

# **Friends of Jefferson Public Library**

## **Bylaws and Policies**

**Revised September 21, 2023**

Friends of the Jefferson Public Library  
By-Laws  
Revised – February 2021

**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 the 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

The 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 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 and/or electronically 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. If by virtue of pandemic, fire, storm, terrorist act, or any other unforeseen circumstance, the May general meeting cannot be held, the current officers may stay in office until such time as a general meeting can be held.

### Section 2

Any vacancies on the Board due to an unexpired term shall be appointed by the President and confirmed by the Board. Such appointment shall be for the term vacated.

### Section 3

The President shall appoint **committee chairmen** with powers and authorities permitted by these bylaws. **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 \$500.00. The Board of Directors, by a 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. In the case where it is impossible to hold a general meeting, the board can approve any amount by in person or electronic vote.

## 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 bylaws or with the laws of the State of Louisiana. If it is not possible to meet in person, electronic meetings of the membership or the board may be called.

### Section 2

Regular meeting times and locations are to be announced in advance to all members by postal mail, e-mail, our website, and social media outlets.

### 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.

### Section 5

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

### Section 6

A simple majority of members constitutes a quorum at all meetings.

## **Article VII. Finances**

All monies in the name of the organization shall be deposited in a Federally insured bank account. All expenditures shall require signatures of two of the following: President, Vice-President, and/or Treasurer, with the exception of the Friends Store, where the Store Chair, the President, and the Treasurer shall constitute the three signees. **The Treasurer of the organization and the Chair of the Friends Store shall be bonded at the expense of the organization.**

The organization shall operate under a budget which shall be approved by the Board of Directors prior to the beginning of the fiscal year. This budget shall be presented to the general membership at the first general meeting following the beginning of the fiscal year.

## **Article VIII. Amendments**

The bylaws may be amended at any regular meeting of the organization by a simple majority vote of those members present. The proposed amendment(s) 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 2/2021

### **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**

#### **1. 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 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, may serve as liaison to the Library Advisory Board, and 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 bylaws, 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 The Friends. The Treasurer shall be bonded at the organization's expense.

**Corresponding Secretary** – The Corresponding Secretary shall send all correspondence as requested by the President or the Executive Board and shall perform such duties as are assigned by the president or Executive Board.

**Advisory Board Member** – If no current Board Member is also a member of the Library Advisory Board, the Vice President shall serve as Library Board Liaison.

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

**Book Sale Chair** – The Book Sale Chair shall coordinate all book sales and shall create the following committees with the responsibilities described:

**Publicity** – Publicity shall be responsible for press releases, advertising, and any mailed book sale 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 an inventory of necessary supplies for the sale operation.

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

**Hospitality** – The Hospitality Committee shall provide 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 in recruiting and training volunteer staff in compliance with store hours.
7. No consignment items shall be sold in the Friends Store. Donations may be accepted at the discretion of the Store Chair.

**Publicity Chair** – The Publicity Chair shall publicize Friends activities to the media. (These duties shall exclude the Book Sale.)

**Book Carts Chair** – The Book Carts Chair shall report on book sales from carts at branch libraries, appoint a committee to 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/Hospitality Chair** – The Events/Hospitality 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 Update Chair** – The Volunteer Update Chair shall coordinate a committee to update the volunteer roster every two years.

**Awards Chair** – The Awards Chair should be a Volunteer of the Year or Friend of Distinction recipient. In accordance with the Awards Guidelines, the Chair forms a committee to select the award winners for the annual volunteer luncheon.

## **2. Volunteer Luncheon**

Volunteers with 50 or more hours of volunteer service shall be invited to an annual luncheon. Hours are self-reported and are collected from May 1 to April 30 of each year. The Board may approve invitations to volunteers who perform some extraordinary service even if they have not accumulated 50 hours.

## **3. Library Requests**

Requests from Library Staff must be submitted in writing, include the cost of the item requested, and have the approval of the Library Director. Due to liability, the Friends will not sponsor alcohol at any library event. A financial follow-up report may be requested.