



## **Monterey Park Bruggemeyer Library Junior Friends Bylaws**

### **Article 1: Name**

1.1 The name of the organization will be Monterey Park Bruggemeyer Library Junior Friends, referred to as Junior Friends.

### **Article 2: Mission**

2.1 The mission of the Monterey Park Bruggemeyer Library Junior Friends is to encourage teens ages 14-18 to connect with others in the community, participate in city-held events, and volunteer at the Monterey Park Bruggemeyer Library in teen and children's services. Junior Friends recognizes its duty to Equity, Diversity, and Inclusion (EDI) by providing inclusive programs, services and a safe and supportive environment for teens of all backgrounds. To uphold this responsibility, Junior Friends aims to give youth a new perspective on the library.

### **Article 3: Membership**

3.1 Junior Friends shall be coordinated by the Junior Friends Coordinator, who will serve as the Junior Friends Advisor. The Junior Friends Advisor will provide guidance in planning Junior Friends activities and reserves the right to reject and/or advise any ideas due to space, budget constraints, or any other concerns. The Junior Friends Advisor will supervise all Junior Friends meetings, activities, and projects.

3.2 The executive board shall consist of five members. There will be no limit to the general board members, due to the encouragement of participation and community within the Junior Friends.

3.3 Junior Friends membership is open to all teens ages 14-18 in Los Angeles County, California.

### **Article 4: Members and Officers**

4.1 The officers, also referred to as Executive Board, shall be President, Vice-President, Secretary, Publicity Chairperson and Historian elected by members of Junior Friends. All officers should make a special effort to attend all meetings and programs sponsored by Junior Friends. All officers will further represent the Library to their peers and community.

#### **4.1.1 President**

- a) Preside over meetings and ensure that members are focused and engaged.

b) Assist the Library advisor with drafting agendas and determining Junior Friends' goals.

c) Act as a representative of the Junior Friends and the greater teen population to the Friends of the Library. If the President is unable to meet with the Friends of the Library, they must submit a written report detailing what the Junior Friends have accomplished and discussed each month.

d) Promote the events, activities, and resources available at the library to the community.

e) Oversee the development and drafting of the Junior Friends Bylaws.

f) Work with the Vice President and Secretary to update member guidelines.

g) Inform the Secretary of member attendance.

h) Lead and coordinate bi-weekly Junior Friends Board Meetings.

i) Other duties as assigned by the Library Advisor.

#### **4.1.2 Vice President**

a) Serve as a liaison between Junior Friends members and the President.

b) Act as the recruiting officer for new board members.

c) Assist the President in their duties as necessary and lead meetings in the President's absence.

d) Promote the events, activities and resources available at the library to the greater community.

e) Send out text and email reminders about upcoming meetings.

f) Work with the advisor to notify members who are at risk of losing their membership for not attending meetings.

g) Designate and supervise the progress of subcommittees.

h) Other duties as assigned by the Library Advisor.

#### **4.1.3 Secretary**

a) Serve as the record keeper and ensure that proper and up to date records of Junior Friends meetings and Junior Friends related documents are secure and easily accessible. This includes:

i) Recording the minutes at each meeting and submitting a copy to the Junior Friends Library Advisor no later than three days after a meeting. Meetings will include members in attendance, what was discussed, the results of any votes or elections, and all other items of import that take place during a meeting.

ii) Maintaining a copy of all Junior Friends related documents on Google Drive, including agendas, minutes, and other to be determined.

iii) Serve as a secondary point of contact for unexpected absences alongside the Library Advisor.

- iv) Assist the President in his/her duties as necessary, and lead meetings in the absence of the President and Vice President.
- v) Promote the events, activities, and resources available at the library to the greater community.
- vi) Track member attendance
- vii) Track member absences and inform the Vice President of members who have been absent for more than five meetings.
- ix) Other duties as assigned by the Library Advisor.

