

Amended June 2014

**BY-LAWS
OF
NORTH TEXAS BOOK FESTIVAL, INC.**

**ARTICLE I
NAME AND HEADQUARTERS**

SECTION 1. Name

The name of this organization shall be North Texas Book Festival, Inc.

SECTION 2. Office

The principal office of the organization shall be located at the address of the President. A Post Office box shall be maintained as a permanent address for tax purposes.

**ARTICLE II
PURPOSE AND POLICIES**

The purpose of this organization shall be to raise funds, to promote literacy, and to encourage family interaction that will foster reading and the love of books.

**ARTICLE III
MEMBERSHIP**

SECTION 1. Classification

This organization shall have four classifications of membership.

- 1) Active:
 - a) Active members shall have voting privileges.
 - b) All active members shall participate in the annual Book Festival event and committees.
- 2) Lifetime:
 - a) Lifetime memberships will be available to Active members for a one-time membership fee after five (5) consecutive years of service
 - b) Lifetime members shall have voting privileges.
- 3) Honorary Lifetime Membership
 - a) Presented to a person who has made distinctive contributions to the North Texas Book Festival
 - b) Honorary Lifetime Members shall have voting privileges.
- 4) Honorary Annual Membership:
 - a) For Librarians, Library Staff Members and other Independent Judging sources.
 - b) Honorary Annual Members shall have voting privileges.

SECTION 2. Selection of Members

All persons who have submitted an application and paid their dues by June 1 are considered members.

ARTICLE IV MEMBERSHIP DUES

SECTION 1. Dues

Membership dues are listed in Addendum I

ARTICLE V GOVERNING BODY

SECTION 1. Personnel

The governing body of this organization shall be the Board of Directors, which is composed of four elected officers and the immediate Past President who will act as Parliamentarian.

SECTION 2. Election and Installation

1) Officers

- a) The Nomination Committee's proposed slate of officers shall be announced via email and presented at the general membership meeting in June when officers will be elected.
- b) Prior consent of the nominee is required for nominations made from the floor.

2) Installation of the Board of Directors will be held at the September meeting.

SECTION 3. Meeting and Quorum

- (1) The meeting of the Board of Directors and the general membership shall be held a minimum of four times per year, the (3rd) third or (4th) fourth week of January, March, June and September, at a time and place designated by the President. Four officers or a combination of four officers and committee chairs shall constitute a quorum.
- (2) Additional meetings may be called by the Board of Directors or the President if issues arise with North Texas Book Festival.

SECTION 4. Vacancy

The Board of Directors shall fill all vacancies for unexpired terms.

SECTION 5. Administrative Year

June 1 shall be the beginning of the administrative year.

SECTION 6. Authority and duties

The Board of Directors shall be entrusted with administrative authority and responsibility for managing funds, property, and affairs of the Organization.

ARTICLE VI OFFICERS AND DUTIES

SECTION 1. Board of Directors

The officers of the organization shall be a President, Vice-President, Secretary and Treasurer and Parliamentarian. The officers' terms will last a minimum of one year beginning June 1. To ensure consistency in the financial records, the Treasurer's term may continue indefinitely.

SECTION 2. President

- 1) The President shall preside at all meetings of the Board of Directors and general membership, shall be an ex-officio member of all committees, and shall have the general supervision of all affairs of the organization.
- 2) The President shall co-sign with another board member all contracts evidencing obligations of the organization. The President shall co-sign or be apprised of the use of the debit card via email or other written form of validation, all checks and bank drafts drawn by the Treasurer. A third signatory for checks shall be assigned by the Board in the event that the Treasurer or President is not available.
- 3) The President shall appoint all committees. He or she shall also consult with the officers in appointing all committees for which they are responsible.
- 4) He or she shall perform all other duties incident to the office.

SECTION 3. Vice-president

- 1) The Vice-president shall assist the President with the duties of the office.
- 2) He or she shall preside at meetings in the absence of the President.
- 3) If the office of the President should become vacant, the Vice-president shall fill the vacancy for the remainder of the unexpired term. The Vice-president shall then be considered as a candidate for President for the next term.

