

FRIENDS OF THE BULVERDE AREA RURAL LIBRARY DISTRICT

STANDING RULES

The following Standing Rules are procedures, not covered in the Bylaws, which provide for the ongoing operations of the Friends of the Bulverde Area Rural Library District (BARLD), referred to as the Friends of the Library (FOL). These procedures are subordinate to, but not in conflict with, the Bylaws. They become effective immediately upon approval by a majority of the Board of Directors (Board) and remain in effect until rescinded or amended by the Board. The Board may also vote to suspend a Standing Rule for a specified period of time.

Rule 1. Membership

- a. Members are individuals who have paid their annual dues for the fiscal year or achieved lifetime status. They shall have the right to hold office, serve on committees, attend meetings and vote on matters as presented by the Board. Voting privileges are determined by membership category identified below. Members shall receive information on FOL matters, events, and activities via a method deemed most effective by the Board.
- b. The Board may appoint honorary members in recognition of outstanding service to the Friends of the Library. Honorary members do not pay dues, and they do not have voting privileges.
- c. Mammen Family Public Library (MFPL) staff shall be considered members of the Friends of the Library but do not pay dues and do not have voting privileges.
- d. New members joining the last month of the fiscal year (December) shall be considered paid in full through the next fiscal year. The Board may allow membership drives with incentives at their discretion. If membership renewals are not received by January 31, the member shall be dropped from the membership rolls.
- e. Membership types and dues are described below. Each individual, nonprofit, and business organization shall have one vote for elections.

Individual	\$10 annually
Nonprofit Organization	\$50 annually
Business	\$100 annually

Sponsor	\$100 annually for five (5) consecutive years, then converts to lifetime, includes 2 memberships
Contributing	\$250 annually for two (2) consecutive years, then converts to lifetime, includes two (2) memberships
Lifetime	\$500 one-time payment, includes two (2) memberships

Rule 2. Meetings

The Board shall determine the place, date, and hour of the annual meeting and shall provide this information to the membership at least fourteen (14) days before the meeting. Notices shall be posted at the MFPL, the FOL section of the MFPL website, and sent to members via email.

- a. The president shall schedule regular meetings of the Board. Meetings shall be held quarterly at a minimum, but monthly is desirable. If the president fails to act for two months, the other officers may call a meeting of the Board.
- b. Any action, even those required by law, of the Board, committee, or members of this corporation may be taken at in-person or virtual meetings, by electronic, telephonic, or US mail communications. The communications media should allow every member of the Board, committees, or membership equal opportunity to participate. A quorum of those participating is required of any meeting before votes may be cast.
 - a. The MFPL Director, President of the BARLD Board of Trustees, and President of the Foundation of the BARLD, or representative selected by each of them, shall be invited to attend regularly scheduled meetings of the Board.
 - b. The Board secretary shall keep minutes for all Board and membership meetings.

Rule 3. Elections

- a. The Board shall determine the most efficient way to conduct elections for Board members, and other matters that require membership approval. Elections may be conducted in person, absentee ballots, or online using an electronic voting system that allows for anonymity.
- b. Notices of elections shall be posted in the MFPL, posted on the MFPL website, and sent electronically to FOL members at least fourteen (14) days prior to the election. The notice shall include detailed voting procedures.

- c. The Nominating Committee, appointed by the President, shall prepare a slate of candidates for election to the Board for the coming year. They shall provide biographies and photos for inclusion in the election notice. If the number of candidates is the same as the number of vacant positions and there are no write-in candidates, the election may be done by acclamation.
- d. If ballots are submitted or there is electronic voting, two members of the Board and one non-Board FOL member shall count the ballots or electronic votes, certify and sign the election results. Election results shall be presented to the Board president.

Rule 4. Board of Directors (Board)

The Board shall manage the affairs of the corporation and shall have up to eight (8) but at least five (5) members. Each director is expected to be an active participant and assist the Board and committees in the success of FOL activities. The officers of the corporation are the president, vice-president, secretary, treasurer, and director of committees. Other Board members shall be directors-at-large and are expected to take an active role in the FOL and assist wherever needed.

