

By-Laws Of Friends of Island Beach State Park, Inc.

Article I--Name

The name of the corporation is Friends of Island Beach State Park, Inc. It is hereafter referred to as “Friends of IBSP”.

Article II—Purpose and Objectives

- To serve as a volunteer corporation organized and operated to enhance interpretative, educational, recreational and research programs, and events at Island Beach State Park within the meaning of Section 501 (c)(3) of the Internal Revenue Code.
- To raise and receive funds or property to assist in enhancements of the natural habitat, buildings, and properties of Island Beach State Park.
- To encourage protection of the barrier island ecosystem.
- To support activities, educational and special events, and programs that will further public appreciation, participation, and stewardship of Island Beach State Park.
- To encourage support for Island Beach State Park programs through volunteer participation, fund raising, and dissemination of information.

Article III—Location

The office of Friends of IBSP will be in Ocean County, New Jersey. The business of the Corporation will be transacted at this location and all records of the Corporation will be kept at this location. Unless otherwise designated, the office will be at Island Beach State Park.

Article IV—Membership

Section 1. Eligibility

Any person 18 years of age or older who supports and subscribes to the purposes of the Friends of IBSP shall be eligible for membership as an active member. An active member may vote and hold office. Families shall be eligible for family membership.

Section 2. Dues

Annual dues shall be fixed by the Board of Trustees. Annual dues are due and payable on the anniversary month during which the member joins (e.g. if a member joins in June, dues will be due in June of subsequent years). Any active member whose dues remain delinquent and unpaid for a period of 30 days following the date of their annual membership renewal shall be removed from membership.

Section 3. Termination and Removal

Membership shall be terminated upon written resignation of the member, death, or failure of the member to pay dues within 30 days of the due date. An active member may be removed from membership with or without cause upon a two-thirds majority

vote of the Board of Trustees at a regular or special meeting of the Board. The member shall be given at least two weeks written notice of such proposed removal and shall be given the opportunity to appear before and address the Board of Trustees regarding removal prior to any vote on such removal.

Article V—Board of Trustees

Section 1. Number

Management of Friends of IBSP shall be vested in a Board of Trustees consisting of the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Membership Secretary, and not less than three (3) or more than five (5) additional members of Friends of IBSP.

Section 2. Term

All Trustees shall be elected for a two (2) year term, staggered so approximately one half of the terms expire each year.

Section 3. Election

The Board of Trustees shall be elected at the July General Membership Meeting and will be elected by a majority vote of the members attending the meeting.

Section 4. Additional Members

The Board of Trustees may, by unanimous vote, name new Board members for the Friends of IBSP membership. Said Board members shall be approved by a vote of the General Membership attending the next General Membership Meeting of the Friends of IBSP.

Section 5. Vacancies

In the event that a Trusteeship position becomes vacant, the President may name a member to fill the vacancy until the next General Membership Meeting, at which time the members shall elect a member to serve the remainder of the term, if any.

Section 6. Compensation

Board members will not be paid for their services.

Article VI—Officers

Section 1. Titles

The officers of Friends of IBSP shall consist of President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Membership Secretary.

Section 2. Election

The officers shall be elected by a majority vote of members attending the July General Membership meeting. The officers shall serve for a term of two (2) years.

Section 3. Duties

(a) The President will be the Chief Executive Officer of Friends of IBSP. The President shall preside at all General Membership meetings and all meeting of the

- Board of Trustees. The President shall be one (1) of two (2) signatories necessary on the financial instruments of the Friends of IBSP when the amount exceeds five hundred dollars (\$500.00). The President shall be bonded. The President shall appoint a Historian. The Historian shall be responsible for gathering and recording information on past events and activities of Friends of IBSP.
- (b) The Vice President shall act as President in the absence of the President. In the absence of the President, the Vice President may be one (1) of two (2) signatories necessary on the financial instruments of the Friends of IBSP when the amount exceeds five hundred dollars (\$500.00). The Vice President shall be bonded. The Vice President shall perform such other duties and possess other powers as are incident to the office or as assigned by the President or the Board.
 - (c) The Treasurer shall have the custody of the funds of Friends of IBSP and shall keep or cause to be kept regular books of accounts. The Treasurer shall make a complete itemized report of all receipts and disbursements at each General Membership Meeting of Friends of IBSP. The Treasurer shall prepare the account books for annual review or audit or at any time upon demand of the Board of Trustees. The Treasurer shall sign all financial instruments of the Friends of Island Beach State Park. The Treasurer shall be one (1) of two (2) signatories on the financial instruments of the Friends of IBSP when the amount exceeds five hundred dollars (\$500.00). The Treasurer shall be bonded. The Treasurer shall perform such other duties and possess other powers as are incident to the office or as assigned by the President or the Board.
 - (d) The Recording Secretary shall keep or cause to be kept minutes of all meetings. The Recording Secretary shall perform such other duties and possess other powers as are incident to the office or as assigned by the President or the Board.
 - (e) The Corresponding Secretary shall conduct all official correspondence of Friends of IBSP. The Corresponding Secretary shall perform such other duties and possess other powers as are incident to the office or as assigned by the President or the Board.
 - (f) The Membership Secretary shall keep all records of membership. The Membership Secretary shall receive applications for membership with the required membership fee and shall remit these monies to the Treasurer. The Membership Secretary shall notify members of the date on which their membership is due for renewal. The Membership Secretary shall perform such other duties and possess other powers as are incident to the office or as assigned by the President or the Board.

