

**Friends of the Hunterdon County Library**  
**Bylaws**  
**Revised and Adopted by the Membership at the June 21, 2017, Annual Meeting**

**ARTICLE I. Name**

The name of this organization shall be **THE FRIENDS OF THE HUNTERDON COUNTY LIBRARY, INC.** (hereafter "the Friends" or "FOHCL"). It is incorporated as a not-for-profit organization by virtue of appropriate provisions of the Laws of the State of New Jersey.

**ARTICLE II. Purpose**

The purpose of the Friends shall be to maintain an association of persons interested in the Hunterdon County Library System (hereafter "Library") and to promote public awareness of the Library throughout the county. The Friends seek to stimulate the use of the Library's resources and services. They will receive and encourage gifts, endowments and bequests for the support of the Library; they support and cooperate with the Library to determine, enhance and grow Library services and facilities for the Hunterdon County community; they undertake projects in support of these objectives. They may also provide scholarships for students entering college to partially offset the cost of textbooks.

**ARTICLE III. Membership**

Section A. Membership in the Friends shall be open to all individuals and to representatives of organizations and businesses interested in its purposes.

Section B. Categories of membership shall include Individual, Student (through undergraduate college), Senior 62 or over, Family, Patron and Sustaining.

Section C. Each member, age of 18 or over, shall be entitled to one vote.

**ARTICLE IV. Dues and Fiscal Year**

Section A. Dues shall be determined annually by the Board.

Section B. The fiscal year shall begin July 1 and end June 30.

Section C. The Membership year shall begin March 1 and end on the last day of February. Notice of dues payable shall be sent to all members in January or early February.

**ARTICLE V. Officers**

Officers of the Friends and board members are Trustees of Friends of the Hunterdon County Library, Inc. as provided in the Articles of Incorporation.

**Section A. President/Co-presidents:** The President/Co-presidents are officers of the Friends and members of the Board. The President/Co-presidents:

- Preside at and conduct all Membership and Board Meetings.
- Arrange additional Membership and Board meetings or cancel scheduled ones as required.
- With the approval of the Board, appoint all standing committee chairs and serve as ex-officio Member(s) of these committees.
- With the approval of the Board, appoint special committee chairs as necessary.
- Directly or through a representative, provide liaison with the Library Commission and the Library Director.
- Perform other duties as required and those normally associated with this office.

**Section B. Vice President:** The Vice President is an officer of the Friends and member of the Board. The Vice President:

- Presides at meetings whenever the President/Co-presidents are absent.
- May initiate fundraising projects and seek external support and contributions.
- Undertakes other activities as requested by the Board.

**Section C. Treasurer/Co-treasurers:** The Treasurer/Co-treasurers are officers of the Friends and members of the Board. The Treasurer/Co-treasurers are responsible for the financial records and resources of the Friends. The Treasurer/Co-treasurers:

- Maintain the Friends' financial records and prepare a monthly Treasurer's report for presentation for approval at each Board meeting.
- Collect all monies received by the Friends and deposit them to the account of Friends of the Hunterdon County Library.
- May seek additional interest income through deposit of funds in insured savings accounts or certificates of deposit.
- Ensure that withdrawals and disbursements from the Friends' accounts are authorized by the Board and executed by the Treasurer/Co-treasurer plus one of the other elected officers.
- With the Vice President, establish methods and procedures to assure that all funds disbursed have been authorized by the Board and will be or have been spent on Board approved projects.
- With finance committee input, prepare a yearly budget for presentation for approval by the Board.
- Establish special safeguards and procedures for recording, counting, protecting and depositing fund raising receipts.
- Arrange for the preparation and submission of the Friends' tax return.
- Chair the finance committee

**Section D. Secretary:** The Secretary is an officer of the Friends and member of the Board. The Secretary:

- Attends meetings of the Friends and the Board.
- Keeps an attendance record of those present at these meetings.
- Records minutes of these meetings.
- Distributes copies of these minutes to the Board before the next meeting.
- Keeps a copy of the approved minutes.
- Has charge of any correspondence as requested by the Board.
- Keeps other relevant correspondence.

## **ARTICLE VI. Election of Officers**

**Section A.** Officers shall be elected by majority vote at the annual meeting designated by the Board for a term of two years, but not for more than two consecutive terms. New officers shall assume office on July 1. The President/Co-presidents and Treasurer/Co-treasurers shall be elected in even years and the Vice President and Secretary shall be elected in odd years.