- a. The Board is responsible for establishing a written annual budget by December of each year. Projected budget requirements shall be submitted by FOL committees to the treasurer in October and shall include any sources of projected income, i.e., donations, grants, program income. Projected needs of the Library shall be requested of the MFPL Director in October. The Board must approve all expenditures by approving the annual budget and taking actions during the year for items not in the approved budget.
- b. The Board shall review and approve the annual Form 990 (or 990 EZ) prior to submission to the Internal Revenue Service (IRS). If this cannot be accomplished by the IRS deadline, the treasurer shall ensure a request for an extension is submitted to the IRS.
- c. Each director shall maintain a procedure book for his/her office. Procedure books shall contain, at a minimum, a copy of the current Bylaws, Standing Rules, Fiscal Management Policy, job description, and checklist of duties and key dates. Job descriptions shall be reviewed and revised, if necessary, by the outgoing director at the end of each fiscal year and reviewed by the president and vice-president before transferring to the incoming director. The outgoing director shall meet with the incoming director to go over duties and responsibilities for the position. The president may schedule a workshop to discuss and review FOL bylaws, standing rules and procedure books with new and outgoing directors.

- d. The Board shall ensure adequate general liability insurance is procured and maintained to protect uncompensated directors of the corporation.
- e. The Board shall keep the signed Articles of Incorporation, Bylaws, Standing Rules as permanent records in the filing cabinet in the FOL office. Additional permanent files shall be kept for all filings with the Texas Secretary of State, IRS, 501c(3) documents, Texas Franchise and Sales Tax, and other regulatory bodies for which filings are required.

Rule 5. Responsibilities

a. President

- 1) The president shall be the chief executive officer and shall be responsible for the general management of the FOL.
- 2) The president shall establish the agenda and preside at all meetings of the Board and members. The president is an ex-officio member of all committees, except the nominating committee.
- 3) The president shall sign all contracts and instruments requiring a signature as the chief executive officer. He/she shall perform other duties as they pertain to the office.
- 4) The president shall be the liaison to the MFPL, BARLD Board of Trustees, and Foundation of the BARLD. The president, or designated representative, shall attend the BARLD Board of Trustees and the Foundation meetings.
- 5) The president or designated-Board member, shall be the contact with the library staff on requests for hospitality and volunteer support for library programs. He/she shall also be the contact for marketing support from the library for FOL events and publicity.
- 6) At least every three (3) years, the president shall appoint a Bylaws and Standing Rules Committee to review and update those documents. The committee shall include at least one (1) non-Board member.
- 7) The president, with assistance from other Board members, shall prepare, at a minimum, a semiannual newsletter for FOL members. Such newsletters shall provide information on Board activities or actions, coming events and projects, and other matters deemed pertinent by the Board.

- 8) The president shall appoint a nominating committee of at least three (3) FOL members in October to prepare a slate of nominees and manage the required board elections for the coming year.
- 9) The president may call orientation, training, or other planning sessions for the Board as required.

b. Vice-President

- 1) The vice-president shall have the executive powers and perform the duties of the president in the absence, inability to serve, or upon resignation of the president.
- 2) The vice-president shall perform other duties as requested by the president.
- 3) The vice-president shall contact new members via telephone or email thanking them for joining and welcome them to the Friends. He/she shall inform them of activities they might be interested in. He/she shall find out if they are interested in volunteering for any committees and inform the committee chairs of their interest.

c. Secretary

- 1) The secretary shall record the minutes of all Board and membership meetings and maintain a hardcopy or electronic file of those minutes. Minutes shall include, as a minimum, attendance and all motions approved/disapproved by the Board or members. The secretary shall provide a draft copy of the minutes to the Board for review within ten (10) days after the meeting.
- 2) The secretary is responsible for distributing required reports for meetings to all Board members, the MFPL Director, President of the BARLD Board of Trustees, President of the Foundation of the BARLD, and other FOL members as requested. In preparation for meetings, Board members shall provide the required financial and consolidated committee reports, as well as any copies of correspondence and appropriate documentation for distribution. The secretary shall ensure approved minutes and agendas are posted to the FOL section of the MFPL website within two (2) weeks of the approval.
- 3) The secretary shall collect the monthly volunteer hours from members and submit to the MFPL Director for his/her reports by the 5th of each month.

