

**STANDING RULES,**  
Adopted February 20, 2013 - Amended April 19, 2023

Standing Rules are administrative rather than parliamentary; they may be changed by majority vote at any Board meeting.

**President:**

1. Shall arrange for an agenda/order of business.
2. Shall preside over meetings, i.e.:open meeting, call to order, ascertain quorum, announce sequence of business, put items to vote as necessary, announce results, expedite business, sign documents as necessary, adjourn meeting.
3. Shall have at hand a copy of: the agenda/order of business, the bylaws, the standing rules, and the FRBL calendar.
4. Shall see that meeting times and places are posted in on Facebook and the website including any changes in time or place.
5. Shall review the need for updating credit union signatures immediately following election of officers.
6. Shall appoint a nominating committee.
7. Shall appoint an auditing committee.
8. Shall appoint an editor for newsletters.
9. Shall appoint ad hoc committees as needed.
10. Shall appoint members to handle publicity as appropriate for sales and other events.
11. Shall be an ex officio member of all committees except the nominating committee.
12. Shall assist in activities and duties of all committees.

**Vice President--Membership:**

1. Shall attend meetings and report any pertinent membership information.
2. Shall maintain a computerized list and provide up-to-date membership lists for FRBL activities, as needed.
3. Shall make suggestions and/or devise ways of increasing membership and encouraging members to take an active role in all FRBL activities.
4. Shall prepare reports for each FRBL newsletter.
5. Shall be responsible for labeling and mailing the FRBL newsletter.
6. Shall chair a meeting in the absence of the President, or designate someone else to do so.
7. Shall automatically become President, or designate someone else to do so, for the unexpired term in case of the resignation, removal, or death of the President.

**Vice President--Book Sales:**

1. Shall attend meetings and report any pertinent book sale information.
2. Shall coordinate the ongoing book sale, including recruiting, training and scheduling of volunteers for sorting donations and stocking shelves
3. Shall plan and organize special book sales, such as the fall book sale, including recruiting, training and scheduling volunteers.
4. Shall oversee publicity related to book sales, including media articles and flyers.
5. Shall prepare reports for each FRBL newsletter.
6. Shall solicit book and magazine donations.
7. Shall arrange for transportation of donations, tables and other equipment, as needed.
8. Shall chair a meeting in the absence of the President and Vice President:  
Membership.

**Secretary:**

1. Shall attend and take minutes at meetings.
2. Shall be the custodian of minutes, bylaws, standing rules, and any amendments to these documents.

3. Shall keep copies of all meeting agendas and minutes, in perpetuity.
4. Shall write thank-you notes for donations of \$100.00 or more (and lesser amounts as appropriate).
5. Shall submit to the local newspapers articles of thanks and appreciation for donations, as appropriate.
6. Shall keep copies of correspondence for an appropriate length of time.
7. Communicates officer changes to the Secretary of State in accordance with 501(c)3 requirements.

**Treasurer:**

1. Shall keep the financial records.
2. Shall deposit all moneys received in the FRBL's credit union account (or other such account as approved by the Board).
3. Shall make financial reports: At each regular meeting; quarterly as appropriate;22 and annually.
4. Shall have books ready for audit by April 1.
5. Shall be responsible for all filing and reporting requirements of a 501(c)3 corporation, including, but not limited to CA Secretary of State and Internal Revenue Service.
6. Shall present the current budget at the November meeting for review.
7. Shall facilitate filing of proper signature cards at FRLB credit union account(s).

**Miscellaneous**

Annual Dues: Individual, \$5; Family, \$10; Sustaining, \$25; Sponsoring, \$50; Benefactor, \$100; Life – as approved by the board.

Meeting Time and Place: The regular Board meeting time and place shall be 1:00 p.m., the 3<sup>rd</sup> Wednesday of each month (except June, July and December), in the Library's Community Room.

Newsletter: Shall be published quarterly. Mailings to be by the first week of February, May, August and November.

Website: Shall be maintained with current and accurate information by a competent webmaster.

Facebook: Posts shall be used for publicity purposes for upcoming events and fundraisers planned by the Friends, and in support of the Library, literacy, and reading.