SECTION 4. Recording Secretary

- 1) The Recording Secretary shall keep, in a permanent book, a record of the minutes of all Board of Directors and general membership meetings.
- 2) Within ten days following each meeting, the Recording Secretary will provide a typed hard copy of the minutes to the President for the permanent record, and by email to the Directors and the general membership.
- 3) The Recording Secretary shall be the custodian of all official records and documents.
- 4) By June 1st of each year, the Recording Secretary shall present all minutes, records, and documents to the person succeeding him or her.

SECTION 5. Treasurer

- 1) The Treasurer shall deposit all monies for the organization in a bank account designated by the Board of Directors and shall disburse funds as directed by the Board. The Treasurer and President and/or a designated third signatory shall co-sign all checks and bank drafts.
- 2) He or she shall keep an itemized account of the organization's funds and shall report income, disbursements, and total balance on hand at each regular meeting of the Board of Directors. The Treasurer shall make an annual written report at the close of the fiscal year.
- 3) Within ten days of the end of the Current Treasurer's term, the Treasurer shall deliver all monies, books, financial properties, and other records of the organization, excepting those submitted for audit, to the succeeding Treasurer.
- 4) Within five days following the close of the fiscal year, the Treasurer shall open the books for review by the Board of Directors.
- 5) If the current Treasurer is retiring, he or she shall deliver the reviewed checkbook and any related material to the succeeding Treasurer.
- 6) The Treasurer shall be responsible for preparing or cause to be prepared the annual federal tax form, and upon its completion, the Treasurer shall sign and mail the form. Treasurer will keep a copy co-signed by the President for NTBF records.

SECTION 6. Parliamentarian

- 1) The Immediate Past President shall serve as Parliamentarian for one year after retiring as President.
- 2) In the event that the President remains in that position, a Parliamentarian shall be elected.
- 3) He or she shall be responsible for assuring that the North Texas Book Festival operates in compliance with these and Robert's Rules of Order.

SECTION 7. Ex Officio Members

- 1) All current officers will serve as ex-officio members with full rights on at least one committee.
- 2) All committees will have at least one officer or appointed member to act as liaison to the Board of Directors in the absence of the committee chairman.

ARTICLE VII COMMITTEES

SECTION I. Committee Organization

- 1) The President shall appoint the chairman and the members of all committees of the organization unless otherwise specified in this Article.
- 2) The past committee chairmen shall serve as advisors on the respective committees.
- 3) Each committee shall remain in existence until its duties have been concluded or until the Board of Directors terminates the committee's existence.

- 4) The committee members may not adopt rules and procedures, which are not consistent with these by-laws, or the authority and instructions issued by the Board of Directors.
- 5) Each committee chairman shall make a written report to the Board of Directors at the conclusion of his or her term.
- 6) Each committee shall be composed of active or honorary members

SECTION 2. Standing and ad hoc Committees

1) Nominating Committee

- a. The Nominating Committee shall consist of three members. The President shall appoint one of the committee members as Chairman.
 - b. The committee shall be responsible for the preparation of the slate of candidates for officers and directors.
 - c. The committee report shall be made at the June meeting, when elections will be held (See Article V, Section 2.a)
- 2) Committee recommendations shall be sent to the general membership at least 5 days prior to the June meeting.

3) Membership Committee

- a. The Membership Committee shall consist of a minimum of five members.
 - b. The President shall appoint one of the committee members as Chairman.
 - c. He or she shall be responsible for committee efforts to solicit new North Texas Book Festival, Inc. members, festival participants, and contest competitors.
 - d. He or she shall maintain the Membership Directory and submit all collected dues within 10 days of receipt for deposit to the Treasurer.
 - e. All members can and should solicit members. New members' information shall be transmitted to the Membership Committee and Treasurer.
- 4) **Event Committee**
- a. The Event Committee shall consist of a minimum of seven members. The President shall appoint one of the committee members as Chairman.
 - b. He or she shall delegate functions of the North Texas Book Festival to:
 - i. Festival Subcommittee – Members would be made up of appointed members and others as needed
 - ii. Dinner Subcommittee - Members would be made up of appointed members and others as needed
 - iii. All members are required to support the Event Committee to ensure the success of the North Texas Book Festival event.
 - c. He or she shall also be responsible for the preparation of the facility and other arrangements required for the event.
 - d. He or she shall also be responsible for arrangements for other designated special events.

