

**FRIENDS OF THE BULVERDE AREA RURAL LIBRARY DISTRICT (BARLD)  
(FOL)  
STANDING RULES**

**Rule 1. Membership**

A. All members shall receive all general association information of the FOL from the Board via a method that the Board deems is the most effective such as email, US post, etc. Members will have the right to hold office and serve on committees. Voting privileges are determined by the type of membership and are listed below. Individual memberships shall have one vote and other memberships shall have a maximum of two votes but only one vote per person. Honorary Lifetime Members are appointed by the FOL Board and do not have voting privileges. Staff membership is a group membership paid by the Library for all employed staff, and do not have voting privileges.

B. Membership Categories

<b>Type</b>	<b>Votes</b>
\$10 Individual	1/person, 1 max
\$100 Business Members	1/organization
\$100 Sponsor (5 consecutive years converts to a lifetime membership, includes 2 memberships)	1/person, 2 max
\$250 Contributing (2 consecutive years converts to a lifetime membership, includes 2 memberships)	1/person, 2 max
\$500 Lifetime (includes 2 memberships)	1/person, 2 max
Honorary Lifetime Member	
\$50/ Staff Membership	0

C. New members joining the last month of the fiscal year (December) shall be considered paid in full through the next fiscal year. The Board of Directors may allow membership drives with incentives at their discretion. If membership renewals are not received by February 28, the member will be dropped from the membership roll.

## **Rule 2. Meetings**

- A. The President and the Board of Directors will determine the place, date, and hour of the annual meeting and will provide this information to the membership at least 15 days before the meeting.
- B. Any action, even those required by law, of the Board of Directors, committees, or members of this corporation may be taken at face-to-face meetings or by electronic, telephonic, or US mail communications so long as every member of the Board, committee or membership is provided with documented advance notice of the meeting and has equal opportunity to participate. A participating quorum is required of any meeting, regardless of format, before votes may be cast. The results of any meeting, regardless of format, may be reported in any articles or documents filed with the Secretary of the State of Texas.
- C. Approved minutes from Board of Director Meetings will be posted on the library website.

## **Rule 3. Directors**

- A. The president will schedule the time and place of meetings of the Board of Directors. If the president fails to act for two months, the other officers may call a meeting of the board. Monthly meetings are desirable.
- B. When a director has been absent for two consecutive meetings, the secretary will notify the director that if the next meeting is missed without adequate excuse, an automatic resignation will occur.
- C. The Board of Directors is responsible for establishing a written annual budget as stated in the financial management policy.
- D. The Bulverde/Spring Branch Library Director, the President of the Bulverde Area Rural Library District, the Foundation of the Bulverde Rural Library District, or some person selected by each of them, will automatically be entitled to attend all meetings of the Board of Directors.

## **Rule 4. Director's Responsibilities**

Each director will act as a liaison for a designated activity. The liaison shall help the committees with the personnel, fiscal, and other resources needed for the success of the activity.

- A. The president shall preside at all meetings of members. The president is an ex-officio member of all committees, except the nominating committee. The president shall sign all contracts and instruments requiring a signature as the registered agent of this corporation, shall be responsible for the scheduling of meetings of members and directors, and shall perform other duties as pertain to the office or may be required from time to time by the Board of

Directors. The president shall be the liaison to the Library and Library Board of Trustees. The president shall appoint a nominating committee of at least three (3) FOL members in October to manage the required board elections. The president may call orientation, training, or other planning sessions for the Board of Directors as required.

- B. The vice-president assumes the duties and powers of the president in case of the president's absence or inability to serve. The vice-president shall be responsible for maintaining FOL policy documentation on the library website.
- C. The secretary shall record the minutes of all meetings of members and Board of Directors and maintain a file of all reports. In addition, the secretary is responsible for the general correspondence not the duty of any other officer or committee. Board members and committee chairs shall provide copies of all correspondence and appropriate documentation to the secretary for filing. The secretary shall ensure minutes and agendas are posted to the library website.
- D. The treasurer or other person designated by the treasurer shall receive all dues and other income and shall keep a full accurate account of all receipts and disbursements of the corporation in permanent records that belong to the corporation. Copies of receipts and disbursements must be maintained as part of the records. The treasurer or designee shall deposit all monies and other valuable objects of the corporation in such depositories as may be designated by the Board of Directors. All disbursement shall be made by check or online payment supported by adequate documentation or authorization. The treasurer shall provide a financial report of the corporation at all regular meetings of the Board of Directors or whenever requested by the president and to the annual membership meeting. All records and actions of the treasurer may be subject to audit annually and at the discretion of the Board of Directors.
- E. The Director of Committees shall be the liaison to the standing committees. He/she shall integrate committee monthly reports for the Board Meetings. The Director of Committees will be the point of contact for hospitality or volunteer support requested by the library, the Trustees, or the Foundation.

