

# **The Friends of the Hackettstown Public Library**

## **CONSTITUTION AND BY-LAWS**

### **MISSION STATEMENT**

The name of this organization shall be The Friends of the Hackettstown Library, Inc., hereafter referred to as "the Friends".

The mission of this organization is to be an advocate for the Free Public Library of the Town of Hackettstown, referred to as "the Library". It shall work to gain public support for the library and to aid in the funding of programs, learning materials and educational devices beyond the means of the library's budget.

The Friends is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code. This organization cooperates with the Library Board of Trustees, the Library Director and staff in furthering the aims of the Library and welcomes suggestions on matters relating to the welfare of the Library. This organization shall keep the Library Board of Trustees and the Director informed of its plans. All persons interested in the mission of this organization, as set forth, shall be eligible for membership in the Friends upon payment of dues, as provided in the by-laws.

### **ARTICLE I – MEMBERSHIP**

#### **Section 1**

Membership dues shall be determined by the Officers. The membership year is from January 1<sup>st</sup> to December 31<sup>st</sup>.

#### **Section 2**

Each individual member in good standing shall be entitled to one vote on each matter submitted to vote at any meeting of the Friends.

#### **Section 3**

No member of this organization shall be accorded any special privileges or services from the Library or the Friends.

### **ARTICLE II – MEETINGS**

#### **Section 1**

The Friends shall meet as per the schedule set by the Officers. Meetings will be open to any member in good standing.

#### **Section 2**

The annual meeting will be held in at the first meeting of the calendar year to elect new Officers.

#### **Section 3**

An annual reorganizational meeting of the Officers shall be held during the Annual Meeting of the membership. At that time, the Officers will adopt a schedule of meetings open to all members for the coming year. Special meetings may be called by the President.

## **ARTICLE III – OFFICERS**

### **Section 1**

The officers of the Friends, hereafter referred to as “the Officers” shall have full power to conduct, manage and direct the business and affairs of the organization.

### **Section 2**

The Officers are comprised of the duly elected President, Vice President, Secretary and Treasurer.

### **Section 3**

The Officers shall be elected by a majority vote of the members present at the Annual Meeting. Each officer shall be elected for a two-year term, which will commence at the first scheduled regular meeting following the Annual Meeting. No officer may serve more than two consecutive terms in the same office, unless remaining in the office for additional term(s) is approved by majority of the members present at the Annual Meeting.

### **Section 4**

A notice will go to the membership two weeks prior to the annual meeting to request nominations. The President will present the nominations at the Annual Meeting. The officers will be elected by a majority of those present at the Annual Meeting.

### **Section 5**

The President of the Library Board of Trustees and the Library Director, or their delegates, shall serve as liaisons to the Friends.

### **Section 6**

Committee Chairpersons will be appointed by the President and serve at the discretion of the Officers. Chairpersons will serve on standing committees, such as; Publicity, Social Media and Membership, as well as Ad Hoc Project committees. The term of the standing committees will be for one year. Ad Hoc Project committees will exist until the project is completed. Both types of committees will report directly to either the President or the Vice-President. The chairperson may form a committee as needed.

## **ARTICLE IV – DUTIES OF THE OFFICERS**

### **Section 1**

#### **PRESIDENT**

- Shall preside at all regular and the Annual Meeting of the membership and shall have general responsibility for the organization.
- Prepare agenda for meetings with the Secretary.
- Work with members to appoint chairpersons for various committees.
- Review all requisitions from the Library Director with the Officers prior to membership voting.
- Serve as a member of all standing committees and ad hoc project committees

#### **VICE PRESIDENT**

- Assist President in all duties as stated above.
- Facilitate meeting in the Presidents' absence.
- Serve as members of all standing and ad hoc project committees.
- May serve as Chairperson of a committee.

#### **SECRETARY**

- Take attendance and record minutes at all meetings of the members and the Officers.
- Maintain an official copy of the minutes.
- May serve as Chairperson of a committee.

- If unable to attend a meeting will request an Officer to record minutes.
- Manage all correspondence for the Friends.

### **TREASURER**

- Prepare monthly financial reports for presentation at the regular meetings.
- Send a copy of the financial report to the Officers before presenting at the next meeting.
- Receive all monies from fund raising activities, membership dues, contributions, and other sources.
- Disburse all monies for approved Friend's expenses.
- Maintain complete records of all transactions and applicable approvals.
- Enact controls needed to ensure accuracy and audit trail of all receipts and disbursements.
- Prepare annual tax filings with IRS.

### **ARTICLE V – VACANCIES**

The Officers may choose any member at large to fill an officer vacancy until the next regular meeting.

### **ARTICLE VI – FUNDS**

#### ***Section 1***

All funds shall be deposited to the credit of the Friends in such banks, trust companies, or other depositories as the Officers may select. A minimum checkbook balance of \$500 shall be maintained.

#### ***Section 2***

Funds shall be disbursed by the Treasurer upon the authorization of the Officers. All checks shall be signed by the Treasurer and one other authorized member. All disbursements must have approval of the attending members.

#### ***Section 3***

No part of the net assets of the organization shall be used to the benefit of, or be distributable to its members, trustees, officers or other private persons.

#### ***Section 4***

No part of the activities of the organization shall be to support any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170-(2) of the Internal Revenue Code, or a corresponding section of any future tax code. This refers to charitable contributions that will be used as a tax deduction. The Friends will not make any monetary charitable contributions.

### **ARTICLE VII- PUBLIC STATEMENTS**

#### ***Section 1***

No individual member shall represent the Friends in any manner without the express permission of the Officers.

## ***ARTICLE VIII -PARLIAMENTARY AUTHORITY***

### ***Section 1***

The President, or designee shall preside at meetings. Meetings will be conducted in a respectful manner allowing attending members to express opinions regarding questions brought before the membership for a vote. Each motion shall be offered by a member, seconded by another member and offered for discussion prior to a vote. Motions shall be adopted by a simple majority of the membership attending. In order to promote orderly discussion, the presiding officer will recognize speakers. Discussion on a motion may be ended at the discretion of the President or presiding officer.

## ***ARTICLE IX – AMENDMENTS TO THE BY-LAWS***

### ***Section 1***

All changes to the By-Laws must be submitted in writing two weeks prior to a meeting for consideration. The suggested amendments will be reviewed at that meeting. A second reading of the amendments prior to approval will take place at the next meeting. A majority vote of the attending membership is needed for approval.

## ***ARTICLE X- DISSOLUTION OF THE FRIENDS ORGANIZATION***

### ***Section 1***

In the event of the dissolution of the Friends, all liabilities of the Friends shall be satisfied. The remaining assets, property and income owned by the Friends shall be distributed to the Library to be used for future library programs or materials acquisitions.

Adopted June 13, 2023