Revised 7/05

Revised 6/11

Revised 10/11

Revised 8/14

Revised 1/16

Revised 7/17

Revised 2/22

Revised 8/22

**BYLAWS**

This instrument constitutes the Bylaws of The Friends of the Margaret E. Heggan Free Public Library, Inc., which have been adopted for the purpose of regulating and managing the internal affairs of the corporation.

**ARTICLE I: NAME**

* 1. The name of this organization shall be The Friends of the Margaret E. Heggan Free Public Library, Inc., Township of Washington, County of Gloucester, State of New Jersey (“Heggan Library Friends”).

**ARTICLE II: PURPOSE**

* 1. In order to, among other things, maintain an association of persons interested in books and libraries; focus public attention on the services, facilities, and needs of the Margaret E. Heggan Free Public Library; and raise funds for library materials, building needs, and programs. The Friends of the Free Public Library is formed as a 501(c)(3) nonprofit organization.

**ARTICLE III: MEMBERSHIP**

* 1. Membership in the Friends of the Free Public Library shall be open to all persons in agreement with the purposes of the corporation and interested in furthering other organizations and clubs when such representation is desired, in which such instance dues shall be payable as appropriate.
	2. The Friends of the Free Public Library shall have such classes of non-voting members as is determined from time to time by the regular membership.
	3. Membership shall be classified as follows:

Individual

* 1. Each individual adult member and each organization/club who/which pays dues shall be entitled to one (1) vote. The determination of such adult status is to be made in accordance with current library standards for card holders.
	2. Organizations and/or clubs are entitled to voting privileges only and therefore are not entitled to any individual membership privileges that might exist.

**ARTICLE IV: OFFICERS AND COMMITTEES**

* 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer. The term of office for each shall be for two years. For the first term of the organization’s existence, the Vice-President and Treasurer shall serve for a one-year term, with subsequent terms of two years each.
	2. Duties of officers shall include:

**President:** Plans executive committee meetings for the term, prepares meeting agendas, chairs meetings, works with all executive committee members;

**Vice-President:** Assists with planning for the term, assumes duties of the President when the President is not available;

**Secretary:** Keeps a record of meeting minutes and deals with all correspondence of the Friends; is responsible for sending meeting notices to members and invitations to Friends’ functions;

**Treasurer:** Keeps bank records, makes deposits, signs checks, and submits the annual registration form and fee to the State of New Jersey.

* 1. The Officers and Chairpersons of the Standing Committees shall be known as the Friends Executive Committee and shall serve as the governing body of the organization. This Executive Committee shall meet at the call of the President for two-year terms. The past President, having served for two or more terms, shall be invited to be a member of the Executive Committee.
	2. The Standing Committees shall be:

**Membership**

**Publicity**

**Fundraising**

**Website**

* 1. Committee Chairpersons’ duties shall include:

**Membership Chairperson:** Keeps all records of members, available volunteers, and yearly dues; solicits new members and renewal memberships.

**Publicity Chairperson:** Contacts media, writes press releases, and provides outreach to other organizations and community groups.

**Fundraising Chairperson:** Determines the ways and means by which funds are obtained, accounted for, and spent; plans and coordinates all fundraisers.

**Website Administrators:** Prepares and maintains information on the website as designated by the officers.

* 1. Nominations for Officers shall be presented by the nominating committee prior to the annual meeting. No one shall be nominated without his/her consent.
	2. The Officers shall be elected at the annual meeting.
	3. The activities of the Friends of the Free Public Library shall rest with the Friends Executive Committee. A majority of the Executive Committee shall constitute a quorum for the transaction of business.
	4. Such other special committees as may be necessary from time to time shall be appointed by the President with the approval of the Executive Committee. Those Chairs will report to the President.
	5. The President is an ex-officio member of all committees.
	6. Vacancies arising on the Executive Committee shall be filled by appointment for the remainder of the term made by the remaining Executive Committee members.

**ARTICLE V: MEETINGS**

* 1. The Friends of the Free Public Library 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 Free Public Library, submitted to the library newsletter, the Friends’ website, and sent to each member.
	2. A special meeting may be held as directed by the President provided the membership is notified as provided in Section 5.1 hereof at least two weeks prior to the proposed date.
	3. The new officers shall meet within one month of assuming office for the purpose of establishing goals for the year and transacting whatever other business as may properly come before them.
	4. The officers shall prepare the agendas for the annual, regular, and/or special meetings; execute all documents authorized by the Friends Executive Committee; and preside at all such meetings.
	5. In the event of the absence of the President, the meetings shall be chaired alternatively in the following order: Vice-President, Treasurer, Secretary.
	6. The order of business at regular meetings shall include, but not be limited to, the following items which shall be executed in the sequence shown, so far as is applicable and circumstances permit:
1. Call to order
2. Reading and approval of the minutes of prior meetings
3. Treasurer’s report
4. President’s report
5. Committee reports
6. Old business
7. New business

**ARTICLE VI: DUES**

* 1. The classification of membership shall be as follows:

Individual……………….$ 5.00

* 1. Any changes in the above annual dues schedule shall be determined by the Friends Executive Committee and these bylaws amended accordingly as provided in Article 9.1 hereof.
	2. The fiscal year of this organization shall begin on January 1of each year and end on December 31.
	3. Dues may be amended from time to time as determined by the Executive Committee in accordance with the procedures provided for amending these Bylaws.

**ARTICLE VII: FINANCE**

* 1. Any dues, contributions, grants, bequests, or gifts made to the corporation shall be accepted or collected only as authorized by the Executive Committee.
	2. All funds shall be deposited under such conditions and in such financial institutions as shall be designated by the Executive Committee.
	3. The signing of all contracts, checks, and orders for the payment, the receipt, or deposit of funds and the access to funds shall be as provided by the Executive Committee.
	4. A summary report of the financial operation of the corporation shall be made by the Treasurer at least annually to the Executive Committee.
	5. The Executive Committee shall appoint a separate Finance Committee that will not include the Treasurer of the Organization. This committee will review books of accounts maintained by the treasurer prior to the annual meeting and will report thereon. All checks, deposits, and financial transactions must be signed by the Treasurer and co-signed by the President or Vice-President.

**ARTICLE VIII: DISSOLUTION**

* 1. In the event of the dissolution, all assets remaining after the payment of appropriate outstanding obligations shall be transferred to the Margaret E. Heggan Free Public Library. If for any reason said Free Public Library is unable or cannot accept or receive such assets as might remain, then such remaining assets will be donated 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 members of the Executive Committee at the time of dissolution.

**ARTICLE IX: AMENDMENTS**

* 1. This document may be amended at any time and from time to time by the affirmative vote of two-thirds (2/3) of the members who are present at a held meeting, provided that written notice of the meeting and of the proposed amendment shall be given to each member not less than five (5) nor more than thirty (30) days before any meeting of the membership at which an amendment of the Bylaws is to be adopted.
	2. Any member may present a change of any Bylaw provided the requirements of 9.1 are met.

**ARTICLE X: PARLIAMENTARY AUTHORITY**

* 1. In all questions not covered by these Bylaws, the Friends shall be governed by “Robert’s Rules of Order” except when in conflict with this document or with the laws of the State of New Jersey.