

## **Policy Manual**

### **Friends of the Edgewater Library**

This document outlines policy adopted by Friends of the Edgewater Library. Policy may be modified at any time by a majority vote of the members. This document may not conflict with Friends of the Edgewater Library Constitution and Bylaws. In the event of a conflict, the Constitution and Bylaws should be followed.

1. Membership levels
  - a. Current (2022) membership levels are:
    - i. Friend = \$10
    - ii. Very Good Friend = \$20
    - iii. Friendly Benefactor = \$ 100
    - iv. Very Friendly Benefactor = \$200
    - v. Best Friend Benefactor = \$500
  - b. Members who join in March, April, or May will have membership for the current fiscal year and the following fiscal year (15, 14, or 13 months of membership respectively).
2. Audit
  - a. Two individuals who do not have access to the Friends bank account shall be approved during a member meeting to serve as auditors.
  - b. Each is responsible for auditing the fiscal year books independently.
  - c. After satisfied that the books are correct, auditors shall sign and date a statement to this effect.
3. Meeting schedule
  - a. General meetings shall be held at 10:00 a.m. CT on the fourth Saturday of February, April, and September and the third Saturday of May and November.
  - b. The annual meeting shall be the May meeting.
4. Approval of expenditures outside of general membership meetings
  - a. The Board of Directors may authorize expenditures not to exceed \$100 outside of a general membership meeting.