

FRIENDS OF THE ROCKWALL COUNTY LIBRARY STANDING RULES

I. PURPOSE

Standing Rules are authorized in Article X of the Bylaws and provide instructions for the day-by-day operation of the organization. Procedures that are a general policy or way of operating are written in Standing Rules.

II. MEMBERSHIP

A. An annual membership drive will be conducted in April and May, with dues payable by June 1st. The amount of the annual dues will be determined by the Board no later than December 15th and established by Resolution. For new members who join on or after January 1st, their payment will be applied to the next full year's membership beginning June 1st.

B. The membership list will not be given, loaned, leased, rented, or sold to any person, persons or entity. Members will not use the list for any purpose other than Friends-related business.

C. Categories of membership and dues

1. Individual and family membership:

Individual (I): Individual 18 years and older	\$15.00
Family (F): One or more individuals in a family	\$30.00
Gold (G): Individual or family	\$50.00
Platinum (P): Individual or family	\$100.00
Sponsor (S): Individual or family	\$250.00
Patron (P): Individual or family	\$350.00
Benefactor (B): Individual or family	\$500.00

2. Business memberships may be purchased by any business and will offer the following benefits:

Platinum	\$100.00	Business card ad in Friends Yearbook, name on Friends website, and name on plaque in library display case.
Sponsor	\$250.00	Business card ad in Friends Yearbook, name on Friends website, name on display case plaque, and recognition at each meeting.
Patron	\$350.00	Business card ad in Friends Yearbook, name on Friends website, name on display case plaque, recognition at each meeting, and recognition in local newspaper advertisement.
Benefactor	\$500.00	Business card ad in Friends Yearbook, name on

Friends website, name on plaque in library display case, recognition at each meeting, recognition in a local newspaper advertisement and individual plaque for business display.

III. MEETINGS

A. Publication of Dates

The schedule of General Meetings, Fundraisers, and Board Meetings will be published annually in the Yearbook. Additional meetings may be called as provided for in Article IV of the Bylaws.

B. Electronic Meetings

At the President's discretion, the Board may be asked to make decisions or vote on motions by e-mail. All responses should be addressed to the entire Board, and a majority must approve any decision unless a two-thirds vote is required. Actions and voting results will be recorded as minutes and filed accordingly.

C. Minutes

The Secretary will prepare minutes of all meetings where business is transacted. This includes the General and Special Meetings, Board Meetings, workshops and planning sessions, and meetings held via e-mail.

1. Draft minutes of Board Meetings will be sent electronically to Board members for review and correction within two weeks following the meeting. Board members will submit any corrections to the Secretary. The President may wish to review the draft minutes before they are e-mailed.
2. Approval of minutes depends on the type of meeting they cover.
 - a. Board meeting minutes: Sent to all Board members for review and correction. At the next Board meeting, they will be declared approved as published unless additional changes are made at the meeting.
 - b. Membership meeting minutes: The President will appoint a 3-member committee to review and approve or amend minutes from these meetings. The minutes should be signed and dated by the Recording Secretary and the chair of the committee. At the next meeting the President will announce that committee approved the minutes and that copies are available upon request.
3. The Secretary will maintain the approved minutes in a binder. Minutes will show the date approved and will be signed by the President and Secretary. At the May meeting all minutes for the previous year will be turned over to the President who is responsible for placing them in the Friends official records. Minutes should be in printed format as well as an electronic copy so they may be stored on the Friends computer.

D. Resolutions

A Resolution is used when the motion is of great importance or is very long. A Resolution includes the reasons for the motion as well as the actual action that is being proposed. Resolutions follow a certain format and are filed in chronological order at the front of the Minutes binder.

E. Agenda

The President will prepare an agenda for all meetings. Board members may request an item to be listed on the agenda by contacting the President at least one week prior to the scheduled meeting date. The President will provide the Board an agenda, Treasurer's report, and minutes of the previous meeting at least two days prior to the next Board meeting.

IV. COMMITTEES

A. The President may form *ad hoc* committees and appoint their members unless otherwise specified in the Bylaws. The President will specify the frequency and type of reports to be made to the Board. An *ad hoc* committee automatically ceases to exist when its work is completed and the final report is received.

B. In the course of committee duties, there may be occasions to write letters, devise or revise forms, or create other material that will be distributed under the name of Friends of the Rockwall County Library. Such material will be reviewed and approved by the President and/or President-Elect before it is disseminated.

Note: This does not refer to informal notecards, messages of condolence, internal committee correspondence or e-mails between individuals.

C. The following Standing Committees will be composed of a chair appointed by the President unless otherwise stated in the Bylaws or Standing Rules. Additional members may be recruited by the chair or appointed by the President with the concurrence of the chair:

1. Christmas Luncheon: This committee will organize, plan and execute an annual fundraiser to be held during the month of December and make periodic progress reports to the Board. The chair will have primary responsibility for taking reservations, selecting the venue and caterer and will arrange for the program, if any.

