

Friends of Jefferson Public Library

Revisions to Bylaws and Policies

Changes Presented at the March General Meeting

Request for approval at May 12, 2004 General Meeting

Friends of the Jefferson Public Library
By-Laws
Revised – January 2004

Article I. Name

The name of this organization shall be The Friends of the Jefferson Public Library.

Article II. Purpose

Section 1

The purposes of this organization are those set forth in its Articles of Incorporation. In furtherance of those purposes, it shall endeavor to focus public attention on library facilities, services and needs, and to stimulate gifts of books, magazines, desirable collections, endowments, grants or fundraising activities.

Section 2

The organization is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the organization shall be distributable to, or benefit its officers, directors or members except to the extent permitted by law. No part of the activities of the organization shall be for publication, distribution, or use in any manner on behalf of any candidate for public office, nor shall the organization endorse, participate in, or intervene in any political campaign on behalf of or against any candidate for public office. The organization shall be non-partisan and non-sectarian.

Article III. Membership

Section 1

Membership in this organization shall be open to any and all individuals and organizations or clubs who subscribe to its purposes.

Section 2

This organization shall be composed of individuals, organizations and honorary members. Each individual member and/or one organization representative shall be entitled to one vote when present at meetings.

Section 3

Membership categories and fees shall be determined by the membership and shall be payable annually.

Section 4

The Library Director, members of the **Library Advisory Board** and all Parish Library staff are honorary members of the Friends organization. An honorary member is entitled to all of the privileges except making motions, voting and holding office.

Section 5

All past Presidents of the organization shall be honorary lifetime members entitled to all membership privileges.

Article IV. Board of Directors

Section 1

Officers shall consist of a President, **Vice-President**, Treasurer, Recording Secretary, and Corresponding Secretary. **The Officers shall serve as the Executive Board of the organization. The voting Board of Directors shall consist of the officers, the**

immediate past President, all committee chairs and up to 3 at-large members. They shall be elected for a term of **two years** at the May General Meeting. Any person may serve as an officer or board member for more than one term. A nominating committee appointed by the President shall submit a slate of candidates as nominees for Officers and Board Members to the general membership by mail before the May meeting.

Nominations also may be made from the floor at the May meeting. Election shall be by a majority of members present.

Section 2

Any vacancies on the Board due to an unexpired term shall be filled by the Board and confirmed by a vote of the membership. Such appointment shall be for the term vacated.

Section 3

The President shall appoint **committee chairmen** with powers and authorities permitted by these by-laws. **Members** of these committees may be either Board Members or other members of the organization.

Section 4

For non-budgeted items that require an immediate decision, the President is empowered to act for the organization in monetary amounts up to \$300.00. The Board of Directors, by a $\frac{3}{4}$ majority vote, is empowered to act on behalf of the organization in amounts up to \$1000.00. Any expenditures over \$1000.00 must be approved by majority of membership present at the next general or special meeting.

Article V. Dissolution

In the event of the dissolution of this organization, all assets **shall** be given to the Jefferson Parish Library System.

Article VI. Meetings

Section 1

All meetings shall be conducted according to "Robert's Rules of Order, Revised," except when in conflict with these by-laws or with the laws of the State of Louisiana.

Section 2

Regular meeting times and locations are to be announced in advance to all members by mail.

Section 3

Special meetings may be called by the President. The purpose of the meeting shall be stated in the notification.

Section 4

Board meetings may be called at the request of the President or members of the Board. **A simple majority of members constitutes a meeting quorum.**

Section 5

The minutes of all meetings **shall** be made available should any member wish to see them.

Article VII. Finances

All monies in the name of this organization shall be deposited in a Federally insured bank account. All expenditures shall require signatures of two of the following: the President,

Vice-President, and/or Treasurer. **The Treasurer of the organization and the Financial Manager of the Friends Store shall be bonded at the expense of the organization.**

Article VIII. Amendments

The by-laws may be amended at any regular meeting of the organization by a simple majority vote of those members present. The proposed amendment shall be introduced in writing at a general meeting and **voted on at the following meeting.**

Friends of Jefferson Public Library
Mission and Policies
Revised February 2004

Mission Statement

The Friends of the Jefferson Public Library is an independent, nonprofit organization of civic-minded volunteers. We support the Jefferson Parish Library by promoting library awareness, providing needed unbudgeted items for all its branches through fund raising, and participating in literacy programs.

