**Policy Manual**

**Friends of the Edgewater Library**

This document outlines policy adopted by Friends of the Edgewater Library. Policy may be modified at any meeting ~~time~~ by a majority vote of the members present at the meeting. 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
	1. Current (2022) membership levels are:
		1. Friend = $10
		2. Very Good Friend = $20
		3. Best Friend = $50
		4. Friendly Benefactor = $ 100
		5. Very Friendly Benefactor = $200
		6. Best Friend Benefactor = $500
	2. 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).
	3. Members who do not pay renewal dues by May 31 (the end of the membership year) will be given a three-month grace period. Notice of meetings, other member-only communications, benefits, and privileges will continue during the grace period. Those who have not renewed by August 31 will be dropped from the list of Active members.
2. Audit
	1. Two individuals who do not have access to the Friends bank account shall be approved during a member meeting to serve as auditors.
	2. Each is responsible for auditing the fiscal year books independently.
	3. After satisfied that the books are correct, auditors shall sign and date a statement to this effect.
3. Meeting schedule
	1. 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.
	2. The annual meeting shall be the May meeting.
4. Approval of expenditures outside of general membership meetings
	1. The Board of Directors may authorize expenditures not to exceed $100 outside of a general membership meeting.
5. Gift acceptance policy
	1. The Friends accept cash donations from any individual, organization, or entity. Requests for allocating cash donations for a specific purpose will be at the discretion of the Board of Directors.
	2. Requests for a refund of membership dues and donations will be granted if within 30 days of the donation. Requests for a refund after 30 days will be at the discretion of the Board of Directors.