2. Membership - Individual and Family: The Third Vice-President for Membership will chair this committee and make regular reports of its activities to the Board. This committee will maintain a spreadsheet of all members, which includes names, addresses and all other information on the Membership Form. They may initiate special projects for the purpose of membership recruitment. This committee will be responsible for:

- a. Keeping updated membership forms and brochures available at the Library circulation desk and in the lobby for patrons to join or renew membership.

- b. Having a committee member sit at a table with membership forms and brochures at each Friends meeting for renewals and new memberships, along with a current list of members that have already paid membership dues.
 - c. Sending membership forms by mail or e-mail to members who have not renewed and a follow-up letter to those who have not renewed by mid-summer.
 - d. Sending welcome notes to all new members.
 - e. Providing the Yearbook chair with a list of all current members and copies of the printed and electronic membership forms for use in preparing the Yearbook. The Yearbook chair will determine the deadline for members to be included in the yearbook.
 - f. Making lists from the membership spreadsheet that contain names and contact information and sending to appropriate committee chairs listed below, and others as requested:
 - (1) Hospitality - names for making name badges.
 - (2) Newsletter - names, email and mailing addresses for Newsletter distribution.
 - (3) Nominating Committee - members with an interest in serving in a board position.
 - (4) Committee chairs - members with an interest in serving on their committee.
 - (5) Library staff - members interested in volunteering inside the library.
 - (6) Reservation – names and email addresses to send meeting reminders and email blasts.
 - g. Keeping the above lists current by sending new members' information as received throughout the year.
 - h. Checking the post office box for membership and picking up membership and renewal applications left at the library.
 - i. Saving a copy of the membership spreadsheet on the Friends computer at the end of the membership year.
- 3. Business Membership:** The Fourth Vice-President for Business Membership will chair this committee and make regular reports of its activities to the Board. This committee will focus on developing membership and support from the business and corporate community. The committee will be responsible for:
- a. Pursuing Business Membership renewals and soliciting new members.
 - b. Creating a business membership form.
 - c. Maintaining an electronic record of all business members including names, addresses and all other information on the business membership form.
 - d. Keeping the business membership information current on the lobby display plaques and Friends website.
 - e. Writing thank you letters to business members.
 - f. Placing an ad in a local newspaper in May acknowledging Business Members at the Benefactor level.
 - g. Conducting a raffle of any items donated by businesses at the Friends Christmas Luncheon.
 - h. Providing and distributing plaques to Benefactor business members.
- 4. Fundraising:** The Second Vice-President for Fundraising will chair this committee

and make regular reports of its activities at Board meetings. This committee will be responsible for:

- a. Planning and implementing fundraising projects.
- b. Collecting money from the Book Alcove and coordinating deposits with the Treasurer.
- c. Communicating with the Book Alcove chair on any issues and concerns.
- d. Coordinating the transport of used books from the library to a resale vendor.
- e. Providing estimated income and expenses for the annual budget.

5. Communication: The Fifth Vice-President for Communication will chair this committee and make regular reports of its activities to the Board. This committee will be responsible for:

- a. **Publicity** - Publicizing the Friends meetings, projects and accomplishments. Emphasis will be placed on expanding Friends membership by announcing programs in advance and writing articles with photographs after the event. Publicity will emphasize that although reservations are required, visitors and prospective members are welcome to attend.
- b. **Social Media** - Maintaining Friends social media accounts in a timely manner including Facebook, Instagram, Twitter and other social media platforms by posting Friends meetings, projects and accomplishments as appropriate.
- c. **Website** - Creating, maintaining and updating the Friends website with input from the Board and committee chairs as appropriate. The Fifth Vice-President for Communication may serve as webmaster or appoint a committee member as webmaster.

The Communication Committee chair and/or members will communicate and work closely with the following committee chairs to coordinate efforts related to each committee's responsibilities:

- Newsletter to coordinate dissemination of information to Friends members.
- Marketing to coordinate dissemination of information to area civic and service organizations and the implementation of innovative techniques to promote Friends and the object of the organization.

6. Historian: The Historian will keep a history of publications, announcements, and photographs concerning the work for the current year. The records may be in a scrapbook or in electronic format.

7. Yearbook: This committee will publish the yearbook and be responsible for:

- a. Establishing a schedule for timely publication to have the yearbook ready for distribution by September of each year.
- b. Collecting, updating, formatting and verifying information before delivery to a printer.
- c. Obtaining galley proof from the printer to double-check margins, pagination and other elements.
- d. Distributing yearbook inserts and replacement pages at the September and October meetings and making copies available for pick up by members after the

October meeting.

