

Friends of the Lincoln Public Library

Standing Rules

The Executive Board

- The Executive Board shall be composed of the elected officers of the Friends: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and the Immediate Past President. Note: The Recording Secretary and Corresponding Secretary can be one person.
- The Executive Board may conduct business between regular Board of Directors meetings on behalf of the organization.
- Voting by proxy is not allowed.
- Four members present shall constitute a quorum if the Recording Secretary and Corresponding Secretary are separate individuals. If one individual is both Recording Secretary and Corresponding Secretary, then a quorum will consist of three members present .
- Meetings of the Executive Board are called by the President and may be conducted in person, by email, and by telephone.
- Each office shall have one vote with a simple majority necessary to pass or defeat a motion.

The Board of Directors

- The Board of Directors is composed of all elected officers of the Friends and all Standing and Ad-Hoc Committee Chairs.
- Meetings of the Board of Directors are held at least monthly (Article V, Section 4 Friends Bylaws.)
- A simple majority of Board members present shall constitute a quorum.
- Non-Board members may participate in discussion on items before the Board of Directors.
- The President may call for a special meeting of the Board of Directors.
- In between meetings, the President may conduct Board business by email and the majority of those responding will constitute a majority vote.
- Voting by proxy is not allowed.

- All Board members shall submit an annual report at the General Membership meeting. This report may be submitted to the general membership as a handout.

Membership

- Membership shall be from January 1 to December 31 of each year.
- Membership dues and structure shall be established by the Board of Directors when the budget for the next year is approved.

General Membership Meetings

- General Membership meetings shall be held at least annually.
- The President shall issue a call to the General Membership which consists of all persons and organizations paying annual dues.
- The General Membership meeting agenda shall be set by the President.
- The minutes of the prior General Membership meeting shall be emailed or available for review in the Friends' office ten (10) days prior to the meeting as required by the Bylaws.

Expenses of Officers or Chairs

- Unless specifically authorized by the Board of Directors or the President, expenses of \$50 or more by an Officer, Chair, or Committee member shall be pre-approved by the Board of Directors or the President.
- No expenses will be reimbursed to an Officer, Chair, or a Committee member without proper documentation.
- Officers and Chairs authorized to receive a Friends' credit card are the President, the Vice President, and the Membership Chair, or others as directed by the Board of Directors or the President.
- Officers authorized to sign checks on behalf of the Friends are the President, the Vice President, and the Treasurer. Note: only one signature is necessary to issue a check.
- The President, Vice President, and the Book Sales Chair are authorized to reserve meeting rooms for Friends' meetings or events.

Duties of Officers

The President shall:

- Be the official representative of the Friends to the public, including but not limited to: library staff, Library Advisory Committee, Library Advisory Board, City Council, and the public at large.
- Appoint a member of the Friends to represent the President at meetings and events in the absence of the President.
- Approve all communications on behalf of the Friends to ensure consistency with the mission of the Friends and the direction of the Board of Directors or the Executive Board.
- Set the agenda for the Board and General Membership meetings and conduct such meetings.
- Appoint members to various committees with the approval of the Executive Board.
- Establish Ad Hoc Committees as necessary.
- Serve as an ex officio member of all committees except the Nominating Committee.
- Present an annual budget at the December Board meeting with the input of the Treasurer.
- Appoint a Nominating Committee at the September meeting every two years.

The Vice President shall:

- Assume the President's duties in the absence of the President and assist the President as needed.
- Serve on committees as appointed by the President.
- Arrange a program for the annual General Membership meeting.
- Perform duties as may be assigned by the President.

The Treasurer shall:

- Be responsible for all the organization's financial records.
- Prepare and present a report of the finances at each Board meeting as well as the General Membership meeting.
- Be the primary individual responsible for receiving monies for membership, donations, and fundraising events, depositing such monies, and making the appropriate record-keeping notations.
- Disburse monies as directed by the budget, Executive Board and Board of Directors.
- Prepare the financial records for audit by an independent audit review committee and for filing tax returns.
- Prepare necessary documents for filings with the Attorney General and Secretary of State for non-profit status.
- Serve on committees as appointed by the President.
- Perform other duties as may be assigned by the President.

The Recording Secretary shall:

- Record the minutes at Board and General Membership meetings, and present such minutes for approval.
- Maintain the permanent files and records of all meetings and attachments.
- Serve on committees as appointed by the President.
- Perform other duties as may be assigned by the President.

The Corresponding Secretary shall:

- Maintain an up-to-date email list of members for use in:
 - Sending out e-blasts to the membership at the direction of the President.
 - Keeping all email addresses private by using blind copy.
 - Sending out the Friends' newsletters and/or monthly flyers by email.
- Serve on committees as appointed by the President.
- Perform other duties as may be assigned by the President.