### **Rule 5. Committees**

Committees will be formed to plan, develop and organize board -approved activities. Committee Chairs shall serve as Chairs no more than three (3) years on the same Committee. They shall be eligible for reappointment after an interval of one (1) year. If there is no volunteer for a position and an outgoing chair is willing

to stay on, the Board may make an exception to the three-year term provision. All committee events and programs must be approved by the Board prior to public announcements. The Board of Directors shall provide an annual budget amount to committees. The committees will develop their budget including other sources (i.e. donations, grants). If funding is required beyond the budgeted amount, justification shall be provided to the Board of Directors along with the request. All committee budgets must be approved by the Board of directors prior to expenditures. All committees are responsible for coordinating their publicity or promotional items. Committee chairs shall provide monthly reports to the Board of Directors.

#### **A. Program Committees**

1. The **Excursion Committee** is responsible for planning and executing trips of educational and cultural interest. They will decide price, destination, time and date.
2. The **One Book/One Community Committee** is responsible for selecting a book or genre of books, planning and scheduling programs based on the selected book. This committee is also responsible for ascertaining that funds are available for the programs. The Committee Chair is responsible for sending appropriate thank you letters to speakers or performers.
3. The **Veteran's Day Committee** is responsible for planning and scheduling an event to celebrate Veteran's Day. The Committee Chair is responsible for sending appropriate thank you letters to guest speakers, program participants, and volunteer supporters.
4. The **Special Programs Committee** is responsible for *planning and facilitating* other events that are done on a case by case basis such as concerts, theatrical productions, etc.

#### **B. Fundraising Committees**

1. The **Book and Author Committee** is responsible for planning and scheduling any Book and Author Event.
2. The **Grant Writing Committee** is responsible for seeking and writing grant proposals to appropriate foundations and corporations to support library programs and services. The committee along with the treasurer will administer and manage grant funding and submit reports as required by organizations providing funds.
3. The **Book Nook Committee** is responsible for providing leadership for reviewing/sorting donated books, managing the Book Nook, Book Sales, Internet Sales and any book order for special events. A

manager may be appointed for each of these areas.

4. Other Revenue/Misc., such as S.T.A.G.E., craft sales, cruises, etc. will be handled by ad hoc committees appointed.

### **C. Individual Functions**

Certain activities do not require a committee but are best accomplished by one or two people. The Board will appoint an individual(s) to perform these activities, and they will be exempt from the three-year term limit.

1. **Electronic Communications** is responsible for preparing and sending out a newsletter and FOL announcements as needed. He or she will maintain a current list of FOL member email addresses to send out electronic communications.
2. The **Historian** is responsible for assembling, keeping, and maintaining historical records, articles, and artifacts of the Friends Corporation.
3. The **Membership Coordinator** is responsible for conducting membership drives and, prior to January 31, for notifying all members to renew their membership and notifying those whose dues are in arrears as of January 31. If membership renewals are not received by February 28, the individual(s) will be dropped from the membership roll. The Membership Coordinator is responsible for maintaining a membership roster.
4. The **New Member Welcoming Coordinator** is responsible for contacting all new members to thank and welcome them to organization and to inform them of activities which they might be interested in participating. He/she informs committees of new member's interest in their committee.

### **D. On-going Activities**

1. The **Butterfly Garden Committee** is responsible for developing and maintaining the Library's Butterfly Garden.
2. The **Hospitality Committee** is responsible for coordinating with any committee and any board member with respect to refreshments and decorating for programs and events.

### **Rule 6: Policies**

The Board of Directors will establish policies to include conflict of interest, documentation retention, financial management, whistle blower and other policies as needed. All policies will be reviewed and/or revised as needed at least once a year.

Approved: February 22, 2003  
Amended and approved: February 12, 2007  
Amended and approved: March 2, 2009  
Amended and approved: March 3, 2010  
Amended and approved: June 7, 2010  
Amended and approved: May 30, 2013  
Amended and approved: September 12, 2016  
Amended and approved: July 9, 2018  
Amended and approved: December 10, 2018