

Florida State University Libraries Advancement Board

BYLAWS

ARTICLE I: Name

Section 1.

The name of the organization shall be the Florida State University Libraries Advancement Board (“Advancement Board”).

ARTICLE II: Purpose

Section 1.

The purpose of this organization is to focus attention on the mission of University Libraries in support of excellence in scholarly resources and research services for the University.

Florida State University Mission Statement

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

Section 2.

By reaching out to major donor prospects and by engaging friends, colleagues and others to support the University Libraries and activities, the Advancement Board seeks to stimulate gifts of funds and rare and/or valuable materials not otherwise obtainable. Members of the Advancement Board may also recommend the use of development funds to which they have contributed.

ARTICLE III: Membership of Advancement Board

Section 1.

Each member of the Advancement Board will be an individual of stature who has a commitment to serve the University and its Libraries. Board members are sought not for their expertise about libraries, but for their understanding that great universities cannot exist without great libraries and their willingness to learn more about the role and needs of University Libraries and to communicate that knowledge to others.

Section 2.

The Advancement Board shall be comprised of no fewer than twelve (12) members and up to twenty-four (24) members selected by the Nominating Committee. Members can be approved by a majority vote of the Board present at any regular or special meeting of the Board.

Additionally, the Board shall have as Ex-Officio members the Dean of University Libraries, the Associate Dean of Special Collections and Archives, and the Director of Development for the University Libraries.

Section 3.

The term of office for members of the Board will be three (3) years, commencing with the first meeting following appointment to the Board. A Board member may be reappointed for additional terms upon the recommendation of the

Nominating Committee.

The terms of office of the Ex-officio Members shall commence with the first meeting following the assumption of the relevant position at Florida State University.

Section 4. Board Members' duties and responsibilities include:

- Commitment to the purpose of the Board as stated in Article II;
- Attend meetings of the Board and participate in conference calls;
- Active support for other efforts to increase the visibility of the Library, such as serving on committees of the Board, and attending events sponsored by University Libraries;
- Identify, cultivate and solicit donors in conjunction with the Dean of the University Libraries, Development Officer;
- Willingness to facilitate and/or organize library events in their local areas;
- Suggest and approve changes to the committee structure as required;
- Nominate new potential Board members as required;
- Required contribution of at least \$1,000 per fiscal year, during the member's term of office, to a library administered fund

Section 5.

The officers shall consist of a President and a Vice President/President Elect and such other officers as may be determined by the Board. The officers will be nominated by the Nominating Committee and confirmed at a meeting of the Board by a majority vote of the Board present. The term of office will be two (2) years. An officer may serve additional terms of office.

Section 6.

The Officers, Dean of University Libraries, Immediate Past President and the Director of Development for University Libraries shall serve as the Executive Committee of the Board.

Section 7.

The Nominating Committee shall consist of the Executive Committee and other Advancement Board members as appointed by the President in consultation with the Dean of University Libraries.

ARTICLE IV: Duties of Officers and Executive Committee

Section 1.

The President will preside at all meetings, in consultation with the Dean of University Libraries, may appoint members to the Nominating Committee and may carry out any other duties connected to the office.

Section 2.

The Vice President/President Elect will assist the President and, in case of absence, shall perform the duties of the President.

Section 3.

The Administrative Assistant to the Dean of University Libraries will provide secretarial support to the Board, but not be a member of the Board. She or he will record attendance at all meetings and keep minutes of the proceedings.

Section 4.

The Executive Committee may appoint Ad Hoc Committees and their members. The charge document for Ad Hoc

Committees will be shared with the Board, which will have an opportunity to comment.

ARTICLE V: Meetings of the Board

Section 1.

The Board will have at least two (2) formal meetings per year, and one (1) informal meeting. Meetings will be held at such times as may be determined by the President in consultation with the Dean of University Libraries.

Section 2.

The Board may meet in person or through conference calls or the use of other technology.

Section 3.

Additional meetings of the Board may be called by the President in consultation with the Dean of University Libraries.

Section 4.

A quorum, which will be 50% plus one member of the current Board membership (physically or virtually attending the meeting), is necessary to vote on any issue.

Section 5.

Meetings will be guided by *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (current edition) and will be in compliance with all applicable Florida Sunshine Laws.

ARTICLE VI: Bylaws and Amendments

Section 1.

The bylaws may be amended at any formal meeting by a two-thirds vote of the Board members present.

Section 2.

The bylaws will be reviewed every three years by an ad hoc review committee. The review committee will submit a report to the Board in advance of the meeting with any recommended changes along with the rationale for each change.

Section 3.

Maintaining the bylaws and incorporating approved amendments into the bylaws will be the responsibility of the Dean of the University Libraries or designee.

Last reviewed and approved by the Board: **November 15, 2019**

Next bylaws review should be conducted in the **Fall of 2022**