



The Friends of the Mount Laurel Library

Bylaws

ARTICLE I: NAME

The name of this organization shall be The Friends of the Mount Laurel Library (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 individuals 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 whom advocate the purposes of The Friends.

Section 2 – All members in good standing will be eligible to vote at the annual meeting both for the election of officers and changes in the bylaws. Members must vote in person. Each membership 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 GOVERNANCE

Section 1 – The officers shall be president, vice-president, secretary and treasurer. The term shall be for two years. The immediate past-president shall serve as parliamentarian for the succeeding years.

Officers Duties Shall Include:

President: Plans board meeting 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, handles all The Friends correspondence and is responsible for sending meeting notices to members and invitations to the Friends functions.

Treasurer: Keeps bank records, makes deposits, sign checks, prepares fiscal statements for regular meetings and the annual meeting, participates in audits/accountant's review, and submits the annual registration form and fee to the State of New Jersey and other reports as needed.

Section 2 – The standing committees shall be as follows:

- Book & Media Sales
- Communications
- Fundraising
- Membership

The President presiding over The Board shall appoint the standing committee chairpersons, with the approval of The Board.

Each Chair will choose the committee members, set meeting times and place, and report regularly to the board.

Committee responsibilities shall include:

Book & Media Sales: Plans and coordinates all book sales. Handles all details relating to the sorting of donated books. In conjunction with the Treasurer, the Chair shall monitor the recording of sales results and securing the sales proceeds.

Communications: Contacts media, writes press releases and is responsible for posters for fundraisers, meetings and other functions.

Fundraising: Investigates sources of Fundraising.

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

Section 3 – The Board of Directors shall include: all organization officers, the chairpersons of standing committees and members-at-large as appointed by the President. The Library Director or designee shall attend ex-officio (non-voting). The Board of Directors 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.

Section 4 – Nominations for officer 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 embers 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 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 ex-officio, non-voting, member of The Board.

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

Section 10 – Removal of Directors. The Board of Directors may, by a two-third vote, remove any Board member from office with cause, but only at a meeting called for that purpose, and the notice of the meeting must state that the purpose, or one of the purposes, of the meeting is the removal of the Board member.

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 week in advance, a written notice shall be posted in The Library’s newsletter and posted on the website.

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

ARTICLE VI: DUES

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

- Individual.....\$10.00/year
- Family.....\$15.00/year
- Patron.....\$50.00-\$99.00/year
- Benefactor..... \$100.00+/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, vice-president or the secretary. All expenditures over \$100 must be authorized by The Board.

Section 3 – The board shall appoint an independent auditor/accountant to audit/review the treasurer's books at the end of each fiscal year and the results of the audit/review 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.

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-Emergency Bylaws

Article X shall become operative upon majority vote of the Board of the Friends as a result of the existence of an emergency condition. An "emergency condition" is defined as an act of God, war, government regulation or advisory such as civil disruption or disturbance, terrorism or threats of terrorism as substantiated by governmental warnings or advisory notices, environmental or other disaster, determinations of outbreak of disease by either the World Health Organization or the Centers for Disease Control and Prevention (or other recognized entities), epidemics, pandemics, public health risks, quarantine, or other life threatening communicable disease, or threat thereof, or any other comparable conditions or the imposition

of a financial hardship on Friends which materially impairs, or makes it inadvisable, illegal, impracticable or impossible, in part or in full, Friend's ability to fulfill its obligations hereunder.

Section 1. Meetings

Regular meetings of the Board of the Friends may be suspended, canceled or the proceedings modified by the Board of the Friends during an emergency condition. Meetings that are not suspended or canceled during an emergency condition may be conducted solely by one or more means of remote communication through which all of the members of the Board may participate with each other during the meeting, if the number of the members of the Board participating in the meeting would be sufficient to constitute a quorum. Participation in a meeting by that means constitutes presence in person at the meeting.

Section 2. Quorum

If a meeting of the Board of the Friends is not suspended or canceled, a majority of the Board members present shall constitute a quorum for the transaction of business.

Section 3. Elections & Seating of any Appointed or Elected Individual

Notwithstanding any other Bylaw provision regarding the length of a term, when a term is to begin or end, the Board of the Friends may, by majority vote, exercise discretion and delay the beginning of a term or extend an existing term for the purposes of functioning in the best interests of the Friends during any emergency event and for a reasonable time period thereafter.

Section 4. Officers

All board members in office immediately prior to commencement of the emergency condition shall remain in their respective offices until their successors are able to be installed.

Section 5. Authority

The primary duty of the Board of Friends during an emergency condition shall be the continued function of the Friends.

Section 6. Bylaws Applicability and Duration

To the extent not inconsistent with any emergency Bylaw, all other Friends Bylaw provisions shall remain in effect during the emergency condition. Upon the end of the emergency condition, as determined by the Board of the Friends applying reasonable person standard considering factors including, but not limited to, government warnings or restrictions, the emergency Bylaws cease to be operative.

Adopted November, 1989
Amended April 13, 2009
Amended June 9, 2014
Amended June 10, 2019

Amended October 3,1991
Amended May 10, 2010
Amended June 15, 2015
Amended September 13, 2021