- 4) The secretary shall maintain a yearly calendar with key dates of meetings, events, and activities and distribute them to the Board for regular meetings.
- 5) The secretary shall maintain all documentation according to the FOL Document Retention Guidelines and appropriate 501c(3) and other regulatory bodies. The Document Retention Guidelines shall be reviewed by the Board annually in February. It should also be included in the secretary's procedure book.
- 6) The secretary shall send get well, sympathy, and other cards to FOL members as needed.
- 7) In the absences of the president and vice-president, the secretary shall call the meeting to order pending the election of a temporary presiding officer from among the remaining Board members by a majority vote of those members present.

d. Treasurer

- 1) The treasurer shall be responsible for keeping accurate records of all financial affairs for the FOL and shall provide a financial report to the Board for every Board meeting, an annual financial report to the membership at the annual meeting, and whenever requested by the president. The treasurer will ensure the financial reports are posted on the FOL section of the MFPL website.
- 2) The treasurer, or other person(s) designated by the treasurer, shall receive all membership dues, Book Nook sales money, donations, grants, and other income. He/she shall deposit funds in the FOL checking account and retain deposit and supporting documentation for the treasurer's files. The treasurer shall keep a full and accurate account of all receipts and disbursements and maintain them per documentation guidelines.
- 3) The treasurer shall be responsible for filing any financial reports, statements, or other financial documentation necessary for the maintenance of the FOL tax-exempt status under state and/or federal law.
- 4) The treasurer shall prepare a Fiscal Management Policy to guide the Board in sound decision making. The policy shall include procedures for deposits and disbursements, bank accounts and credit cards, financial records, and internal controls. This policy shall be approved by the Board annually in February.

- 5) All disbursements shall be made by check, credit card or online payment supported by adequate documentation or authorization as specified in the Fiscal Management Policy. Cash may be used for payment in certain situations, such as tips for excursion bus drivers or tour guides.
- 6) The treasurer shall develop a detailed description of duties and responsibilities to include as a minimum, reports, deposits disbursements, statement reconciliations, quarterly sales tax reports, and federal taxes. This shall be included in the treasurer's procedure book as well as any IRS, Texas sales tax, and accounting information necessary to perform the treasurer's duties.
- 7) If the corporation uses an accounting firm to do taxes, financial statements or seek accounting advice, the treasurer shall be the primary contact.
- 8) The treasurer shall send acknowledgement and tax receipts for donations received by the FOL and maintain file copies for IRS purposes.
- 9) The treasurer shall request budget requirements for the upcoming year from the MFP Director and committees in October. He/she will prepare a proposed annual budget for the Board to review, make any adjustments, and approve in December of each year.
- 10) All records and actions of the treasurer may be subject to audit at least every two years and at the discretion of the Board. The treasurer shall develop an internal audit checklist for use.
- 11) The outgoing treasurer (or accounting firm) shall prepare an annual financial statement for the expiring fiscal year. He/she shall oversee the preparation of the federal tax return for that fiscal year. The annual statement and public copy of the tax return shall be posted on the FOL section of the MFPL website.

e. Director of Committees

- 1) The director of committees shall be the liaison to the standing and event committees and individual(s) for individual functions. He/she shall receive and integrate monthly committee reports into one consolidated report and send to the Board for regular and annual meetings.
- 2) The director of committees shall assist the committees in obtaining financial and volunteer support when needed.

f. Directors-at-Large

- 1) Directors-at-large shall attend Board and membership meetings and vote on matters that come before the Board. They shall be active in FOL activities.
- 2) Directors-at-large may assume committee responsibilities, assist other Board members, or perform other duties designated by the President,

Rule 6. Committees

Committees shall be formed to plan, develop, and implement Board-approved events and activities. Committee chairs shall be appointed annually or as necessary by the Board. All committee events and programs must be approved by the Board. The Board shall provide an annual budget amount to the committees. If funding is required beyond the budgeted amount, the chair shall provide justification to the Board and obtain approval before any expenditures. All committees shall submit requests for volunteer support and publicity to the FOL's electronic communications person for distribution to FOL members. Requests for publicity of FOL information and events to Library patrons shall be submitted through the Board-designated contact to the Library. Committees shall provide monthly reports to the director of committees for inclusion in the monthly consolidated report

- a. **Standing Committees** are on-going permanent committees that meet or act regularly throughout the year to perform or plan activities for the FOL. The standing committees are:
- 1) The **Book Nook Committee** sells donated books and other items on a daily basis. The committee may be managed by one person or a team of individuals. Members sort donated books, determine which will be kept for the Book Nook and what can be given away to local charities. They keep the Book Nook shelves stocked, manage sales, set sale prices, conduct special sales, collect, count, and deposit the sales money into the FOL bank account. They provide the treasurer with the deposit slips and supporting documentation.
 - 2) The **Butterfly Garden Committee** volunteers work with the Comal County Master Gardeners to maintain the MFPL's Butterfly Garden. This includes planting new plants, weeding, feeding the plants, and ensuring they are watered. They generally have one workday a month to maintain the Butterfly Garden.
 - 3) The **Excursion Committee** is responsible for planning and executing trips for educational and cultural interest for FOL members and library patrons. The

committee determines price, destination, time and date. A designated committee person works with the treasurer on procedures to collect and deposit ticket money and pay expenses. Income and expense documentation shall be provided to the treasurer.

