

MAMMOTH LAKES FRIENDS OF THE LIBRARY STANDING RULES

These Standing Rules augment the Bylaws to provide organizational details and further explanation of particular functions referenced in that document and in the Legal Requirements and Governance Handbooks.

I. MEMBERSHIP

1.0 A member is a volunteer who has paid their annual dues during the fiscal year or completed a minimum number of volunteer hours. Dues are tax deductible.

1.1 TYPES OF MEMBERSHIP AND DUES

Following are the membership types and relevant membership contributions:

Lifetime	\$1,000	One-time payment
Club 100	\$100	Annually
Patron	\$50	Annually
Family	\$25	Annually
Individual	\$10	Annually
Honorary	No dues required	
Supporting	12 hours volunteer time minimum annually	

1.2 PRIVILEGES OF MEMBERSHIP

1.2.1 Newsletter: All members shall receive the newsletter, in paper or electronic form, as described in "Records and Reports, Newsletters, 1.3.7."

1.2.2 Honorary Members: Honorary members may be chosen in recognition of outstanding service to MLFOL and the library. It is a lifetime honor conferred on those to whom a special tribute is deemed appropriate. Dues are not required. Honorary members shall be selected from recommendations of the President and approved by a vote of the Board of Directors.

1.2.3 Copying Discount: All members shall receive a reduced copy fee at the library.

1.3 RECORDS AND REPORTS

1.3.1 Permanent Records: The signed Articles of Incorporation, Bylaws and Standing Rules shall be kept in a permanent record book. A

permanent file shall be kept for all filings with the Secretary of State, Department of Justice, Internal Revenue Service (IRS), Franchise Tax Board (FTB), Mono County, and any other regulatory body for which filings are required. Insurance policies and/or records of attempts to obtain liability insurance for the Board and its agents shall be included. Such records shall be maintained in a cabinet in the Mammoth Lakes Library.

1.3.2 Financial Records: Financial records shall be kept in accordance with standard accounting practices and shall comply with legal requirements as specified in the Legal Requirements Handbook. The Treasurer shall report to the membership with monthly statements comparing budget to actual and shall make the current year's books of original entry available within a reasonable timeframe to members upon request. The outgoing Treasurer shall extract information for the expiring fiscal year from the basic records of entry and shall oversee the preparation of the tax returns for that fiscal year. The outgoing Treasurer shall train the incoming Treasurer and provide access to the electronic accounting records.

1.3.3 Minutes: Minutes shall be kept for regular monthly meetings of the membership and for board meetings. These minutes shall be maintained permanently. Regular monthly meetings shall be joint meetings of the Board and membership. Board actions taken at membership meetings should be specified as such in the joint minutes. The Board quorum and membership quorum shall be specified if actions are taken by either body.

1.3.4 Action Log: A log of all actions taken by either the membership or the Board shall be established, numbering the action for reference purposes, showing the date the action was taken, a space for follow-up notes and a column for initials or name of the person determining that no further action need be taken. This log shall be reviewed by the keeper of the log prior to each meeting. Items that must be addressed at the meeting should be reported to the President prior to each meeting.

1.3.5 Procedure Books: Procedure books are to be established for each office and committee/subcommittee, and updated as needed. Each office procedure book will contain a copy of the Bylaws and Standing Rules and a job description at a minimum. Job descriptions shall be revised by the outgoing committee chairman or officer at the end of each fiscal year and reviewed by the President and Vice President before distribution to the incoming individual.

1.3.6 Perpetual Key Dates Calendar: A permanent list shall be kept of filing and other deadlines, such as tax return deadlines, and suggested activity dates, such as when the Nominating Committee shall be appointed. At the beginning of each year, the Secretary, using the

Perpetual Calendar as a guide, shall create a Fiscal Year Key Dates Calendar the ensuing year and shall monitor this calendar thereafter.

1.3.7 Newsletter: Members shall be entitled to a minimum of three newsletters per year, electronically via email or on paper via US Mail. Such newsletters shall contain names of nominees for office prior to the annual elections, a summary annual budget when approved, appointments by the President, and news of actions taken by the Board and or the members. In addition, it shall contain information on projects undertaken by the group and other matters as deemed pertinent by the Board, President or Newsletter Chair.

1.3.8 Membership Lists: A membership list will be established by the Membership Chair and reconciled to the Treasurer's deposits. The list of names should be made available to members four months after the beginning of each fiscal year. A membership roster showing names, addresses, phone numbers, e-mail addresses and type of memberships should be made available to the Board and Committee Chairs. Amounts of contributions should be kept confidential by the Treasurer and Membership Chair. A mailing list should be maintained that includes members and former members. Names of former members should be removed after two years of non-renewal of membership.

