

The Friends of the Mount Laurel Library, Inc.

B Y L A W S

Pending Revisions: 4/13/09

ARTICLE I: NAME

The name of this organization shall be The Friends of the Mount Laurel Library, Inc (The Friends).

ARTICLE II: PURPOSES

It is recognized that the administration of the Mount Laurel Library (The Library) is vested in the Library Board of Trustees.

The purposes of this organization shall be to maintain an association of persons interested in fostering advocacy for The Library: in focusing public attention on library services, facilities and needs; and in raising funds for The Library beyond the scope of township funding. This shall be a nonprofit organization.

ARTICLE III: MEMBERSHIP

Section 1 - Membership in this organization shall be open to all individuals who support the provisions of Article II and to representatives of businesses, organizations and clubs who advocate the purposes of The Friends.

Section 2 - Each individual adult member and each business, organization or club whose dues are current shall be entitled to one vote.

Section 3 – Businesses, organizations and clubs are not entitled to individual membership privileges with the exception of the above stated voting privilege.

ARTICLE IV: OFFICERS AND COMMITTEES

Section 1 - The officers shall be a president, vice-president, a secretary, and a treasurer. The term shall be for two years. **(and with the exception of the secretary and treasurer, no person shall serve for more than two consecutive two-year terms.)** The immediate past-president shall serve as parliamentarian for the succeeding years.

Officers Duties Shall Include:

President: Plans board meetings and the Annual Meeting for the year, prepares meeting agendas, chairs meetings, and works with all board members.

Vice- President: Helps with planning for the year, and assumes the president's duties when the president is not available.

Secretary: Keeps a record of meeting minutes and handles all The Friends' correspondence, is responsible for sending meeting notices to members and invitations to The Friends' functions.

Treasurer: Keeps bank records, makes deposits, signs checks, prepares fiscal statements for regular meetings and the annual meeting, participates in audits, and submits the annual registration form and fee to the State of New Jersey and other forms as needed.

Section 2 - The standing committees shall be as follows,

Book & Media Sales

Membership

Communications

Committee Responsibilities Shall Include:

Book & Media Sales: Plans and coordinates all book sales including In-House and Online. Chooses books to post online, monitors status and mails all books sold. Purchases supplies needed for mailing. Chooses books for the In-House Book Sale and monitors sales to keep racks full of books to sell.

Membership: Keeps all records of members, available volunteers and yearly dues. Solicits new members and renewal of memberships

Communications: Contacts media, writes press releases, arranges for posters for fundraisers, meetings and other functions and produces newsletter.

Section 3 - The officers, the committee chairpersons and committee members shall be known as The Board of Directors of The Friends (The Board). It shall serve as the governing body of this organization and the direction of affairs of this organization shall rest with The Board. The Board shall meet at the call of the president, but no less frequently than monthly between September and June. A majority of the members present shall constitute a quorum for the transaction of business. The President presiding over The Board shall appoint the standing committee chairpersons, with the approval of The Board.

Section 4 - Nominations for officers shall be presented by a Nominating Committee of three, to be appointed by The Board. At the annual meeting, nominations from the floor will be invited; no one shall be nominated without his/her consent.

Section 5 - The officers shall be elected by a majority vote of those members of The Friends present at the annual meeting.

Section 6 - Such other special committees as may be necessary from time to time shall be appointed by the president, with the approval of The Board.

Section 7 - The president is an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 8 – A representative of The Library designated by the Library Director is an ex-officio member of The Board.

Section 9 - Vacancies arising on The Board shall be filled by appointment made by The Board.

ARTICLE V: MEETINGS

Section 1 - This organization shall hold its annual meeting in June for the purpose of election of officers, to receive various reports and to enact any other business. At least one month in advance, a written notice shall be posted in The Library, submitted to local newspapers and posted on the website.

Section 2 A special meeting may be held as directed by the president, provided the membership is notified as provided in Section 1 hereof at least two weeks prior to the proposed date.

Section 3 The officers and ex-officio member shall meet before the September board meeting for the purpose of establishing goals for the year.

ARTICLE VI: DUES

Section 1 - The classification of membership shall be as follows:

Individual	\$10.00/year
Family	\$15.00/year
Patron	\$50.00/year
Business	\$100.00/year
Organization/Club...	\$50.00/year

Section 2 - Any change in the above annual dues schedule shall be determined by The Board and these bylaws amended accordingly as provided in Article VIII hereof. The changes will become effective at the beginning of the next fiscal year.

Section 3 - The fiscal year of this organization shall begin July 1 of each year and end on June 30 of the following year.

ARTICLE VII: FUNDS

Section 1 – The Treasurer shall maintain appropriate books of accounts and shall be responsible for keeping them current.

Section 2 - All funds shall be disbursed through the organization's established bank accounts. Two signatures shall be needed to issue checks. One shall be the treasurer, and the other shall be the president, the vice-president or the secretary. All expenditures must be authorized by The Board.

Section 3 - The Board shall appoint an independent auditor to audit the treasurer's books at the end of each fiscal year and the results of the audit will be made available to The Friends.

ARTICLE VIII: AMENDMENTS

The bylaws may be amended at a regular meeting of this organization by two-thirds of the members present, provided that notice of this proposed amendment shall have been posted in accordance with Article V, Section 1, hereof at least two weeks before that meeting.

ARTICLE IX: DISSOLUTION

In the event of dissolution of the organization, all assets will be turned over to the Mount Laurel Library. If for any reason The Library is unable to accept such assets, then they will be turned over to **the New Jersey Library Association. If the NJLA is unable to accept such assets, then they will be turned over to** another nonprofit, charitable, or educational organization which is exempt under Section 501(C)3 of the Internal Revenue Code to be selected by a majority of The Board at the time of the dissolution.

ARTICLE X: PARLIAMENTARY AUTHORITY

In all questions not covered by the bylaws, the organization shall be governed by "Robert's Rules of Order" except when in conflict with these bylaws or with the laws of the State of New Jersey.