- 4) The **Grant Committee** is responsible for seeking and writing grant proposals to appropriate foundations and corporations to support library needs. The committee works with the MFPL Director to apply for grants based on library requirements. When a grant is received, the committee, along with the treasurer, shall administer and manage grant funds and submit reports as required to the granting organization.
- 5) The **Hospitality Committee** provides hospitality support for FOL and, if requested, MFPL events. This includes room setup, kitchen support, serving food and beverage, and cleanup. The Hospitality chair coordinates with the FOL lead or MFPL contact on what support is needed and requests volunteers from FOL members if necessary. The chair also checks the kitchen to ensure it is adequately stocked to meet program requirements.

b. The Board may appoint **Event Committees** to plan programs that happen once a year or periodically. These committees are:

- 1) The **Book and Author Committee** plans and schedules a literary event with local, Texas, or other authors for the community. The committee determines the date, time, location, authors, and format for the program. This may also be a fundraising event so the committee shall work with the treasurer on income and expense procedures.
- 2) The **Holiday Tea Committee** plans and implements the annual FOL Holiday Tea for patrons. The committee works with the FOL electronic communications person and the Board-designated marketing contact on publicity for FOL members and library patrons. The committee is responsible for setup, food, teas and other beverages, kitchen support, and cleanup. The committee works with an approved FOL budget and decides on souvenirs, door prizes and manages, if applicable, a silent auction.
- 3) The **Veterans Day Committee** is responsible for planning and executing an event to celebrate Veterans Day. The committee sets the agenda, requests volunteers, schedules speakers if applicable, arranges for food and beverages, schedules volunteers for setup and cleanup, and sends thank you notes as appropriate.

c. **Individual Functions.** Certain activities do not require a committee but are best accomplished by one or two people. The Board shall appoint an individual(s) annually to perform these activities.

- 1) The **Electronic Communications** individual is responsible for preparing and sending out information to FOL members. This includes newsletters, membership renewal notices, Board information, notices on FOL and library activities and events, meeting and election notices, requests for volunteers and other support. He/she shall work with FOL program contacts to promote FOL programs. The electronic communications person shall work with the Board-designated contact for publicity of FOL information and events to library patrons and the community.
- 2) The **Historian** is responsible for assembling, keeping, and maintaining historical records, articles, and artifacts of the FOL and events and activities. This may be done in hardcopy like scrapbooks or in digital format.
- 3) The **Membership** individual maintains the membership roster, collects membership applications and dues, and makes bank deposits. He/she shall provide deposit and supporting documentation (application forms) to the treasurer and reconcile the membership list with the treasurer's accounting records. He/she shall ensure the membership application form is current and sufficient copies are available in the library. The individual shall coordinate with the electronic communications person to update member email information and to send out yearly renewal notices. An electronic version of the membership application form shall be provided to the Board-designated marketing contact for publication on the FOL section of the MFPL website. The membership individual shall prepare a list of all members eligible to vote prior to any election. If the Board approves a membership drive, he/she will request volunteers if needed to conduct the drive.

d. The Board may appoint **Ad Hoc Committees** to plan and organize other events and programs as the need arises. These include S.T.A.G.E tickets sales, craft sales, special speaker programs, etc.

Rule 7. Policies

The Board of Directors shall establish policies as directed by the Bylaws. These include: Conflict of Interest, Documentation Retention, Fiscal Management, Whistleblower, and others as needed. All policies shall be reviewed and/or revised as needed in February each year

Rule 8. Revisions

- a. All revisions to the Standing Rules must be approved by a majority of the Board. The date approved must be included on the revised Standing Rules.
- b. Revisions are to be made available to the general membership by posting on the FOL section of the MFPL website and in print upon individual member requests.

Approved:

November 21, 2022

June 17, 2020

December 10, 2018

July 9, 2018

September 12, 2016

May 30, 2013

June 7, 2010

March 3, 2010

March 2, 2009

February 12, 2007

February 22, 2003