

FRIENDS OF MAPLE SHADE LIBRARY, INC.
BYLAWS

ARTICLE I – NAME

Section 1. The name of this corporation shall be Friends of Maple Shade Library, Inc., hereinafter referred to as the Association (“Association”).

Section 2. The headquarters of this Association is located at the Maple Shade Library, 200 Stiles Ave, Maple Shade, NJ 08052.

ARTICLE II – PURPOSE

Section 1. The Association shall establish and maintain its status as exempt under section 501(c)(3) of the Internal Revenue Code.

Section 2. The purposes of the Association as stated in its Certificate of Incorporation are to generate and provide financial assistance for the Maple Shade Branch of the Burlington County Library System to address the following educational purposes, capital needs, and general improvements:

- a) To fund additional programs that address the intellectual, recreational, educational, and intellectual needs of the Maple Shade Community;
- b) To build and improve the Maple Shade Branch’s general collection, including but not limited to books and periodicals, audiobooks and e-books, DVDs, historical documents, educational manuals, and other resources;
- c) To provide for capital improvements that modernize facilities, expand public access, including handicapped accessibility, and address needed repairs and upgrades;
- d) To acquire new technology, including software, hardware and other equipment, that reflect the rapidly changing digital environment, and the public’s demand for these new tools; other resources;
- e) To raise awareness of the Maple Shade branch, its resources and programs, and to undertake public relations programs and activities that facilitate this goal;
- f) To fund projects outside the library, but within Maple Shade, that foster public access to library resources, and generate good will and public interest in the library system; and,
- g) To attract and accept gifts of books, equipment, money or other appropriate materials and offerings for the Maple Shade Branch that enable the library to undertake projects and activities not funded by the Burlington County Library System budget.
- h) To promote any other charitable purposes within the meaning of Section 501(c) of the Internal Revenue Code of 1986, or the corresponding provisions of any subsequent federal tax law (subject, however, at all times, to the restrictions and limitations contained in these bylaws), and not prohibited to a corporation organized under the laws of the State of New Jersey relating to nonprofit corporations, and which are necessary, desirable, or appropriate to facilitate the accomplishment of the foregoing purposes.
- i) To make donations to other Burlington County Library System branches at the sole discretion of the board of directors.

Section 3. This association shall work in conjunction with the officers and staff of the library to

achieve these ends, to acquaint the community with the needs of the library, and to help improve their facilities.

ARTICLE III – MEMBERSHIP

Section 1. Any person or organization who supports the purposes of the Association may become a member of the Association by the payment of annual dues in effect at the time. Members are known as Friends.

Section 2. The dues schedule shall be approved by vote of the Association at its annual meeting.

Section 3. Each member and organizational representative shall be entitled to cast one vote on all matters which come before a meeting of the Association.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The management of the Association shall be vested in a board of directors (“the board”) consisting of at least 5 but not more than 10 members, including the officers. An immediate past president continues to serve on the board an additional year.

Section 2. The board as defined in Article IV, Section 1 will serve to determine and oversee projects and programs that will increase fundraising for the association as well as provide public awareness about the importance of the library and of the Friends.

Section 3. The term of directors is three consecutive years.

Section 4. One-third of the directors shall be elected by the Association each year at the annual meeting to replace those directors whose terms are expiring in that year.

Section 5. The officers of the Association shall be a president, vice president, treasurer, secretary, each being a board member.

Section 6. The term of the president, vice president and other officers is one year; however, they may continue to serve, if reelected, for an additional term.

Section 7. When a vacancy occurs among the officers, the general membership shall be notified and will have 30 days to submit letters of interest for the position(s). A general meeting will be called with 2 weeks notice and vacancies shall be filled by a majority vote of the membership present at the meeting.

Section 8. Vacancies among the directors may be left open until the next annual meeting, or may be filled at any regular board meeting by a vote of the majority. Directors so elected serve until the next annual meeting, when they could stand for election to a full term as outlined in Section 3 above.

Section 9. Removal Procedure. A board member or officer may be removed for cause by vote of two-thirds of the board members attending a regularly scheduled meeting where the item had been placed on the written agenda distributed at least two weeks prior to the meeting.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The president shall preside at all meetings of the Association and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons

thereof. The president is an ex-officio member of all committees, except the nominating committee.

Section 2. The vice president shall, in the absence or disability of the president, perform all the functions of the president.

Section 3. The treasurer shall be responsible for handling all monies of the Association and shall keep appropriate and accurate records. A financial report shall be presented at all meetings of the board and at the annual meeting of the Association.

Section 4. The secretary shall keep a record of all meetings of the board and of the Association. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.

ARTICLE VI – COMMITTEES

Section 1. The Board shall establish each standing and ad hoc committees as appropriate, and appoint members thereto.

ARTICLE VI – MEETINGS

Section 1. The annual meeting of the Association shall be held once a year, at a time and place determined by the board. Five (5) members shall constitute a quorum for the transaction of business, and action on motions shall be decided by a vote of a majority of those present. Notices of meetings shall be sent two weeks in advance of the date thereof.

Section 2. Special meetings of the association may be called by the president or the board or upon written request of five members. The notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all association members.

Section 3. Regular meetings of the board of directors shall take place at least four times a year. Four (4) board members shall constitute a quorum, and motions shall be carried by a vote of the majority. Notices shall be sent to board members at least one week before the meeting. Special board meetings may be called by the president with at least forty-eight hours notice to board members.

Section 4. The director of the library, president of the board of the Maple Shade Library, Inc, and/or other staff members will be invited to participate in board meetings on a non-voting basis.

ARTICLE VII – FISCAL PERIOD

Section 1. The fiscal year of the association shall start on July 1 and end on June 30.

ARTICLE VIII – CONFLICT OF INTEREST

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make

payments and distributions in furtherance of the purposes of the association. Where conflict of interest may be thought to exist for a board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE IX – AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended, in whole or in part, by two-thirds vote of those present at a meeting of the Association provided that the meeting notice contains specific notice of Intention and that a summary of proposed change/changes is included.

ARTICLE X – PARLIAMENTARY PROCEDURE

When any formality beyond the ordinary courtesies of joint action is required, Roberts Rules of Order (most recent edition) shall govern the proceedings.

ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for tax exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, to the Maple Shade Library.