

BRIDGEPORT FRIENDS OF THE LIBRARY FOUNDATION (BFOLF)
STANDING RULES

These Standing Rules augment the Corporation's Bylaws to provide organizational details and a further explanation of particular functions referenced in the Bylaws and in the Legal Requirements and Governance Handbooks.

I. MEMBERSHIP

A member is a volunteer who has paid their annual dues during the fiscal year. Dues are tax deductible.

II. TYPES OF MEMBERSHIP AND DUES

The following are the membership types and relevant membership contributions:

Lifetime	\$1000	One-time payment
Club 100	\$100	Annually
Patron	\$50	Annually
Family	\$25	Annually
Individual	\$10	Annually
Honorary	No dues required	

III. PRIVILEGES OF MEMBERSHIP

1. Honorary Members: Honorary members may be chosen in recognition of outstanding service to BFOLF 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.
2. Copying Discount: All members shall receive a reduced copy fee at the Bridgeport library.

IV. RECORDS AND REPORTS

1. Permanent Records: The signed Articles of Incorporation, Bylaws and Standing Rules shall be kept in a corporate 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/or Corporation and its agents shall be included. These permanent records are maintained and kept by the Treasurer. A copy of the Corporate Record Book shall be kept on file at the Bridgeport Library.

2. Financial Records: Financial records shall be kept in accordance with standard accounting practices and shall comply with legal requirements. The Treasurer shall provide up to date financial statements at all meetings. The Treasurer 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.
3. Minutes: Minutes shall be kept for regular monthly membership meetings and for board meetings. These minutes shall be maintained permanently in the Corporate Record Book. Board actions should be specified as such in the minutes. The Board quorum shall be specified if actions are taken.
4. Procedure books: Procedure books are to be established for each office and committee, and updated as needed. Each officer 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 officer at the end of each fiscal year and reviewed by the incoming officer and approved by the Board.
5. Membership Lists: A membership list will be established and reconciled to the Treasurer's deposits by the Vice-President. 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 if requested. Amounts of contributions should be kept confidential by the Treasurer and Vice-President. A mailing list shall be maintained that includes members and former members. Names of former members should be removed after two years of non-renewal of membership.

V. HOW TO JOIN

1. New members: Prospective new members shall complete a membership form, select the desired type of membership, and submit the form, with the relevant annual dues, to the Vice President or to the Bridgeport Librarian at the Library.
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 Vice President or Bridgeport Librarian with the relevant annual dues.
3. Honorary and Lifetime members need only update their contact information should it change.

VI. BOARD OF DIRECTORS

DUTIES:

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. President: The President shall be the chief executive officer of BFOLF and preside over the Board of Directors and all Board and membership meetings.
3. Vice-President: The Vice-President shall 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. The Vice-President shall maintain a membership list and send out renewal notices and collect renewals and dues each year.
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 Key Dates Calendar to inform the President prior to each meeting of any items that additionally need to be addressed. In the absence of the President and Vice-President, the Secretary shall call meetings 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. This process is only used for meetings not requiring attendance of the President or Vice-President.
5. Treasurer: The Treasurer shall be responsible for keeping accurate records of all financial affairs of BFOLF and shall provide a monthly financial report to the Board. In addition, the Treasurer shall be responsible for filing any financial reports, statements, or other financial documentation necessary for the maintenance of BFOLF tax exempt status under state and federal law. All monies or funds of any kind, including dues, shall be recorded through the Treasurer's financial books. The Board must approve all expenditures. The Treasurer shall prepare a budget to be presented at the July Board Meeting for approval. In the absence of the President, Vice-President, and Secretary, the Treasurer shall call meetings 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. This process is only used for meetings not requiring attendance of the President, Vice-President, and Secretary, and the temporary presiding officer will appoint someone to take the meeting minutes.
6. Members-at-Large: Duties of the Members-at-Large shall include attending Board meetings and voting on issues. Members-at-large may also assume committee responsibilities.

VII. COMMITTEES

1. At the beginning of each fiscal year, the newly-appointed Directors shall create and oversee committees as needed.
2. Minutes of committee meetings shall be taken.
3. All Committee Chairpersons shall submit reports of the year's activities to the President. Any actions taken during the previous year as a result of committee recommendations to the BFLOF Board shall be reviewed and ratified if necessary by the Board.

VIII. GENERAL POLICIES & GUIDELINES

Policies and guidelines are set by the Board of Directors.

1. BFOLF does not lend its name to, nor participate in any commercial activity not related to the Library.
2. Members shall refrain from involving BFOLF in controversies arising in the community.
3. Gifts may be given, with Board approval, to members and non-members who have given exceptional service to BFOLF.
4. All checks written must be signed by the Treasurer and the President.
5. Automatic payments may be authorized by a vote of the Board.
6. Donations of stock should be sold immediately and held in cash form. The Treasurer should monitor the need to put cash into a money market or certificate of deposit as needed and report findings to the Board.
6. Insurance renewals or initiations shall be pre-approved by the Board.

IX. REVISIONS

1. All revisions to the Standing Rules must be approved by a majority of the Board and made available to the membership.

These Standing Rules were approved by the BFOLF Board on September 14, 2021.

Glen Sittel, President

Diane Wilson, Secretary

(Signed copy on file)