will indicate in writing their desire to become a lifetime member. Individuals paying toward lifetime membership shall be entitled to membership benefits equivalent to their annual donations. Lifetime membership benefits will begin only after the member has donated \$500.00 or more to the organization.