

**Constitution and By-Laws
Of the
Friends of Island Beach State Park, Inc.**

Revised & ratified – 10/14/2005

Revised & ratified – 3/29/2007

Revised & ratified – 5/18/2009

Wording Corrections—8/2011

**CONSTITUTION
OF FRIENDS OF ISLAND BEACH STATE PARK, INC.**

Preamble

The Friends of Island Beach State Park, Inc. and the New Jersey Division of Parks and Forestry shall have mutual and complementary interests in the preservation and interpretation of Island Beach State Park as defined in their respective governing documents.

Article One—Name

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

Article Two—Purpose and Objective

- 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.

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

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Article III—Location

The office of FOIBSP 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 who supports and subscribes to the purposes of the FOIBSP shall be eligible for membership as an active member. An active member, age 18 and over, may vote and hold office. Families shall be eligible for family membership.

Section 2. Dues

Annual dues shall be fixed by the Executive Board. Annual dues are due and payable during the month of January. Any active member whose dues remain delinquent and unpaid for a period of 60 days following their annual membership renewal shall be sent a reminder. If the dues remain delinquent for another 30 day period the member shall be removed from the active membership rolls.

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 90 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 Executive Board 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 Executive Board regarding removal prior to any vote on such removal.

Section 4. Unbecoming Conduct

FOIBSP will immediately suspend or terminate membership of any member whose conduct is unbecoming, whose behavior is objectionable or whose conduct and/or behavior reflects negatively upon the FOIBSP, Division of Parks and Forestry, Department of Environmental Protection and/or State of New Jersey, as determined by the Director, Division of Parks and Forestry.

Article V—Executive Board

Section 1. Number

Management of FOIBSP shall be vested in an Executive Board 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 FOIBSP who serve as Trustees.

Section 2. Election

The Executive Board shall be elected at the Fall General Membership Meeting and will be elected by a majority vote of the members attending the meeting. The newly elected officers and trustees will take office the following January.

Section 3. Vacancies

In the event that an officer or trustee position becomes vacant, the President may name a member to fill the vacancy with the approval of a majority vote of current Executive Board. At the next General Membership Meeting the members shall elect a member to serve the remainder of the term, if any.

Section 4. Compensation

Executive Board members will not be paid for their services.

Article VI—Trustees

Section 1. Term

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

Section 2. Duties

Trustees shall attend Executive Board meetings and advise on the business of FOIBSP. The Trustees shall perform such duties and possess powers as are incident or as assigned by the President or the Executive Board.

Article VII—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. Term

The officers shall serve for a term of one (1) year, with a maximum of four (4) consecutive terms.

Section 3. Duties

- (a) The President will be the Chief Executive Officer of FOIBSP. The President shall preside at all General Membership meetings and all meetings of the Executive Board. The President shall be one (1) of two (2) signatories necessary on the financial instruments of the FOIBSP 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 FOIBSP.
- (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 FOIBSP 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 Executive Board.
- (c) The Treasurer shall have the custody of the funds of FOIBSP 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 FOIBSP. The Treasurer shall prepare the account books for annual review or audit or at any time upon demand of the Executive Board. The Treasurer shall sign all financial instruments of the FOIBSP. The Treasurer shall be one (1) of two (2) signatories on the financial instruments of the FOIBSP 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 Executive 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 Executive Board.
- (e) The Corresponding Secretary shall conduct all official correspondence of FOIBSP. 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 Executive 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 Executive 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 Executive Board with or without cause upon a two-thirds majority vote of the entire Executive Board 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 Executive Board 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 Executive Board. Officers so appointed shall serve until the next general membership meeting, at which time voting will take place to fill the vacancy.

Article VIII—Committees

Section 1. Formation

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

Section 2. Nominating Committee

The Nominating Committee shall propose a slate of candidates one month prior to the October General Membership Meeting to fill all expired or vacant officer or trustee positions. The Nominating Committee shall also submit a slate of proposed officers and trustees one month prior to the October General Membership meeting. Interested candidates must have their name submitted to the nominating committee no later than September 1st preceding the October meeting. The Nominating Committee shall be composed in part or wholly of sitting Executive 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 Executive Board. 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 FOIBSP may undertake. All proposals for activities/programs/events must include the name of a sponsoring member and the names of supporting members. These proposals shall be presented to the Executive Board and the Board will determine which proposals to present to the General Membership.

Article IX—General Membership Meetings

Section 1. Meeting Frequency

A minimum of **two** annual General Membership Meetings will be held each year. The meeting times and location will be determined by the Executive Board. Election of Trustees and Officers will take place at the fall general membership meeting.

Section 2. Time and Location

The Executive Board will determine the time and location of the meetings.

Section 3. Notice

All active members shall receive written notice of the time and location of all General Membership Meetings at least two (2) weeks prior to the meeting date.

Section 4. Quorum

Fifteen (15) 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 FOIBSP.

Article X—Executive Board Meetings

Section 1. Meeting Frequency

The Executive Board 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 Executive Board.

Section 2. Notice

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

Section 3. Quorum

Five (5) officers and/or trustees shall constitute a quorum of the Executive Board for the transaction of business.

Article XI—Finances

Section 1. Fiscal Year

The fiscal year for the FOIBSP shall be the calendar year.

Section 2. Deposits

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

Section 3. Disbursements

Disbursements shall be made 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). The Finance Committee and the Executive Board shall review and approve all expenditure requests that are not budgeted for the current fiscal year.

Section 4. Budget

The Finance Committee shall prepare and submit an annual budget for the coming year for the approval of the Executive Board 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 Finance Committee shall review and report the results of this review to the Executive Board in a timely manner. The results of the review shall then be reported to the membership at the next General Membership meeting.

XII—Conduct and Operations

Section 1. Conduct

FOIBSP shall not undertake to conduct any activity or bring any non-State owned property onto Island Beach State Park without prior approval of Director, Division of Parks and Forestry, nor will FOIBSP undertake or conduct any activity contrary to its:

- Certificate of Incorporation
- Constitution and By-Laws
- Master, Management and/or Annual Plan for the development or operation at Island Beach State Park.

Section 2. Funds

All funds and property received by FOIBSP for use at Island Beach State Park will be expended, distributed and applied in a manner consistent with the laws of the State of

New Jersey, the provisions of the Certificate of Incorporation and By-Laws of the FOIBSP.

Section 3. Documents

Planning documents, grant applications and other such initiatives and proposals of FOIBSP pertaining to the physical and programmatic development of Island Beach State Park shall be reviewed for compliance with this agreement and approved by the Division Representative prior to submission for final approval.

Article XIII—Amendment of By-Laws

By-laws may be altered, amended, or repealed upon a two-thirds majority vote of the Executive Board 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 Executive Board and to the active members two weeks before the scheduled meeting or special meeting called for that purpose.

Article XIV—Dissolution

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