**Section B.** There shall be a Nominating Committee consisting of three members. The chair of this committee shall be appointed by the President/Co-presidents with the approval of the Board. The other two members shall be chosen from the membership at large by the Board. This committee shall present at the annual meeting a slate of nominees to fill the offices being vacated. No one shall be nominated without the nominee's consent. Nominations from the floor for the offices being elected will also be solicited.

**Section C.** Members will be notified in writing of the slate of nominees for office and the date of the annual meeting at least two weeks prior to the meeting.

**Section D.** Any vacancy on the Board shall be filled by appointment of the President/Co-president with the approval of the Board. The appointment shall continue for the balance of the unexpired term.

## **Article VII. Board**

**Section A.** The Board shall consist of the elected officers of the Friends and other members elected at the annual meeting. The board shall consist of nine to fifteen members. The Library Director or his/her designated representative and the Library Liaison shall serve as ex-officio members of the Board.

**Section B.** The Board conducts the business of Friends and approves all plans, programs, projects and service offerings of the Friends. It authorizes the amounts to be spent for these activities. The President/Co-presidents can authorize expenditures up to \$500 without Board approval if the expenditure is within the current annual budget.

**Section C.** The Board reviews and approves the annual budget.

**Section D.** Meetings of the Board shall be held monthly. The President/Co-presidents may call special Board meetings or cancel scheduled ones.

**New Section E. Voting.** All officers and board members shall have one vote. A majority of the board members shall constitute a quorum.

Section F. Electronic voting by email shall be allowed and a motion may be passed by a three-quarters vote of the board.

## **Article VIII Committees.**

Committee chairpersons shall report to the Board meetings on the status of their ongoing activities and procedures.

### **Section A. Standing Committees**

1. The **Publicity Committee** promotes all events and projects and publishes and mails the newsletter. It arranges for notification of the annual meeting to be mailed to all members of the Friends at least two weeks prior to the meeting. It also represents the Friends to the community and outside organizations.

2. The **Program Committee** plans the Friends' public events

3. The **Fund Raising Committee** plans and executes the Friends' annual book sale and other fund raising activities as shall be approved by the board.

4. The **Outreach Services Committee** brings books and library services to the homebound.

5. The **Community Library Liaison Committee** undertakes Board approved projects to develop an understanding of the needs and concerns of the community libraries in the Hunterdon County Library System, and to communicate these to interested county organizations and leaders. It administers the Community Library Program which makes Friends' resources available to the community libraries.

6. The **Membership Committee** is responsible for organizing and directing the annual membership drive, providing membership applications forms and membership cards, and collecting new membership forms and dues as received. The Committee maintains new member information and forwards all monies received to the Treasurer. Committee chairs are notified of new members interested in their committee. It seeks new opportunities to recruit members. It also establishes and maintains a database of Friends' members. It provides the database which supports the Friends' projects and activities.

7. The **Scholarship Committee** administers the "Books for the College Bound" Scholarships awarded annually to Graduating high school seniors.

8. **Finance Committee**, chaired by the treasurer reviews the finances of the Friends and helps plan the annual budget. The committee shall consist of three to five members with at least one additional board member. It shall perform an annual internal audit.

## **Section B. Special Committees**

The President/Co-presidents may appoint, with the approval of the Board, Special Committees and their chairpersons to undertake specific tasks, typically those of a temporary nature, which are not the responsibility of any standing committee.

## **ARTICLE IX. Meetings**

**Section A.** An annual meeting of the Friends shall be held in the spring/summer, the date to be determined by the Board. This meeting will include the election of officers and other board members as covered in Article VI. Members will be notified in writing of the slate of nominees for office and the date of the annual meeting at least two weeks prior to the meeting.

**Section B.** A special meeting of the Friends may be called at any time by the Board.

## **ARTICLE X. Amendments**

Amendments to these bylaws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing at least two weeks before the meeting at which the voting is to take place.

## **ARTICLE XI. Parliamentary Procedure**

Robert's Rules of Order Revised, when not in conflict with these bylaws, shall govern the proceedings of this organization.

## **ARTICLE XII. Dissolution**

In accordance with the Articles of Incorporation, in the event of the dissolution of the Friends, and prior to the completion thereof, all liabilities and obligations of the Friends shall be satisfied, and all remaining assets owned or held by the Friends shall be given to the Library, provided that the Library qualifies as required in 501 (c) of the Internal Revenue Code.