Policies

Duties of Officers:

President – The President shall preside at all meetings, shall be a member ex-officio of all regular and special committees and perform such duties as pertain to the office.

Immediate Past-President – The Immediate Past-President shall be a member of the Executive Board, with vote, and serve as Chair of the Nominating Committee

Vice-President – The Vice-President shall perform the duties of the President in the event of disability or absence of the President, **shall serve as liaison to the Library Advisory Board**, shall perform such duties as are assigned by the President or Executive Board.

Recording Secretary – The Recording Secretary shall transcribe the minutes of all **board**, regular and special meetings, read them at subsequent meetings upon request and send them to members of the **Board of Directors**.

Treasurer- The Treasurer shall receive and disburse all money paid to The Friends according to the by-laws, shall give a report at each regular meeting, shall serve as Chair of the Budget Committee, **shall serve as the official book sale treasurer**, shall compile an annual financial report, and shall be authorized to secure the services of a qualified tax accountant to prepare the IRS forms for FJPL. The Treasurer shall be bonded at the organization's expense.

Corresponding Secretary – The Corresponding Secretary shall send all correspondence as requested by the Executive Board, pick up and distribute mail at least once a week, handle printing of FJPL stationary, mail the newsletter and meeting notices, and keep track of volunteer hours.

Membership Chair – The Membership Chair shall coordinate membership drives, notify members when dues are due, send out membership cards, report on new and renewing members at each meeting,

Book Sale Chair – The Book Sale Chair shall coordinate the semi-annual book sale and shall create the following committees with the responsibilities described:

Publicity – Publicity shall be responsible for press releases, advertising, and any mailed booksale announcements. This includes the printing and distribution of bookmarks and posters.

Volunteers – The Volunteer Committee shall be responsible for scheduling volunteer hour shifts, requesting student volunteers, posting and maintaining work schedules and providing sign-in sheets and nametags for volunteers.

Supplies – The Supplies Committee shall maintain inventory of necessary supplies for the sale operation.

Discards – The Discards Committee shall arrange for disposal of unsold books.

Kitchen – The Kitchen Committee provides refreshments for volunteers throughout the sale.

Friends Store Chair – The Store Chair shall coordinate the operation of the Friends Store. The Chair shall:

1. present a report at each regular meeting.
2. serve as buyer for the store.
3. pre-approve any purchases made by others
4. transfer all funds over the budgeted operating expenses to the Friends' Treasury twice a year in March and October.
5. appoint a finance manager who shall be bonded by the organization and shall be responsible for filing and paying sales taxes, for keeping financial records of daily business, and for providing sales analysis. These records shall be submitted monthly to the store manager, the President, and the Treasurer.
6. appoint a volunteer coordinator who shall assist Store Chair recruit and train volunteer staff in compliance with store hours.
7. not be obliged to accept donations or consignment items for sale in the Friends Store.

Publicity Chair - The Publicity Chair shall solicit funds and/or corporate support to help defray Friends expenses and shall publicize Friends activities to the media. (These duties shall exclude the Book Sale)

Book Cart Chair – The Book Cart Chair shall report on book sales from carts at branch libraries, distribute books to branches to fill carts, and collect money from books sold.

Historian – The Historian shall maintain a scrapbook of the organization's activities including photos and print material.

Events Chair – The Events Chair shall be responsible for coordinating refreshments at Friends' functions and reserving meeting room space for Friends' functions.

Literacy Chair – The Literacy Chair shall coordinate a community activity selected by the general membership to promote literacy.

Volunteer Luncheon

Members with 50 or more hours of volunteer service shall be invited to an annual luncheon. Hours are collected from May 1 to April 30 of each year.

Library Gifts

Requests from Library Staff will not be considered unless they are received in writing, include the cost of the item requested, and have the approval of the Library Director. That request will then be acted upon by the FJPL Board and/or the membership.