

# **FRIENDS OF THE BERGENFIELD LIBRARY**

## **By – Laws**

As amended: December 13, 2012

### ARTICLE I – ORGANIZATION

Sec. 1 – The name of this organization shall be the Friends of the Bergenfield Library.

Sec. 2 – The fiscal year shall be January 1 through December 31.

### ARTICLE II – PURPOSE

Sec. 1 – The purpose of this organization shall be to stimulate awareness of the Bergenfield Free Public Library as an informational and cultural center for people of all ages in the community and to provide financial assistance to the needs of the Library.

### ARTICLE III – MEMBERSHIP

Sec. 1 – Persons who were members as of June 12, 1961, shall be designated as Charter Members.

Sec. 2 – Annual dues shall be established by the Executive Board at its November meeting. Dues are due in January.

Sec. 3 – Membership in this organization is open to all persons interested in promoting its purpose.

### ARTICLE IV – OFFICERS

Sec. 1 – The officers of this organization shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Membership Secretary, Treasurer and 2 Members-At-Large. The officers shall serve two-year terms.

Sec. 2 – The President, Second Vice-President, Corresponding Secretary, 1 Member-At-Large, shall be elected in odd-numbered years.

Sec. 3 - The First Vice-President, Recording Secretary, Membership Secretary, Treasurer, 1 Member-At-Large shall be elected in even-numbered years.

Sec. 4 – In the event of a vacancy, the President, with the approval of the Executive Board, shall appoint a member in good standing to fill the unexpired term.

Sec. 5 – The President shall preside at monthly and special meetings, appoint ad hoc committees, appoint committee chairpersons and be *ex-officio* member of all committees except the Nominating Committee. The President or a substitute Board member may represent the Friends at regular Library Board of Trustees meetings.

Sec. 6 – The First Vice-president shall perform all the duties of the President in his/her absence, shall assist President, and shall chair the Special Memorial Recognition Committee. The First Vice-President may also chair another committee.

Sec. 7 – The Second Vice-President shall perform all the duties of the President in the absence of the President and the First Vice-President, shall assist First Vice-President, and shall collect and file membership biographies. The Second Vice-President may also chair a committee.

Sec. 8 – The Recording Secretary shall record, submit and file the minutes of all meetings and include committee reports as part of the minutes.

Sec. 9 – The Corresponding Secretary shall conduct all correspondence of the organization other than specific committee correspondence, which shall be handled by each committee.

Sec. 10– The Membership Secretary shall perform the duties of the office, i.e., accept new applications and add information to mailing list, record dues payments of current Friends, and report total membership each month. The Membership Secretary shall also organize and facilitate monthly calendar mailings to all paid members.

Sec. 11 – The Treasurer shall submit and file financial reports each month; deposit collected funds in a timely manner to the account of the Friends in a Bergenfield-area bank, pay all approved expenses by check signed by the President & Treasurer (or in the absence of either the President or Treasurer, by First Vice President), keep accurate details of the above, and submit records for checking at the end of the year.

Sec. 12 – Member-At-Large elected in the even year shall keep scrapbooks of all Friends publicity, and temporarily assume the duties of other officers as needed. Member-At-Large elected in the odd year shall chair Nominating Committee and temporarily assume the duties of other officers as needed.

Sec. 13 – In an emergency the President may expend up to \$100.

#### ARTICLE V – EXECUTIVE BOARD

Sec. 1 – The Executive Board shall consist of the officers, immediate Past President, two Members-At-Large, and Chairpersons of all committees. The Library Director and the President of the library Board of Trustees (or a delegate) shall be *ex-officio* members of the Board.

Sec. 2 – The Executive Board shall be empowered to transact between meetings the business of the organization, including finances, and to act in emergencies that do not conflict with the purposes of the friends. Actions taken by the Executive Board shall be reported to the general membership.

Sec. 3 – Any vacancy on the Executive Board shall be filled under the provisions of Article IV, Section 3.

Sec. 4 – Monthly meetings may be called by the President or by any three members of the Board upon one week's notice to each Board member.

Sec. 5 – Five members of the Executive Board shall constitute a quorum.

#### ARTICLE VI – MEETINGS

Sec. 1 – The organization shall have its Annual Meeting in December for the election of officers, filing of reports, and transaction of other business.

Sec. 2 – Additional general meetings may be called by the President or any 3 members of the Board on one week's notice to the membership whenever required.

Sec. 3 – A quorum shall consist of a majority of Executive Board members.

#### ARTICLE VII – ELECTIONS

Sec. 1 – Election of officers shall take place at the Annual Meeting in December.

Sec. 2 – The Nominating Committee shall consist of three members. The chairperson shall be determined by Article IV, Section 2. The Executive Board shall elect the other two members following the Annual Meeting.

Sec. 3 – The Nominating Committee shall prepare a slate of officers to be presented at the Annual Meeting, all nominees having previously agreed to serve if elected. Additional nominations may be made from the floor. In case of a contest, election shall be by secret ballot.

#### ARTICLE VIII – COMMITTEES

Sec. 1 – Information on Standing Committee Duties shall be distributed to all members annually and to new members immediately.

Sec. 2 – All committee chairpersons shall be appointed by the president with the consent of the Executive Board.

Sec. 3 – Special committees may be appointed by the President, with the consent of the Executive Board, as the need arises.

Sec. 4 – Chairpersons of all committees shall make regular reports to the Executive Board. Written annual reports shall be submitted at the Annual Meeting in December if warranted.

Sec. 5 – All committees must obtain Executive Board approval on scheduling, finances, and individual committee operations.

#### ARTICLE IX – SPECIAL MEMORIAL RECOGNITION

Sec. 1 – Any member may propose the name of a deceased member for Special Memorial Recognition.

Sec. 2 – After the president receives the proposal, he or she shall appoint a 3 member committee to decide if the member should be given Special Memorial Recognition.

Sec. 3 – The committee should decide using the following criteria as a guide:  
Longevity of service to the Friends  
Dedication demonstrated through activities and involvement in activities  
Initiated or helped to develop programs  
Encouraged and inspired others to be more active  
Embodied the spirit of the Friends  
May have served as an officer or member of the Executive Board, or may have served quietly in the background

#### ARTICLE X – LIMITATIONS

Sec. 1 – Funds of this organization shall be used for library related purposes only.

Sec. 2 – No member of this organization shall request or accept any special privileges or services from the Bergenfield Library.

Sec. 3 – All activities and functions sponsored by the Friends must be approved by the Executive Board.

#### ARTICLE XI – DISSOLUTION

Sec. 1 – In the event the Friends of the Bergenfield Library is dissolved, all funds in all bank accounts and all other property and assets shall be donated to the Bergenfield Library.

#### ARTICLE XII – AMENDMENTS

Sec.1 – These By-Laws may be amended as follows: a proposed amendment shall be introduced in writing and read at any monthly meeting. It shall be adopted by majority vote at the following general meeting.

#### ARTICLE XIII – RULES OF ORDER

Sec. 1 – Roberts Rules of Order shall govern the proceedings of this organization when not in conflict with these By-Laws.