

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 and library events, and volunteer at the Monterey Park Bruggemeyer Library. 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.

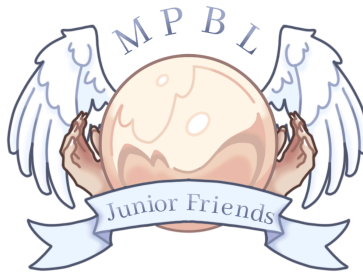
Article 3: Membership

3.1 Junior Friends shall be coordinated by the Teen Librarian and/or Staff, 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.

3.4 To maintain an active membership status, members must attend the bimonthly meetings and at least one teen event each month in order for the Junior Friends Advisor to write letters of recommendation or sign off on volunteer hours.



3.5 Members are responsible for notifying the President or Vice President of their absences beyond their control.

3.6 If extracurricular activities prevent members from attending meetings or events, they must notify the Junior Friends Advisor.

Article 4: Members and Officers

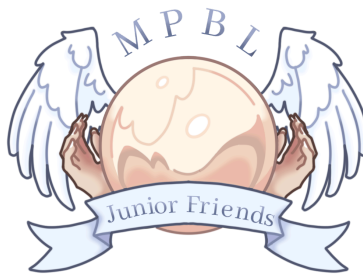
4.1 The officers, also referred to as Executive Board, shall be President, Vice-President, Secretary, Publicity Chairperson and Historian elected by members of Junior Friends. All officers should make a special effort to attend all meetings and programs sponsored by Junior Friends. All officers will 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) Work with the Vice President and Secretary to update member guidelines
- f) Lead and coordinate bi-weekly Junior Friends Board Meetings.
- g) Other duties as assigned by the Library Advisor.
- h) Will record member absences.

4.1.2 Vice President

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

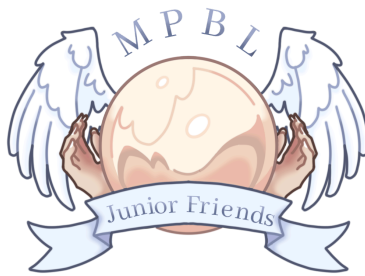


- b) Act as the recruiting officer for new members.
- c) Assist the President in their duties as necessary and lead meetings in the President's absence.
- d) Promote the events, activities and resources available at the library to the greater community.
- e) Send out announcements about upcoming meetings and programs.
- g) Designate, supervise, and report the progress of subcommittees.
- h) Other duties as assigned by the Library Advisor.
- i) Assist the Library advisor and President in determining Junior Friends goals and events.
- j) Will record member absences.

4.1.3 Secretary

- a) Serve as the record keeper and ensure 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 what was discussed, the results of any votes for elections, and all other items of import that take place during a meeting.
 - ii) Serve as a secondary point of contact for unexpected absences alongside the Junior Friends Vice President.
 - iii) Assist the President in his/her duties as necessary, and lead meetings in the absence of the President and Vice President.
 - iv) Promote the events, activities, and resources available at the library to the greater community.
 - v) Track member attendance.
 - vi) 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) Assist the Friends of the Library with creating the quarterly Friends of the Library newsletter.
- ii) Work with and assist the Library Advisor regarding any necessary promotions for Junior Friends related events and activities, including flyers and write-ups
- iii) Assist the President in their duties as necessary and lead meetings in the absence of the President, Vice President, and Secretary.
- iv) Promote the events, activities, and resources available at the library to the greater community
- v) Other duties as assigned by the Library Advisor.

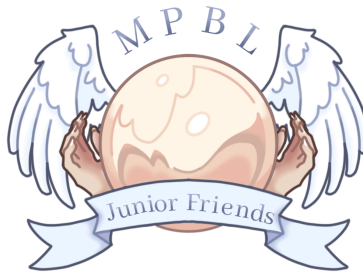
4.1.5 Historian

a) Collaborate with the Junior Friends Advisor and Publicity Chairperson to manage and archive Junior Friends events:

- i) Take pictures at events and activities
- ii) Report out events during general meetings
- 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. 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

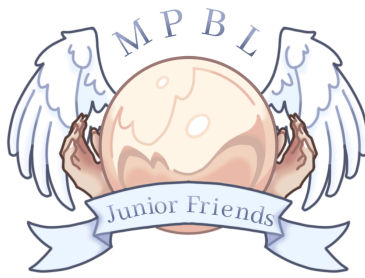
- a) If necessary, punitive actions up to and including dismissal from the board and any Junior Friends executive board positions they may hold.
- b) Dismissal shall occur if an executive board member repeatedly breaks the Junior Friends Bylaws or fails to fulfill their responsibilities to the board.
- c) Immediate dismissal is a last resort action. Alternatives include a verbal warning, followed by a personal meeting with the Junior Friends 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 General member meetings will be held every second and fourth Friday of the month at 4:30 PM.

5.2 Executive board meetings will be held every second and fourth Tuesday of the month.

5.3 The Junior Friends Executive Board will be responsible for putting together the bimonthly agendas. Topics of discussion may be added to the agenda by the Junior Friends advisor or any member of the executive board. Items included on the agenda must be submitted to the Junior Friends 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.



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

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

5.6 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 at meetings. Excused absences shall be reported to the 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 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 Junior Friends 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 on June 12, 2025