#### **4.1.4 Publicity Chairperson**

- a) Manage and maintain the Junior Friends publicity and online presence, including:
  - i) Drafting online social media posts using Canva, including event descriptions.
  - ii) Assist the Friends of the Library with creating the quarterly Friends of the Library newsletter.
  - iii) Work with and assist the Library Advisor regarding any necessary promotions for Junior Friends related events and activities, including flyers and write-ups
  - iv) Report to the Junior Friends as to the success or failure of any events or activities regarding attendance and enjoyment of the event.
  - v) Assist the President in their duties as necessary and lead meetings in the absence of the President, Vice President, and Secretary.
  - vi) Promote the events, activities, and resources available at the library to the greater community
  - vii) Other duties as assigned by the Library Advisor.

#### **4.1.5 Historian**

- a) Collaborate with the Secretary and Publicity Chairperson to manage and archive Junior Friends events:
  - i) Take pictures at events and activities to post online.
  - ii) If the Publicity Chairperson is unable to attend the event or activity in question, the Historian will serve as a temporary substitute.
  - iii) Assist the President in their duties as necessary and lead meetings in the absence of the President, Vice President, Secretary and Publicity Chairperson.
  - iv) Promote the events, activities, and resources available at the library to the greater community
  - v) Other duties as assigned by the Library Advisor.

4.2 Officers will be appointed by majority vote. Anyone who wishes to hold an officer's position during a year's term may participate in elections, which take place at the end of the year's term.

4.3 All officers shall serve a 12-month term from June through May. Members may continue serving on the Executive Board until they are no longer qualified for Junior Friends. All officer positions will be up for election at the end of each term in May.

4.4 Officer position vacancies shall be filled as soon as reasonably possible. If possible, other officers will be responsible for the duties of the vacant position until the vacancy is filled.

#### 4.4.1 Resignation

a) Officers shall inform the Library Advisor if they decide to resign from Junior Friends Executive Board. A member may step down from the officer position and become a general member. An election will be held to fill the vacated officer position.

#### 4.4.2 Dismissal

a) If necessary, punitive actions up to and including dismissal from the board and any Junior Friends executive board positions they may hold.

b) Dismissal shall occur if an executive board member repeatedly breaks the Junior Friends Bylaws or fails to fulfill their responsibilities to the board.

c) Immediate dismissal is a last resort action. Alternatives include a verbal warning, followed by a personal meeting with the Library Advisor if necessary.

d) If an executive board member is dismissed, actions will be taken to fill the position as quickly as possible. An election will be held for the vacant position. During the time of and prior to the election, other executive board members will evenly divide the necessary duties of the vacant position.

## **Article 5: Meetings**

5.1 Board meetings will be held every second and fourth Thursday of the month at 4:00 PM.

5.2 The Junior Friends Library Advisor and President will be responsible for putting together the bimonthly agendas. Topics of discussion may be added to the agenda by the Library advisor or any member of the executive board. Items included on the agenda must be submitted to the Library Advisor no later than 24 hours before the scheduled board meeting. A copy of the agenda will be provided for all board members present at meetings.

5.3 Agenda items that require approval must be approved by a majority of the board members present during board meetings. The Library Advisor has the right to overturn or adjust any voting outcomes if necessary.

5.4 Minutes during board meetings shall always be recorded or written down by the Secretary. Minutes, along with the agenda, will be available to board members no later than three days after the board meeting.

5.5 All executive board members should make meeting attendance a high priority. All members of Junior Friends must have an excused absence if they will not be present in meetings. Excused absences shall be reported to the Library Advisor, President, or Vice President. This information will be then relayed to the Secretary, who will keep track of excused and unexcused absences. Five or more unexcused absences will result in the board member being considered inactive.

#### **Article 6: Subcommittees**

6.1 When deemed necessary by a majority of the executive board, subcommittees may be formed for specific projects or programs. Subcommittees shall be formed with the approval of the Library Advisor.

6.2 Any board member may volunteer to be part of a subcommittee.

#### **Article 7. Amendments to the Bylaws**

7.1 The Junior Friends Executive Board shall have the exclusive power to adopt, alter or repeal any provision of these Bylaws and to make new Bylaws.

**Approved by the Junior Friends Executive Board and Junior Friends Members on  
July 28, 2022**