

**STANDING RULES**  
**Morro Bay Friends of the Library**

1. The organization shall include a number of Standing Committees that may include, but are not limited to:
  - a. Finance, which will
    - i. Create the annual budget;
    - ii. Oversee financial operations.
  - b. Special Events, which will
    - i. Arrange events for Board and general meetings and special events.
  - c. Membership, which will
    - i. Establish and implement a membership program;
    - ii. Collect and record membership dues for submittal to the Treasurer;
    - iii. Maintain a current roster of all members.
  - d. Fundraising, which will
    - i. Raise funds for the organization as well as solicit gifts and donations.
  - e. Newsletter, which will
    - i. Edit and circulate a Friends newsletter at least three times a year, which includes being responsible for distributing the newsletters to members.
  - f. Book Sales, which will
    - i. Organize book sales that raise funds for the organization.
  - g. Volunteers, which will
    - i. Recruit volunteers to assist with Book Sales and Friends-initiated events, programs and needs.
  - h. Website, which will
    - i. Manage the organization's website and email administration.
  - i. Publicity, which will
    - i. Publicize book sales and ongoing events.
  - j. Financial Review, which will
    - i. Review the Treasurer's books prior to the annual meeting.
  
2. The Treasurer shall chair the Finance Committee. Special Events, Membership, Fundraising, Volunteers, Newsletter and Book Sales shall be chaired by a Member-at-Large.

3. Directors and Officers shall assume their duties immediately following their election at the General Membership Elections meeting in November.
4. Committee Chairs who are not Board members are entitled to an advisory vote at Board meetings, but are not considered as part of quorum at Board meetings. Those Committee Chairs are not required to attend Board meetings.
5. Other volunteer leadership positions may be appointed by the President and may participate by being entitled to an advisory vote at Board meetings, but are not considered as part of quorum at Board meetings. These positions can include: Farmers' Market Coordinator, Website Coordinator, etc. Members in these positions are not required to attend Board meetings.
6. The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of its officers. The President shall preside at all meetings of the Board of Directors and shall, in the name of the corporation, execute all contracts or other instruments which the Board of Directors may from time to time authorize, as well as appoint Chairs to Committees and any volunteer leadership positions that will help serve the organization.
7. The duties of the Vice-President shall be to assist the President in the fulfillment of the latter's duties and to act on behalf of the President in the event of the latter's absence. The Vice President may also be assigned responsibilities by the President associated with oversight of special projects on behalf of the organization.
8. The Secretary shall
  - a. Keep at the principal office of the corporation the original, or a copy, of the Articles of Incorporation and of the bylaws, as amended or otherwise altered to date
  - b. Keep at the principal office of the corporation a book of the minutes of all meetings of the directors and of committees of the board, recording therein the time and place of the meeting, whether regular or special, how called, how notice was given,

the names of those present at the meeting, and the proceedings thereof.

- c. See that all notices are duly given in accordance with the provisions of the bylaws or as required by law, as well as mail and/or email all official notices to members when appropriate.
- d. Conduct correspondence and information distribution as required.
- e. Be custodian of the records of the corporation and maintain official file of correspondence.

9. The Treasurer shall

- a. Have custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- b. Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- c. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- d. Keep and maintain adequate and correct accounts of the corporation's business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- e. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
- f. Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
- g. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements of the corporation.

10. In addition to chairing committees, Members-At-Large shall represent the membership in conducting the organization's business, ensure compliance with the Bylaws of the organization, and represent the organization in activities related to the Friends and/or library services. They shall also maintain liaison with the President and other officers of the organization and shall bring to the attention of the Board the various concerns of the members of the organization.

11. The Branch Manager of the Morro Bay Library may serve in an advisory capacity to the Friends organization.
12. Board of Directors meets each January, March, May, July and September at a day and time designated at the annual General membership elections meeting (i.e., the third Friday from 11:30 a.m.- 1:30 p.m.).
13. If a Board member fails to attend two consecutive meetings within any twelve months, the member shall be considered for replacement.
14. All officers shall serve until the expiration of their terms except in cases of incapacity, resignation or removal from office. An affirmative vote of two-thirds of all current members of the Board shall be required to remove an officer from office for cause.
15. Regularly scheduled meetings are open to the public.
16. The General membership elections meeting meets on the third Friday of November, unless otherwise designated on a different day at least thirty (30) days in advance.
17. From time to time, the Board of Directors will evaluate and determine the annual dues structure.
  - a. Other than Life membership, dues are good for membership for 12 months from the date paid.
18. Past Presidents shall be entitled to receive a copy of the Newsletter upon request and shall be granted Life membership in the organization.
19. Any funding requests that have not been approved through the annual budget process shall require a Project Funding Request to be submitted to the Treasurer and approved by the Board of Directors.
- 20.** Any dealers or scouts will not be allowed access to the books **prior** to the 9 a.m. Book Sale opening for Morro Bay Friends of the

Library members. If a dealer or scout would like to volunteer at the sale, they can volunteer after the beginning of the sale, but not at set-up or prior to opening on the day of the sale. The Morro Bay Friends of the Library believe that this makes for a level playing field for all those who buy and sell books as a business, and gives the regular members the same opening time as the dealers and/or scouts. We would not want to lose any longtime book sale attendees because one or more of their colleagues got in before they did. We want all our dealers to feel welcome, and appreciate your understanding and support of our Book Sales.

- 21.** Any payments for services or reimbursements made to an officer, board member, or a relative of either, shall require that the checks be signed by a third party.
- 22.** The Morro Bay Friends of the Library Board of Directors will be responsible each year to purchase liability insurance for Directors and Officers of the Friends of the Library.

*Updated 9/20/14.*