- e. Publishing and distributing an addendum in January with a list of family, individual and business memberships received after the yearbook deadline.
- f. Ensuring a supply of complete updated yearbooks and binders are available for new members.
- g. Saving an electronic copy of each yearbook on the Friends computer.

- 8. Newsletter:** The Newsletter chair will coordinate with the Communications Chair and/or members. The newsletter will be published four times a year. In June, the editor will prepare and distribute a schedule of deadlines, publication dates, and reminders about the primary content of each issue. This committee will be responsible for distributing the newsletter and preparing mailing labels as needed.

The following schedule will be followed to ensure time sensitive information is delivered promptly:

- a. August newsletter will be published no later than mid-August and will give information about the September and October meetings.
- b. November newsletter will be published the first week in November and will feature the Christmas Luncheon.
- c. January newsletter will be published the first week of January and will include the slate of officers for upcoming year, call for Hartman Award nominations with a closing date, and information about the February meeting.
- d. March newsletter will be published the second week in March with Ballots for Hartman Award and reminders about the April and May meetings.

- 9. Hartman Award:** The Hartman Award is given annually to a Friends member who has performed over and above the requirements of their position and has promoted the Library and Friends beyond required activities. The recipients of this award have been people who willingly gave of their time for the good of the Library and Friends.
- a. The most recent Hartman honoree will manage the selection of the recipient of this annual award.
 - b. A call for nominations for the Hartman Award will be published in the January Newsletter. It will explain the Hartman Award criteria, nominating statement format, obtaining nominees' permission and the nomination deadline.
 - c. Any member in good standing may submit a nomination.
 - d. Previous Hartman recipients and the current President are not eligible for nomination.
 - e. Nominations will be in writing with a brief statement of between 100 and 175 words, giving the reasons why this member deserves to receive the award. Before submitting the nomination, the individual will be contacted for permission to place their name before the general membership for a vote. This is also an opportunity to get information to include in the supporting statement.
 - f. Information about the nominees, a ballot and the voting deadline will be published in the March newsletter.
 - g. Members may vote by completing and mailing the ballot from the newsletter, or by sending an e-mail to the current Hartman honoree at the address shown in the

newsletter.

- h. Each member may vote once. A member is any person whose name is listed on the membership application regardless of the type of membership.
- i. The President will help count the ballots.

10. Celia Hays Award: This Celia Hays Award honors an outstanding Library volunteer. The Library Director and staff will select the recipient.

11. Hospitality/Meeting Decorations: This committee will consult with the Second Vice-President for Programs and set up and arrange meeting rooms as necessary. The committee will:

- a. Provide an annual estimate of decorating expenses for budgeting purposes. Decorations may be sold at the meeting to recoup costs.
- b. Prepare name badges.
- c. Welcome members and guests at the door.

12. Reservations: The chair will receive and maintain an accurate record of names with contact information for individuals who will attend luncheon meetings.

- a. She will send a copy of the reservation list to the Second Vice-President for Programs, the Third Vice-President for Membership, the Treasurer, and the Hospitality Committee member who will prepare name badges.
- b. The President will contact and request payment for meals from those who fail to attend and do not cancel by the deadline.

13. Book Club: Friends sponsors a book discussion group that is open to everyone. The time and place of meetings will be published in the yearbook.

14. Marketing: The President-Elect will chair this committee and make regular reports of its activities to the Board. This committee is responsible for developing innovative techniques to promote Friends and object of the organization.

- a. The committee will work closely with the Membership Committee and the Communication Committee and may interface with other committees.
- b. Non-members may serve as consultants providing they bring knowledge or specialized skills not otherwise available
- c. The Marketing Committee is responsible for scheduling programs with area civic and service organizations.
- d. The chair will communicate with the Communication Committee chair and/or members to coordinate the dissemination of information to area civic and service organizations and the implementation of innovative marketing techniques.

V. MISCELLANEOUS

A. Calendar of Work

A month-by-month Guide of tasks for the President was created by a previous president and has been added to by successive presidents. The President will refer to this document

and make additions and changes as needed. A review of this Guide will be part of an orientation discussion between the outgoing President and the President-Elect.

B. Death of a Member

In the event of a death of a member or spouse of a member, Friends will authorize the Library Director to select a book as a memorial for the Library. In the event of an illness or tragedy in the family of a Friends member, the Secretary will send a note or card of condolence.

VI. ADOPTION AND AMENDMENTS OF STANDING RULES

Standing Rules may be adopted or modified by the general membership at any properly called meeting at which a quorum is present. If the proposed Standing Rules or modifications have been submitted to the membership at least 15 days prior to the meeting, a simple majority of those present may approve the Rules or modifications. Otherwise, a two-thirds vote of those present is required.

Adopted May 2011, Amended April 2014, September 2015, February 2016, May 2017