

**ESTABLISHED PRACTICES for
GOVERNING PRINCIPLES of
FRIENDS OF HUNTINGDON VALLEY LIBRARY
November 1, 2016**

PURPOSE

These ESTABLISHED PRACTICES provide details which direct how FRIENDS Governing Principles are carried out. Bold printed headings are derived directly from the Governing Principles to which the Established Practices refer.

AUTHORITY

The Board of Managers may create and change Established Practices by a simple majority vote of that body per the Governing Principles, unless noted otherwise. Established Practices must be available, along with the Governing Principles, to the membership. As they are updated, the membership must be informed within a reasonable time.

III. MEMBERSHIP

Section 2.

GRACE PERIOD: Dues paid in December may apply to the following year. January constitutes a grace period in which members from the previous year maintain membership/voting status.

Section 4.

Annual dues are as follows:

INDIVIDUAL OR FAMILY.....	\$10.00
PATRON.....	25.00
BENEFACTOR.....	50.00
GOLDEN FRIEND.....	100.00 OR MORE

IV. GOVERNANCE

Section 1.

TRANSACTIONING BUSINESS

The Board of Managers is entrusted with the day-to-day operation of the association. An annual budget must be approved by the Board of Managers and reported to the membership at a general meeting prior to the new fiscal year. Expenditures outside the annual budget must be approved by a 2/3 majority of the Board of Managers and reported at the next general members meeting.

MEETINGS

The Board of Managers will make a reasonable attempt to meet prior to each general meeting and as needed otherwise.

WIRE DIAGRAMS of the Governing Council and Executive Committee models are attached as appendices.

Section 2. Governing Council

B. Executive Officers Group Additional duties

1. MANAGING PRESIDENT

- a. Chairs or designates a chairperson for Governing Council meetings.
- b. Manages rotation of other roles such as leadership of general meetings and representative to Library Board meetings.
- c. Manages the Executive Officers.
- d. Manages chairpersons not reportable to other officers.
- e. Executes actions per Governing Principles/Established Practices and Governing Council.
- f. Ensures Governing Principles/Established Practices are kept current.
- g. Appoints a Governing Principles committee as needed or every 3 years to review Governing Principles and Admin Procedures.
- h. Ensures tasks essential to the legal operation of the Friends are accomplished. (Federal, State, Local Gov., MOUs)

2. MEMBERSHIP (1ST) VICE PRESIDENT*

- a. Ensures that an accurate membership list is maintained and is available for communication and other purposes.
 - (1) Minimal member information may be made available to the library for lending museum passes and other specific purposes.
- b. Ensures that member benefits are kept current.
- c. Leads membership retention and recruitment efforts.

3. WAYS & MEANS (2nd) VICE PRESIDENT*

- a. Ensures that publicity on behalf of the Friends is ongoing and as complete/accurate as possible. This includes fund-raising, membership, and general publicity.
- b. Ensures purchase of Games of Chance license annually.

4. ARCHIVES/RECORDING SECRETARY

- a. Maintains the original organizational documents of the Friends, ensuring that status as a 501 c (3) organization is maintained.
- b. Integrates documentation from other officers and chairpersons, into the corporate record.
[CORPORATE RECORD Documentation includes, minutes of general and special meetings, governing body meetings, financial reports, committee meetings, hand-outs/attachments supplementary to these minutes, important correspondence.]

*If operating under the Executive Committee model, it is assumed the Membership and Ways and Means committee chairmans will perform these listed duties

5. TREASURER

- a. Ensures proper documentation of transactions.
 - (1) ROUTING SLIPS FOR DEPOSITS/PAYMENTS (see appendix IV B)
 - (a) A "Funds For Deposit" slip will accompany each sum of cash and/or checks turned into the treasurer. When placing money in black mailbox, that is to be deposited in the Friends bank account, email treasurer with date and amount.
 - (b) A "Request For Payment" slip will be used to request of the treasurer any reimbursement or any payment of an invoice. Reimbursement requests for funds incurred in a given fiscal year will be honored up to one month into the following year.
 - (2) Friends accounts will have two signators in addition to the treasurer. When placing money in black mailbox, that is to be deposited in the Friends bank account, email treasurer with date and amount.
 - (a) Checks must be signed by two signators.
- b. Invests Friends funds, and reports, per direction of the Board of Managers
- c. Prompts the Board of Managers to have fiscal records and procedures examined and reported on annually.

(see Governing Principles V. 2. A. Fiscal Review Committee.)
- d. Works closely with a Budget Committee to develop an annual budget.
 - (1) The annual budget requires the approval of a 2/3 majority of the Board of Managers.
- e. Works closely with a Friends member whose responsibility is to reconcile library invoices with budgeted allocations.
- f. Directs all transactions through the checking account.
- g. Ensures expenditures are appropriate to restrictions that may apply.
 - (1) Hoffman funds may be spent on children's materials only.
 - (2) Philadelphia Foundation grants from the Wolfbergs may be spent on childrens' books only.
- h. Submits all necessary information to accountant to satisfy IRS and state requirements.

