FRIENDS OF THE LAKEWOOD LIBRARIES

STANDING RULES

AMENDMENTS

These Standing Rules may be established or amended by an affirmative two-thirds (2/3) vote of a quorum of the Board of Directors at a regular or special board meeting. No Standing Rule shall conflict with any of the provisions of the FoLL Bylaws.

MEMBERSHIP and DUES (See Bylaws Article III)

All membership categories shall be determined by the Board of Directors and shall start January 1 and end December 31. Membership in the FoLL is dependent upon payment of annual dues effective October 2026.

BOARD of DIRECTORS (See Bylaws Article V)

Officers shall be elected by members of good standing at the annual General Membership Meeting and shall hold office for a period of one (1) year. They are *de facto* Members of the Board of Directors. Other Board members are encouraged to recommend other potential new Board members for nomination to the President and shall be ratified by the Board of Directors.

Any Officer or Board member may be removed by the Board of Directors for cause at any regular or special meeting of the Board. Any Officer or Board member may resign at any time by giving written notice to the President or to the Secretary.

Any member of the Board of Directors who misses two (2) consecutive meetings without contacting an Officer with a valid reason, shall be removed from the Board.

The President shall nominate a member to fill any vacancy of any office or chairmanship of the Board of Directors. The Board of Directors shall vote whether to ratify said nomination.

Members of the Board of Directors shall maintain current documentation explaining how their duties are performed (including timelines, contact information, samples, etc., as appropriate).

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- The file of these materials shall be turned over to their successor.
- An outline of the file that has been created, and any changes made to it, shall be turned over to a Board designated Officer to minimize any loss of organizational knowledge.

MEETINGS (See Bylaws Article IV)

Following the selection of the Board Members, dates and times for meetings of the Board of Directors shall be established. They shall be held at Iacoboni or Nye Library unless neither library is available, in which case, a suitable location in a City facility shall be sought.

DUTIES of OFFICERS (See Bylaws Article V, Section 5.1)

The President shall be the Chief Executive Officer, shall preside at all meetings of the organization and Board of Directors, and shall:

- Serve as *ex-officio* member of all committees (except the Nominating Committee);
- Oversee the implementation of all Orders and Resolution of the Board of Directors;
- Direct and administer the affairs of the organization as its executive head and supervise all phases of its work;
- Oversee maintenance of the outline of the Officers' and Chairmen's procedures;
- Exercise such other powers and perform such other duties and acts, subject to the approval of the Board.

The Vice President shall assist the President in carrying out the latter's duties, and shall:

- In the absence or disability of the President, perform the duties and exercise the powers of the President;
- Perform other duties as assigned by the President;
- Develop the General Membership Meeting program, and make the appropriate arrangements.

The Secretary shall be responsible for:

- Taking Minutes of all meetings of the Membership and the Board of Directors;
- Maintaining Board of Directors' meeting attendance records;
- Keeping custody of all official records including a copy of the approved Minutes as a permanent record. The archives of office records shall be kept in the Corporation's file in the Iacoboni Library;
- Ensuring that copies of the Articles of Incorporation, Bylaws, Standing Rules, and the latest edition of Robert's Rules of order are available;
- Forwarding messages and other correspondence to members and to others as directed by the President and/or the Board of Directors.

The Treasurer shall receive and take charge of all funds of the Corporation, and shall:

- Keep and maintain the financial records of the Corporation;

- Make payments in accordance with approved budgets or as directed by the Board;
- Present financial reports at every Board meeting, including the previous month's line-item transactions and the balances of the accounts maintained by the Corporation (currently: General, Iacoboni, Nye and Scholarship);
- Obtain, with the approval of the Board, a person or entity that does not hold membership on the Board of Directors to perform the Annual Audit Report;
- Present the Annual Audit Report to the Board for approval within sixty (60) days of the audit or at the next meeting;
- Obtain with Board approval, the services of a tax preparer to prepare required tax-reporting documents [currently, the IRS 990 (Return for Organization Exempt from Income Tax), and the California Form RRF-1 (Attorney General's Registry of Charitable Trusts)], and insure the documents are properly signed and sent to the appropriate agencies;
- Insure other currently required reports are filed, (e.g.: the Statement of Information to the Secretary of State, [in January], and Friends of the Library Annual Statistical Report to the County of Los Angeles Public Library [in July];
- Obtain monies for change boxes at events during which payments or donations are accepted;
- Recommend the distribution of net profits from the Bookstore (less 10% of Gross Sales which is retained by FoLL), Book Sales, and other Fundraising events, using the usual distribution proportions (currently, Iacoboni – 75%, Nye - 25%);
- Maintain a separate Scholarship Trust account;
- Issue checks to recipients covering education expenses up to the limit of the Scholarship awarded, and;
- Include activity of Scholarship account in monthly Financial Report.

