The Friends of the Texas A&M University Libraries
Proposed Standing Rules

1 The Executive Committee will annually issue a committee preference ranking survey to the board members.

2 Chairs of all committees will provide all files and electronic access to such to their successor within 30 days after the Annual Meeting.

3 Budget and Finance guidelines
   a. All banking signature changes must be completed within 30 days of the end of the fiscal year.
   b. All expenses in excess of $1000 will require the approval of two elected officers.
   c. Approval of the Board of Directors is necessary for any unbudgeted expense over $100.
   d. Use of the Friends debit or credit card will be limited to the President and Treasurer.
   e. The Friends Board of Directors will honor Library Staff with longevity awards in the amount of $10 per year starting at 10 years and given at milestone anniversaries.
   f. The Friends Board of Directors will use a professional CPA to file any and all state and federal tax reports.
   g. The Friends Treasurer, with guidance from the Finance Committee, will prepare and present a proposed budget to the Executive Committee for approval within 30 days of the close of the previous fiscal year.

4 No employee of the Libraries or anyone acting under contract or official advisory capacity to the libraries may serve on the Friends Board of Directors.

5 Working Groups may be established by the Board President, with the consent of the Board of Directors, in order to research, recommend, and execute projects as needed by the President. Such groups can be comprised of current Board members as well as members in good standing of the Friends. Any Working Group will be established for a finite period of time and will report directly to the President and any other Executive Committee members that project affects.

6 Requests for funding from the Friends of the Texas A&M University Libraries must be submitted in writing by using the grant request process. Each request will be evaluated by the Executive Committee and presented to the Board of Directors for approval. Funding will be in the form of reimbursements with proof of expenditures and reports of progress throughout the time allotted to complete the project.

7 Amendments to the Standing Rules
   a. These Standing Rules may be amended without notice by a two-thirds vote or with notice by a majority vote of the Friends Board of Directors.
   b. This vote may be taken electronically with a designated response time.

Approved: xxxxxxx