Duties of the Corresponding Secretary may be designated to other officers or chairs by the President if this office is not filled.

Standing Committees

The Membership Chair shall:

- Be responsible for picking up the mail from the Post Office Box and delivering such mail to the appropriate Friends' officer or member in a timely manner.
- Prepare a membership drive effort at the beginning of each year.
- Maintain a listing of members with addresses, emails, notation as to whether they are new or returning members, business, single or family memberships, and other special notations.
- Maintain a listing of donations and memorials separate from the membership list.
- Prepare deposit slips for the Treasurer with copies of the checks and membership forms.
- Assist the Treasurer in keeping membership dollars separate from donations for library programs or memorials which may be included in the membership check.
- Send receipts and thank-you notes to all members at the time of receiving their membership dues, donations, and/or memorials.
- Perform other duties as may be assigned by the President.

The Publicity Chair shall:

- Be the primary individual charged with generating publicity for the Friends.
- Forward information on Friends' activities to the various news media monthly for inclusion in the Calendar of Events or Community Calendar.
- Work with library staff to ensure Friends' activities are included, as appropriate in the City's e-blast to the public.
- Work with other Chairs and library staff to ensure Friends' supported library programs and events are advertised.
- Secure paid advertising as authorized by the Board of Directors or the budget in the Lincoln News Messenger including preparing and approval of final copy of the ads.
- Distribute monthly flyers to local businesses concerning Friends' activities or events.
- Maintain the Friends' bulletin board in the Library foyer.

- Perform other duties as may be assigned by the President.

The Grants Chair shall:

- Prepare grants for the Friends' supported programs such as Mother Goose on the Loose, and general donations for other activities.
- Maintain a list of all grants applied for including copies of the grant and any accompanying material.
- Keep a timeline of when various grants are due to funding organizations.
- Research various media for new grants.
- Work with the library staff to coordinate grants between the Friends and the library.

The Book Sales Chair shall:

- Be responsible for coordinating all book sales of the Friends including the daily sales, special seasonal sales, general book sales, and special sales over the internet.
- Secure the Willow Room for general or seasonal book sales.
- Set a schedule of workers for general or seasonal book sales.
- Work with volunteers to sort books as they are donated to the library.
- Work with the Treasurer to keep monies from book sales separate from other funding received by the organization.

The Webmaster/Media Chair shall:

- Be responsible for maintaining the Friends' website and Facebook pages.
- Be responsible for the Friends' email account by either answering the email directly or forwarding it to the appropriate Friends' officer or member.
- Not be responsible for the accuracy and content of the assigned editor.

The Movie Night Chair shall:

- Arrange for the selection and purchase of the movie.
- Secure the use of the Willow Room.
- Set a schedule for volunteers.
- Arrange for the purchase of needed refreshments.
- Arrange for the banner announcing Movie Night to be displayed.
- Arrange for set-up and clean-up of the room.
- Work with library staff.

The Newsletter Editor shall:

- Be responsible for publishing a newsletter at least quarterly of Friends' events and activities. "Publishing" shall include: writing or securing stories for the newsletter, arranging stories in the newsletter, and printing the newsletter.
- Work with the Corresponding Secretary to send out the newsletter by email.
- Mail the newsletter to members without email.
- Secure approval by the President of the final newsletter before printing and distribution.

The Hospitality Chair shall:

- Provide refreshments and decorations as directed by the Board of Directors or the President for Friends' functions.
- Prepare a budget for such functions when requested.
- Work with local Lincoln businesses for donations when possible.
- Make arrangements for the set-up and the clean-up of such functions.
- Perform other duties as may be assigned by the President.
- Be responsible for presenting a slate of officers to the General Membership.

Ad Hoc Committees

The Nominating Committee shall:

- Be appointed by the President at the September meeting of the Board of Directors in the year when an election is due according to the Bylaws of the Friends.

Miscellaneous Ad Hoc Committees shall:

- Be established as necessary by the President with specific duties and may include a specific time limit and budget.

Amendments to the Standing Rules

- A majority vote of the Board of Directors shall be required to adopt, amend, or suspend a Standing Rule.
- The Standing Rules shall automatically reflect any Bylaw amendments insofar as they affect such Rules.
- A Standing Rule can be adopted by a majority vote without previous notice, provided it does not conflict with or amend any existing rule or act of the society.

Adopted by the Board of Directors on September 11, 2012 and revised October 9, 2012.

Approved by the Board of Directors March 8, 2016.

Approved and Revised by the Board of Directors May 10, 2016.

Revised September 26, 2016 by the Bylaws and Standing Rules Committee.

Approved by the Board of Directors December 13, 2016.