5) Grant Committee

- a) The Grant Committee shall consist of a minimum of five members.
- b) The President shall appoint one of the committee members as Chairman.
- c) He or she shall be responsible for the committee review of the grant applications and recommending updates/revisions to the forms, as needed, for the Board of Directors approval.
- d) He or she shall receive grant applications and distribute them to the committee members for review and evaluation.
- e) He or she shall submit for to the Board the committee's recommendation(s) for the North Texas Book Festival grant recipient(s)-for the current year and approval of funding.
- f) This committee shall also select recipients for any grant funds received made in excess of the Festival's obligations. These recipients of extra funds will be presented for Board approval.

(6) Festival Awards Committee

- a) The Festival Awards Committee shall consist of a minimum of 3 members. None of the members of this committee may be a current competitor in the North Texas Book Festival Awards competition.
- b) The President shall appoint one of the committee members as Chairman. The Chair will be responsible for filling the committee member places.
- c) He or she shall be responsible for the committee review of the competition applications and recommending updates/revisions to the judging forms and the instructions to the judges, as needed, for the Board of Directors approval.
- d) He or she shall, with the committee and Board's assistance, recruit independent judges for the competition.
- e) He or she shall with the committee's assistance, shall receive the books submitted for the competition and assign them to the judges.
- f) He or she shall receive the judges' evaluations, compute the results and present a list of the all the participants and scores to the Board of Directors for author awards, Honorable Mentions and Participation Certificates.
- g) He or she shall provide a list of the judges to the Board of Directors for Honorary Membership into the North Texas Book Festival.
- h) Copies of all judging results shall be retained for the Board of Directors.
- i)

(7) Publicity Committee

- a) The Publicity Committee shall consist of a minimum of five members.
- b) The President shall appoint one of the committee members as Chairman.
- c) He or she shall be responsible for preparing and disbursing press notices and other material that promotes the North Texas Book Festival and other fundraising events.
- d) Copies of all printed publicity shall be retained in a book to be kept in the North

Texas Book Festival, Inc.'s permanent file.

(8) Finance Committee

- a) The Finance Committee shall include the Treasurer as chairman, the current Recording Secretary plus one other NTBF member.
- b) This committee shall recommend to the Board of Directors such matters as investments and shall be responsible for all the financial matters of the North Texas Book Festival, Inc.
- c) This committee will prepare a budget and present it at the June meeting

(9) The By-Laws Committee

- a) The President shall appoint members to this committee, if needed.
- b) The committee shall make recommendations to the Board and general membership that will enable the North Texas Book Festival, Inc. to operate smoothly as an effective organization.

**ARTICLE VIII
FISCAL POLICIES**

SECTION 1. Fiscal Year

The fiscal year shall begin on the 1st day of June and shall end on the 31st day of May of the following year.

SECTION 2. Review

The books and accounts of the Organization shall be reviewed annually by the Board of Directors.

SECTION 3. Annual Budget

The Finance Committee will prepare a budget and present it at the June meeting.

SECTION 4. Distribution of Funds

Net income from all fundraising projects shall be distributed through the North Texas Book Festival, Inc.'s regular funding process.

ARTICLE IX

AMENDMENTS TO THE BY-LAWS

These By-laws may be amended at any regular meeting of the Board of Directors and general membership by a two-thirds majority vote of those present at the meeting, if the proposed amendment has been submitted in writing/by e-mail to the Board at least thirty (30) days prior to that meeting. The Board shall inform the general membership of the proposed amendment to the By-laws via e-mail in the regular announcement of that meeting.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall be the authority for all questions of Parliamentary Law, unless in conflict with these By-laws.

ARTICLE XI DISSOLUTION OF THE CORPORATION

Upon the Dissolution of the Corporation all assets shall be distributed to the grant recipients from the preceding 2 years. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the Corporation is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated for such purposes.

Amended June 2014

**NORTH TEXAS BOOK FESTIVAL, INC.
624 W. University Dr. #274, Denton, Texas 76201**

ADDENDUM I

Membership Dues

(1) Active members:

Annual Dues of \$25.00

Due on or before June 1 each year

New memberships will be immediate, but not prorated

(2) Lifetime members: (after 5 years of active membership)

A onetime fee of \$200.00 (Amount TBD)

(3) Honorary Lifetime Memberships are free

(4) Honorary Annual Memberships are free