1.3.9 Handbooks: Handbooks exist for 1) Legal Requirements of the Corporation, 2) Governance. Other handbooks may be prepared at the direction of the Board. Such handbooks shall be reviewed and maintained until the Board deems the handbook to be irrelevant.

1.4 HOW TO JOIN

1.4.1 New members: Prospective new members shall complete a membership form, select the desired type of membership, and submit the form to the Treasurer with the relevant annual dues amount or volunteer hour pledge form.

1.4.2 Renewals: Renewing members must complete a membership form at the beginning of each fiscal year, designating the desired type of membership and submit it to the Treasurer with the relevant annual dues amount or their certification of the volunteer hours they reported to the Hours Chairman in the prior year.

1.4.3 Honorary and Lifetime members need only update their contact information should it change.

II. BOARD OF DIRECTORS

2.0 Specific duties and job descriptions (attached in Appendix A) have been established by MLFOL.

2.1 DUTIES:

2.1.1 BOARD OF DIRECTORS: The Board of Directors serves as the governing body of this organization and has the responsibility for deciding its actions and policies.

2.1.2 PRESIDENT: The President shall be the chief executive officer of MLFOL and the Board and shall be responsible for the general management of MLFOL.

2.1.3 VICE-PRESIDENT: The Vice-President shall have the executive powers and perform the duties of the President in the absence, disability, or upon the resignation of the President. The Vice-President shall be responsible for securing or attempting to secure those insurance policies that were determined by the Board to be necessary.

2.1.4 SECRETARY: The Secretary shall be responsible for keeping records of meetings of the general membership and of the Board. The Secretary must keep Permanent Records and shall review the Action Log and Key Dates Calendar to inform the President prior to each meeting of any items that additionally need to be addressed. After each year's election of Directors and Officers, the Secretary shall renew the post office box information by submitting a certified copy of the minutes to the post office clerk. In the absence 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 Directors by a majority vote of those Directors who are present.

2.1.5 TREASURER: The Treasurer shall be responsible for keeping accurate records of all financial affairs of MLFOL and shall provide a monthly financial report to the Board, the general membership, and the Secretary. The Treasurer, using the advice of the Treasurer's Advisor, is empowered to invest excess funds in insured investments and money market accounts. In addition, the Treasurer shall be responsible for filing any financial reports, statements, or other financial documentation necessary for the maintenance of MLFOL tax exempt status under state or federal law. All monies or funds of any kind, including dues, shall be recorded through the Treasurer's books. The Board must approve all expenditures by approving the annual budget and by taking additional actions during the year on items outside the budget as they may arise. The incoming Treasurer, as soon as possible after election of officers in September, shall prepare a budget to be presented at the October Board Meeting for approval. The budget will then be presented to the general

membership at the November general meeting for approval. In the absence of the President, Vice President and Secretary, the Treasurer shall call the meeting to order pending the election of a temporary presiding officer from among the remaining Directors by a majority vote of those Directors who are present.

2.1.6 MEMBERS-AT-LARGE: Duties of members-at-large shall include attending Board meetings and voting on issues. Members-at-large may also assume Subcommittee responsibilities.

III. COMMITTEES

3.0 At the beginning of each fiscal year, the newly-appointed Directors shall take on responsibilities of the Executive, Program and/or Management Committees. These committees will oversee related Subcommittees as noted in the following table.

EXECUTIVE – activities related to the overall management of the organization - overseen by the President and Vice President.

PROGRAM – activities directly related to raising funds in order to support library programs - overseen by the three Members-At-Large.

MANAGEMENT – activities related to member benefits, statistics to support legal requirements, etc. - overseen by the Secretary and Treasurer.

Committee	Subcommittee
EXECUTIVE	Board Advisory
	Campaign
	Historian
	Nominating
PROGRAM	Book Chalet
	Book Sales
	Fundraising
	Gallery Wall
	Publicity
	Vintage Books
MANAGEMENT	Membership
	Newsletter
	Scholarships
	Volunteer Hours

3.1 The President shall recommend and the Directors appoint chairmen for the Subcommittees as noted in the following sections.

3.2 At least every five years, the Directors shall appoint a Bylaws and

Standing Rules Subcommittee for review and updating of these documents.

- 3.3 Except for the Nominating Subcommittee and the Bylaws and Standing Rules Subcommittee, the Chair may select Subcommittee members as needed. The President is an ex-officio member of all subcommittees with the exception of the Nominating Subcommittee.
- 3.4 Minutes of subcommittee meetings shall be taken when appropriate.
- 3.5 All Subcommittee Chairmen shall submit reports of the year's Subcommittee activities to the President by September 15 each year. At the Annual Meeting, any actions taken during the previous year as a result of subcommittee recommendations to the MLFOL Board shall be reviewed and ratified.
- 3.6 Subcommittee descriptions/duties are as follows. Only those subcommittees with specific members designated by the Board are listed along with the duties.