Section 4. Resignation, Termination, and Removal

An Officer's position shall be terminated upon written resignation of the Officer, death, illness, or failure of an Officer to pay dues within 30 days of the due date. An

Officer shall be removed from the Board of Trustees with or without cause upon a two-thirds majority vote of the entire Board of Trustees at a regular or special meeting of the Board. An Officer shall be given at least two weeks written notice of such proposed removal and shall be given the opportunity to appear before and address the Board of Trustees regarding such proposed removal prior to any vote on such removal.

Section 5. Vacancies

Vacancies caused by resignation, death, illness, or removal of an Officer, shall be filled upon the majority vote of the Board of Trustees. Officers so appointed shall serve for the remainder of the vacated term.

Article VII—Committees

Section 1. Formation

The President, with the approval of the Board of Trustees, shall appoint a Nominating Committee, a Finance Committee, a Program Committee, and such other standing and special committees as the Board of Trustees shall direct. The President shall be an ex-officio member, without vote, of all committees.

Section 2. Nominating Committee

At the July General Membership meeting, the Nominating Committee shall propose a slate of candidates to fill all expired or vacant Trusteeships. The Nominating Committee shall also submit a slate of proposed Officers at the July General Membership meeting. Nominations from the floor will be accepted at the July meeting. The Nominating Committee shall be composed in part or wholly of sitting Board members, who shall have the option of nominating themselves.

Section 3. Finance Committee

The Finance Committee shall be composed of the President, Treasurer and two (2) members whom the President shall designate. The Finance Committee shall prepare an annual budget for approval of the Board of Trustees. The Finance Committee shall be responsible for an annual review or audit of financial records and for preparation of the financial portion of the annual report to the New Jersey Division of Parks and Forestry required by all Officially Recognized Friends Organizations by Division Order # 30, issued January 12, 1999 and revised August 26, 1999. The Finance Committee shall ensure that all Federal and State Tax returns are filed and all other finance related documents are properly prepared in accordance with Division Order #30, issued January 12, 1999 and revised August 26, 1999.

Section 4. Program Committee

The Program Committee shall solicit and receive proposals for projects and programs that Friends of IBSP may undertake. These proposals shall be presented to the Board of Trustees and the Board will determine which proposals to present to the General Membership.

Article VIII—General Membership Meetings

Section 1. Meeting Frequency

A minimum of four annual General Membership Meetings will be held and the time will be determined by the Board of Trustees. Election of Trustees and Officers will take place at the July General Membership Meeting.

Section 2. Time and Location

The time and location of the Meeting will be determined by the Board of Trustees.

Section 3. Notice

All active members shall receive written notice of the time and location of the July Meeting for the election of Officers and Trustees at least two (2) weeks prior to the meeting date.

Section 4. Quorum

Ten active members shall constitute a quorum of the General Membership for the transaction of business.

Section 5. Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the meetings of the Friends of IBSP.

Article IX—Board of Trustees Meetings

Section 1. Meeting Frequency

The Board of Trustees shall meet prior to the General Membership Meetings. Additional meetings may be called by the President and shall be called by the President upon request from a majority of the Board of Trustees.

Section 2. Notice

Adequate notice for a Board meeting is required; generally, at least one (1) week notice is required.

Section 3. Quorum

Four (4) trustees shall constitute a quorum of the Board of Trustees for the transaction of business.

Article X—Finances

Section 1. Fiscal Year

The fiscal year for the Friends of IBSP shall be the calendar year.

Section 2. Deposits

All funds of the Friends of IBSP shall be deposited by the Treasurer or by his/her order in such bank or banks designated by the Board of Trustees in the name of Friends of Island Beach State Park, Inc.

Section 3. Disbursements

Disbursements shall be made either from a petty cash fund or by check. The Treasurer shall sign all checks. All checks shall be signed by the Treasurer and countersigned by the President or, in his/her absence, by the Vice President when the amount of the check exceeds five hundred dollars (\$500.00).

Section 4. Budget

The Finance Committee shall prepare and submit an annual budget for the coming year for the approval of the Board of Trustees prior to the annual January meeting. The approved budget shall be presented at the January meeting.

Section 5. Review

A review shall be made at least once a year by a qualified person with an accounting background or firm chosen by the Finance Committee. The results shall be reported to the Board of Trustees in a timely manner. The Finance Committee shall report the results of the review to the General Membership.

Article XI—Amendment of By-Laws

By-laws may be altered, amended, or repealed upon a two-thirds majority vote of the Board of Trustees and upon the majority vote to the active members voting at one of the scheduled meetings or at a special meeting called for that purpose. Written notice setting forth the proposal(s) must be mailed to the Trustees and to the active members two week before the scheduled meeting or special meeting called for that purpose.

Article XII—Dissolution

Upon dissolution of the Friends of IBSP, after payment of all debts, no part of the remaining assets may be distributed to any Trustee, Officer, or member of the Friends of IBSP. Assets shall be distributed to organizations as shall qualify under section 501 (C) (3) of the Internal Revenue Code.