V. WORKING COMMITTEES

Committee chairmanships and membership should be updated after each election and as may be needed. Minutes of meetings shall be taken for the corporate record.

VI. GENERAL AND SPECIAL MEETINGS

The schedule for General meetings will be published in the annual newsletter and such other places as are reasonably accessible. Email reminders to regular attendees will be sent.

The date and time of the General meeting in February, which is the Annual meeting, will be published in the annual newsletter, announced by email to all members who submitted an email address, and may be announced elsewhere as well.

Special meetings called by the Board of Managers will be announced via email to all members who submitted an email address, and in such other places as are reasonably accessible.

Special meetings may be called by other than the Board of Managers, provided

1. at least three members of the Board of Managers are involved and attend.
2. the time, place, and purpose are announced publicly at least two weeks in advance, and
3. at least five members not part of the Board of Managers are involved and attend.

XI. CONFLICT OF INTEREST

Section 1.

DISCIPLINARY MEASURES may range from:

- A. Officially noting the reported conflict;
- B. Requiring the individual to withdraw from discussion and/or voting on the matter in question;
- C. Suspending and/or removing the individual from office;
- D. Refunding the individual's dues and striking his/her name from the rolls.

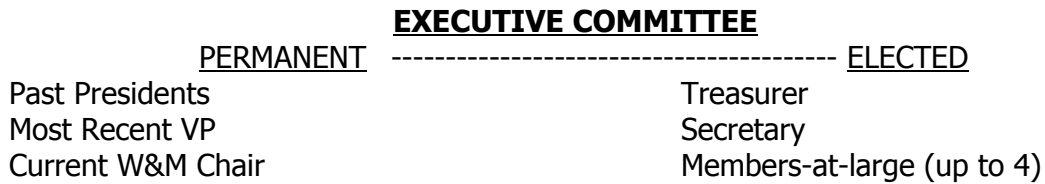
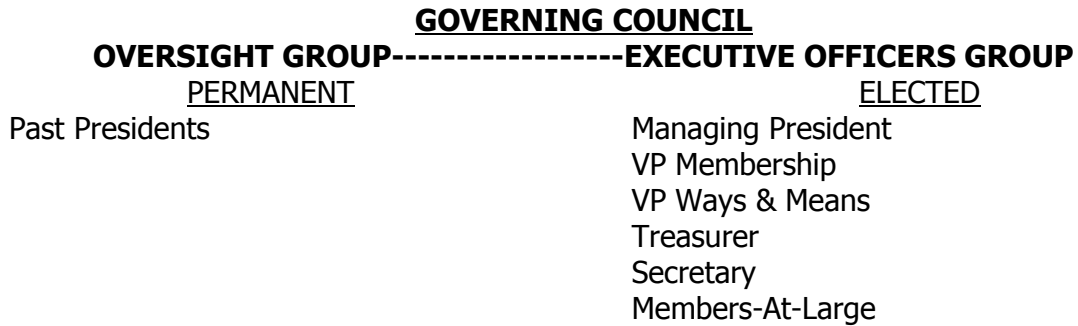
XII. DISSOLUTION

STEPS IN DISSOLUTION PROCESS:

1. Appointment of a Dissolution Committee charged with carrying forward the dissolution and reporting to the Board of Managers.
2. Approval of a timeline which includes the following:
 - A. Payment of debts.
 - B. Disposal of physical assets.
 - C. Provision for disposal of financial assets
 - (1) Continuation of wishes as expressed in willed funds (such as the Wolfberg/Hoffman fund)
 - (2) Recommendation concerning establishment of a trust fund after consideration of legal fees.
 - D. Official notifications
 - (1) Federal IRS and PA Depts of State and Revenue

**APPENDIX A
IV. GOVERNANCE**

WIRE DIAGRAMS



Approved November, 2016

**APPENDIX B.
DEPOSIT/WITHDRAWAL FORMS**

See next full page

Version 2014JUL21SMI

FUNDS FOR DEPOSIT

DATE _____

To: Treasurer

From:

Committee/Event:

Please deposit the enclosed funds to the account for the committee/event above, unless noted otherwise.

Checks amount: _____

Cash amount: _____

Total: _____

Approved by:

Committee/Event Chairperson. If none assigned, then Principle Officer.

Treasurer's Use:

Version 2014JUL21SMI

REQUEST FOR PAYMENT

DATE _____

To: Treasurer

From:

Committee/Event:

Please pay the attached invoice or provide a reimbursement check in the amount of _____ to:

Name:

Address:

I've attached INVOICE for direct payment, *OR* RECEIPTS for reimbursement, *OR* OTHER Documentation

Approved by:

Committee/Event Chairperson. If none assigned, then Principle Officer.

Treasurer's Use: