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-to-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 September, October,November and December with dues payable by December 31. The amount of the annual dues will be determined by the Board no later than May 15 and established by Resolution. For new members who join on or after January 1, their payment will cover the current year until December 31.

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**:** Individual 18 years and older	$20.00
Family: One or more individuals in a family	$30.00
Supporter: Individual or family	$50.00
Patron: Individual or family	$100.00
Sponsor: Individual or family	$250.00
Partner: Individual or family	$350.00
Benefactor: Individual or family	$500.00

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

Patron	$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.
Partner	$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, individual plaque for business display and an invitation to be honored as a guest at a meeting.

3. Champions is a donor category that includes all donations/gifts by any business, organization or individual and will receive all the benefits of a Business membership at the Benefactor level listed above. Gift designation levels will be:

Bronze	$ 1,000.00
Silver	$ 2,500.00
Gold	$ 5,000.00
Platinum	$ 7,500.00
Legacy	$ 10,000.00 Plus

III. MEETINGS

A. Publication of Dates

The schedule of General Meetings, Special Events, 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. The President will notify Board members of the outcome. Actions and voting results will be recorded as minutes and filed accordingly by the Secretary.

C. Minutes

1. 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.
2. Board Meeting Minutes: Draft minutes will be sent electronically to Board members for review and correction within two weeks of the meeting. Board members will submit any corrections to the Secretary. Minutes will be declared approved as published unless additional changes are made at the next meeting, then signed by the President and Secretary.
3. General 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 Secretary and the chair of the committee. At the next General Meeting the President will announce that committee approved the minutes and that copies are available upon request.
4. The Secretary will maintain the approved, signed and dated minutes in a binder. 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. Book Alcove: The chair will be responsible for maintaining the Friends Book Alcove located on the first floor of the Rockwall County Library. Books are not sold in the Book Alcove, but patrons may make donations and suggested donations may be posted. This committee is responsible for:
    a. Coordinating Book Alcove activities with the Library staff.
    b. Recruiting and scheduling volunteers.
    c. Assigning leaders and organizing teams for various tasks.
    d. Selecting books donated to the library for use in the Book Alcove.
    e. Preparing, categorizing and placing books in the appropriate designated area.
    f. Purchasing cleaning and other supplies as needed.
    g. Replenishing books on the Book Alcove shelves as needed.
    h. Creating/scheduling Book Alcove presentations and fundraisers.
    i. Collecting monies and preparing deposits in coordination with the Treasurer.
    j. Coordinating decorating of the Book Alcove top shelves to fit the occasion.
    k. Coordinating transport of donated books to the library.
    l. Coordinating transport of surplus books/magazines to resale vendors and other groups.
    m. Providing estimated income and expenses for the annual budget.

2. 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.

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.

This 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. Providing members' business cards or electronic files to the Yearbook chair.
f. Writing thank you letters to business members.
g. Placing an ad in a local newspaper in May acknowledging Champions, Partner and Benefactor business members.
h. Conducting a raffle of any items donated by businesses at the Friends Christmas Luncheon.
i. Providing and distributing plaques to Champions and Benefactor business members.
j. Inviting and recognizing Champions and Benefactor business members at a meeting.
k. Providing estimated income and expenses for the annual budget.

4. Celia Hays Award: The Celia Hays Award honors an outstanding Library volunteer. The Library Director and staff will select the recipient. The award will be presented at the Annual Meeting in May.

5. 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(s) will have primary responsibility for taking reservations, selecting the venue and caterer and will arrange for the program, if any. The chair(s) will provide estimated income and expenses for the annual budget.

6. 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 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.
d. Newsletter - Publishing a newsletter four times a year. In June the editor will prepare and distribute a schedule of deadlines, publications dates and reminders about primary content for each issue. The committee will be responsible for distributing the newsletter

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

1. August newsletter will be published no later than mid-August and will give information about the September and October Meetings.
2. November newsletter will be published the first week of November and will feature the November Special Event and the Christmas Luncheon.
3. January newsletter will be published the first week of January and will include the call for Hartman Award nominations with a closing date, and information about the February Meeting.
4. March newsletter will be published the second week in March with the slate of officers for the upcoming year, Ballots for Hartman Award, the March Special Event and reminders about the April and May Meetings.

e. Working closely with Marketing Committee to coordinate dissemination of information to area civic and service organizations and the implementation of innovative techniques to promote Friends and the Purpose of the organization.

f. Providing estimated income and expenses for the annual budget.

7. Fundraising: The Second Vice-President for Fundraising and Special Events will chair this committee and make regular reports of its activities to the Board. This committee will be responsible for:

a. Planning and implementing fundraising projects and special events.

b. Providing estimated income and expenses for the annual budget.

8. 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 selection of the Hartman Award will be managed by a committee of three (3) previous Hartman Award recipients appointed by the President. At least two (2) members shall have served previously on the committee. The chair shall be selected from those that have served at least one (1) year on the committee.

b. An article in the January newsletter will explain the Hartman Award criteria, nominating statement format, obtaining nominees' permission and include 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. The unedited nomination statements as submitted, rules for voting, a ballot and 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 email to the address shown on the ballot.

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. The President will help count the ballots.

9. 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.

10. 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 be responsible for:

a. Providing table decorations for meetings. Decorations may be sold at the meeting to recoup costs.
b. Preparing name badges.
c. Welcoming members and guests at the door.
d. Providing estimated income and expenses for the annual budget.

11. 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 the Purpose of the organization as stated in the Bylaws, Article II .

a. The committee will work closely with the Membership Committee and the Communication Committee to coordinate the dissemination of Friends information to the community.
b. The committee will keep the Library display case updated with current event information.
c. The chair will provide estimated income and expenses for the annual budget.

12. 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 a welcome note to 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 by the deadline set by the Yearbook chair.
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. Communication - names and emails for newsletter distribution, meeting reminder and email blasts.
    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. Volunteer Coordinator - coordinate volunteers with committee chairs.

g. Keeping the above lists current by sending new members' information as received through 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.

j. Providing estimated income and expenses for the annual budget.

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

a. Securing and scheduling programs for the General Meetings no later than the deadline for the Yearbook publication.

b. Securing a caterer, deciding on menus and negotiating prices for lunches at General Meetings and coordinating activities with the caterer.

c. Making arrangements for the physical set-up of the Community Room and any audio-visual needs for meetings and programs.

d. Providing estimated income and expenses for the annual budget.

14. Reservations: The chair will receive and maintain an accurate record of names with contact information for individuals who will attend luncheon meetings. The chair will also confirm reservations made on the Friends website.

a. The chair will send a copy of the reservation list to the First Vice-President for Programs, the Third Vice-President for Membership, the Treasurer, and the Hospitality Committee member who will prepare name badges.

b. After the meeting, send the Treasurer a list of those who fail to attend, did not cancel by the deadline and have not paid.

c. The Treasurer will contact and request payment from those who did not to pay.

15. Sunshine: In the event of the death of a member or spouse of a member, this chair will notify 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, this chair will send a note or card of condolence. This chair will provide estimated income and expenses for the annual budget.

16. 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 February meeting of each year.

b. Obtaining proofs from the printer to double-check margins, pagination and other elements.

c. Ensuring a supply of complete updated Yearbooks and binders are available for new members.

d. Saving an electronic copy of each Yearbook on the Friends computer.

e. Providing estimated income and expenses for the annual budget.

V. MISCELLANEOUS

A month-by-month Calendar of Work 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.

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 two weeks 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, April 2019, April 2023, Amended April 2023, Amended April 2024, Amended September, 2024.