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DUTIES OF CHAIRMEN See Bylaws Article V, Section 5.2)

The Membership Chairman shall solicit, receive and document all new memberships, and shall:

- Maintain and update the membership roster at least quarterly;
- Maintain and distribute a current list of members to the Secretary, the Bookstore, Book Sales, and Publicity/Newsletter Chairman;
- Inform the Volunteer Chairman of potential volunteer information submitted on the Membership applications;
- Receive membership dues, record the payments and forward the payments to the Treasurer for deposit.

The Book Sale Chairman shall supervise all Book Sale Fundraisers, including:

- Being responsible for all arrangements for the Book Sale events (e.g. reserving the Community Room, securing the tables, and requesting the turn off of water sprinklers);
- Being responsible for sorting and preparing marked boxes of books for each Book Sale and indicating the quantity of each type of boxes;

- Coordinate publicity with the Publicity/Newsletter Chairman;
- Secure bags for the final discount sale;
- Coordinating with the Volunteer Chairman for, and overseeing of, volunteers to:
- Move boxes from storage;
- Set up the items for the event.
- Overseeing the placement and removal of signs and banners;
- Coordinating refreshments with the Hospitality Chairman;
- Coordinating money handling with the Treasurer;
- Overseeing re-boxing, marking, organizing, and distributing the books left over from the Book Sale.

The Bookstore Chairman shall manage and supervise the Bookstore, and perform other activities, including:

- Recruiting and training volunteers;
- Maintaining petty cash to be used for Bookstore sales;
- Reviewing and sorting books into categories for the Bookstore, for the Book Sales and for discarding;
- Overseeing the preparation and pricing of books for the Bookstore and Book Sales;
- Forwarding all monies from the Bookstore Sales (at least monthly) to the Treasurer for depositing in the FoLL account and preparing the monthly report to the Board;
- Calculating volunteers' monthly hours for the Month End Count Report which is provided to the librarian. This includes all volunteers during the Book Sales.

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The Publicity/Newsletter Chairman shall keep the membership informed via regular newsletter, flyers and/or post cards, and shall be responsible for:

- Preparing the content of the FoLL Newsletter;
- Obtaining the approval of the Newsletter from the President;
- Arranging the articles for the printing and mailing of the Newsletters. (May be delegated);
- Be responsible for obtaining the approval of the President for, and issuing of, all authorized Press Notices and media communications.

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The Scholarship Chairman with the President, shall be responsible for providing oversight of all aspects of the FoLL Scholarships including:

- Conducting all meetings of the Scholarship Committee;
- Managing all aspects of soliciting and collecting applications;
- Knowing the qualifications for each Scholarship applicant;
- Providing Committee members with copies of application documents and scoring sheet;
- Determining the number and amounts of scholarships based on funds available and number and quality of applicants;
- Arranging interviews for finalists, if necessary;

- Notifying all applicants of the results;
- Preparing a notification of the results for publication by the City, in FoLL newsletter, on the FoLL website, posters, etc.;
- Working with the City to recognize winners at a City Council Meeting;
- Working with the Vice President to recognize winners at the General Membership Meeting;
- Work with the Treasurer to ensure that recipients are enrolled in a qualified post High School Program and that itemized receipts are submitted to the Treasurer, so that money can be distributed.

The Webmaster shall be responsible for the format, organization and updates to the FoLL website(s) utilizing information provided and approved by the Board of Directors including:

- Printing membership address labels for all mailings.

The Hospitality Chairman shall arrange for refreshments at all Board meetings and coordinate with the Book Sale Chairman and the Vice President for refreshments at planned events.

The Communications Chairman shall be responsible for contacting members, as needed, by phone and/or mail using contact information provided by the Membership Chairman.

The Volunteer Chairman shall recruit and maintain a roster of volunteers, notify volunteers when their help is needed, record their hours worked, and shall additionally be responsible for:

- Receiving information on potential volunteers from any source (including from the FoLL website and from membership applications);
- Contacting volunteers to determine their availability, ability and preferences;
- Forwarding the compiled information to the appropriate chairmen (Bookstore and Book Sales).

The Parliamentarian shall be responsible for insuring that *Robert's Rules of Order Revised* is being followed during all proceedings.

The Student Representative shall serve as a liaison to High Schools and distribute information and materials to the student public on the affairs of the Friends of the Lakewood Libraries including:

- Supporting FoLL at their events and fundraising programs;
- Chairing a "Junior Friends" Group, in accordance with the guidelines established by the Friends of Libraries USA (FOLUSA).

The Fundraising Chairman shall conduct meetings of the Fundraising Committee, shall submit to the Board of Directors their recommendations and supporting information for approval (e.g. estimates of number of volunteers needed, estimated budget [including costs and projected income] and execute fundraisers as approved.

The Historian shall maintain an archive of historical items, including:

- Current and previous Bylaws and Standing Rules;
- A listing of Officers and Chairmen (past and present) with titles;
- A listing [with pictures, as available] of activities, projects and events supported within the libraries and community;
- A list of special awards or recognition presented to or received by the organization and Board members;

The Directors at Large shall assist with decisions affecting FoLL by participating in Board of Directors meetings and shall support and assist with as many FoLL projects as possible.