

# 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become effective immediately upon approval by a majority of the Board of Directors (Board) and remain in effect until rescinded or amended by the Board.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 roster.
- e. Membership types and dues are described below. Each individual, nonprofit, and business organization shall have one vote for elections.
  - \$20 Individual
  - \$35 Couple
  - \$100 Silver Sponsor (Includes 2 memberships)
  - \$250 Gold Sponsor (Includes 2 memberships)
  - \$1000 Lifetime (includes 2 memberships, may be paid in 2 consecutive yearly \$500 payments)
  - \$100 Business

## **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 on the FOL page 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.
- c. The MFPL Director and President of the BARLD Board of Trustees or representative selected by each of them, shall be invited to attend regularly scheduled meetings of the Board.
- d. 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. The Nominating Committee, appointed by the President, shall prepare a slate of candidates for election to the Board for the coming year. The Nominating Committee shall solicit biographies and photos for inclusion in the election notice. Nominees shall be identified within sufficient time to prepare the ballot. 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.

- c. 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 will establish the strategic goals and objectives for the organization. The Strategic plan shall align with the plan developed by the Library Director.
- b. The Board is responsible for establishing a written annual budget in December of each year. Beginning in September, the Board will begin planning for the budget by following these steps:
  - The Board shall meet with the library director to determine the needs of the Library and FOL to determine what activities and committees the Board will sponsor.
  - The Board shall request projected income from grants, donations, Book Nook sales, and other fundraising activities as well as expenses.
  - The Board shall seek volunteers to participate on committees and activities and appoint committee chairs. The chairs will work with the Board to develop a budget for their respective committee.
  - Board shall meet to consider all budget items including committee requests. Items not included in the budget will be addressed during the budget year.
  - 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 document for his/her office on a MFPLibrary.org shared drive. Documents shall contain, at a minimum, a copy of the current job description, a checklist of duties and key dates. Job descriptions shall be reviewed and revised, if necessary, by the outgoing director in January of each year and reviewed by the president and/or 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 Board shall conduct an onboarding and orientation session each February so that new Board members are familiar with the workings of the organization and their position.

- 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**

### 1) 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 and BARLD Board of Trustees. The president, or designated representative, shall attend the BARLD Board of Trustees 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. 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.

- 8) The president may call orientation, training, or other planning sessions for the Board as required.

## 2) 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.

## 3) 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, and other FOL members as needed. 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 or posting on the shared drive. The secretary shall ensure approved minutes and agendas are posted to the FOL shared drive 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. The secretary shall maintain a yearly calendar with key dates of meetings, events, and activities and updated as needed on the FOL shared drive.

- 4) 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 and updated as needed on the FOL shared drive.
  - 5) The secretary shall send get well, sympathy, and other cards to FOL members as needed.
  - 6) 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.
- 4) 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 990s 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 review and revise the Financial 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 Financial 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 review and revise 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 or the FOL shared drive 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 MFPL 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 shall request an annual financial statement for the expiring fiscal year from the Accounting Firm. He/she shall oversee the preparation of the federal tax return for that fiscal year.
- 5) 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.
- 6) 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 and Special Events**

Committees will be formed to plan, develop, and implement Board-approved events and activities. They will be appointed for the duration of the activity, function or event, and reviewed annually.

Committee chairs will be appointed by the Board.

Committees will provide monthly reports to the Director of Committees for inclusion in the monthly consolidated report.

Committee chairs will develop budget recommendations for the Board which support the activities and objectives of their committee. Committee chairs will work with the Board to establish a committee budget for the coming year. If funding is required beyond the budgeted amount, the committee chair shall provide justification to the Board and obtain approval before any expenditures.

Committees will submit requests for volunteer support and publicity to the FOL's Electronic Communications Committee 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.

Committee chairs will develop procedures and committee information to be maintained on the FOL shared drive and update the information as needed. Committee chairs and Director of Committees will coordinate with library technical support to maintain current committee information on the FOL shared drive.

Certain activities do not require a standing committee but are best accomplished by one or two people. The Board shall appoint individuals to plan and organize these activities as needed.

Standing Committees are on-going permanent committees that meet or act regularly throughout the year to perform or plan activities for the FOL.

1. The Book Nook Committee sells donated books and other items on a daily basis.
2. The Butterfly Garden Committee volunteers work with the Comal County Master Gardeners to maintain the MFPL's Butterfly Garden.
3. The Electronic Communications Committee is responsible for preparing and sending out information to FOL members.
4. The Membership Committee maintains the membership roster and collects membership applications and dues.
5. The Hospitality Committee provides hospitality support for FOL events and, if requested, MFPL events.



The Board may appoint Event Committees to plan programs or events that happen once a year or periodically

### **Rule 7. Policies**

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

### **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.

Approved:

October 21, 2024

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