3.6.1 BOARD ADVISORY: The immediate past president of the MLFOL (if any), the Mammoth Lakes Branch Librarian, and the Mono County Librarian or their authorized delegates shall be members of the Board Advisory Subcommittee. The Board Advisory Subcommittee shall meet concurrently with the Board of Directors and shall provide information and recommendations to assist the Board in carrying out its duties and functions.

3.6.2 BOOK CHALET: This Subcommittee manages the used book store. Its purpose is to raise funds for the library and provide quality used books at reasonable prices, as a service to the community. This Chair shall see that any property lease is approved by the Board at initiation and renewal, and shall ensure the Fictitious Business Name and Town Business Licenses are filed in a timely manner. The Vice-President is responsible for obtaining necessary insurance coverage for the Book Chalet.

3.6.3 BOOK SALES: This Subcommittee sorts and prices books, and plans and manages the used book sales at the library.

3.6.4 CAMPAIGN: From time to time, it will be necessary to appoint a Campaign Subcommittee. In addition to the Subcommittee Chair, the Directors shall appoint a Campaign Publicity Chair, a Corresponding Secretary, a Recording Secretary and a Campaign Treasurer and any additional members deemed appropriate. Separate bank and brokerage accounts will also be established by and for the campaign. The activities of the Subcommittee shall be reported monthly at the board/membership

meetings. In addition to accounting records, care shall be taken to keep appropriate records of all solicitation materials and acknowledgements to donors as required under current tax rules. All accounting records shall be coordinated through the MLFOL Treasurer.

3.6.5 GALLERY WALL: This Subcommittee selects and contracts with the artists using the standard, Board approved contract, and coordinates the artist's work display and sales at the library.

3.6.6 HISTORIAN: This Subcommittee is responsible for gathering publicity and pictures of the MLFOL and its functions. The publicity is to be placed in an album and preserved in the MLFOL Room at the library.

3.6.7 MEMBERSHIP: This Subcommittee plans solicitations and keep an accurate list of membership information. Annual dues payments are coordinated with the MLFOL Treasurer.

3.6.8 NEWSLETTER: This Subcommittee coordinates and publishes the newsletters.

3.6.9 NOMINATING: This Subcommittee shall consist of a Chair and at least two members nominated by the President and approved by the Directors. This Subcommittee shall prepare the slate of officers and members at large for the coming fiscal year. Neither the Chair nor any members may serve more than four years consecutively on the Nominating Subcommittee.

3.6.10 PUBLICITY: This Subcommittee is responsible for preparing information to be published through any media outlet. This Subcommittee shall also review the MLFOL information on the Mono County Library web site. If a solicitation for membership or donation is included in the media, a record must be kept by the Treasurer for tax purposes.

3.6.11 VINTAGE BOOKS: This Subcommittee researches, prices and evaluates rare and collectible books for either internet or book sales.

3.6.12 VOLUNTEER HOURS: This Subcommittee keeps track of volunteer hours by maintaining a file of active members and committees/subcommittees and recording their hours. The hours shall be reported in summary quarterly to the Library Authority and the membership.

3.6.13 SCHOLARSHIPS: This Subcommittee consists of a Chair and two members who screen applications for high school seniors following the adopted Scholarship policy for awarding of book scholarships. The recommendations of this Subcommittee are approved at a board meeting

prior to the awarding of the scholarships.

3.6.14 FUNDRAISING: This Subcommittee oversees fundraising events that may occur other than the book sales.

IV. GENERAL POLICIES & GUIDELINES

4.0 Policies and guidelines are set by the Board of Directors.

4.1 MLFOL does not lend its name to, nor participate in any commercial activity not related to the Library with the exception of a benefit in which MLFOL receives a portion of the proceeds.

4.2 Members shall refrain from involving MLFOL in controversies arising in the community.

4.3 Speakers at general business meetings shall not be paid.

4.4 Gifts, gift certificates, etc. may be given, with Board approval, to members and non-members who have given exceptional service to MLFOL.

4.5 Although most banks will no longer monitor for two signatures, all checks written must be signed by two signers.

4.6 Automatic payments may be authorized by vote of the Board. A list of these payments will be presented at the end of each fiscal year for Board review and approval.

4.7 A debit card is authorized for use by the Vintage Book Subcommittee, for processing online sales and book returns.

4.8 Donations of stock should be sold immediately and held in cash form. The Treasurer and the Treasurer's Advisor should monitor the need to put cash into a money market or certificate of deposit as needed.

4.9 Leases and insurance renewals or initiations shall be pre-approved by the Board of Directors.

V. REVISIONS

5.1 All revisions to the Standing Rules must be approved by a majority of the Board.

5.2 Revisions are to be made available to the general membership by posting on the MLFOL website location and in print upon individual member requests.

These Standing Rules were revised by the MLFOL Board on July 9, 2013.

President

Secretary