

Friends of the Sutliff Museum Organizational Guidelines

Article I Management

- A. The Friends of the Sutliff Museum will be under the governance of the Warren Library Association (WLA) Board of Trustees.
- B. The **Steering Committee** shall be composed of nine members who are members in good standing of the Friends:
 - 1. **Chair.** The Chair shall preside at meetings of the Friends and at all Steering Committee meetings; shall report on the activities of the Friends to the Warren Library Association Board of Trustees; shall appoint committees and delegates not otherwise provided for and shall be an ex-officio member of all committees; and shall perform other duties as from time to time may be determined by the Steering Committee.
 - 2. **Vice-Chair.** The Vice-Chair shall assume the duties of the Chair in the event of the absence, incapacity or resignation of the Chair; shall perform such special duties as assigned by the Chair and shall perform such other duties as may from time to time be determined by the Steering Committee.
 - 3. **Secretary.** The Secretary shall keep the minutes of the meetings of the Friends and the Steering Committee, shall notify Steering Committee members of upcoming meetings and shall perform such other duties as may from time to time be determined by the Steering Committee.
 - 4. **Treasurer.** The Treasurer shall be responsible for the safekeeping of Friends funds; shall promptly deposit dues, contributions and all other monies received; shall maintain adequate financial records and render an annual report and other periodic reports, including quarterly reports to the WLA Board of Trustees and shall deposit all monies received by him or her with a reliable banking company in the name of The Friends of the Sutliff Museum. The Treasurer shall file all required government forms and shall perform other such duties as may from time to time be determined by the Steering Committee.
 - 5. **Membership Coordinator.** The Membership Coordinator shall conduct Friends membership efforts, shall maintain a list of members and render an annual report and shall perform such other duties as may from time to time be determined by the Steering Committee.
 - 6. **Historian.** The Historian shall collect and organize print materials related to the Friends and its activities and programs, shall display selected materials at the annual meeting of the Friends and shall perform such other duties as may from time to time be determined by the Steering Committee.
 - 7. **At-Large Member.** Three Friends of the Sutliff Museum shall serve as At-Large Members of the Steering Committee and shall attend Steering Committee meetings; shall vote on all matters before the Steering Committee and shall perform such other duties as may from time to time be determined by the Steering Committee.
 - 8. The **Curator of the Sutliff Museum** shall be an ex officio, non-voting member of the Steering Committee and is welcome to express his or her views regarding matters before the Committee.
- C. The Steering Committee shall include at least one WLA Board member and at least two others from the WLA membership.
- D. The initial term lengths of the Steering Committee members will be staggered in order to facilitate annual elections of incoming members. In the initial year, three members will be elected to three-year terms, three members will be elected to two-year terms, and three members will be elected to one-year terms. Subsequent annual elections will add three new Steering Committee members for three-year terms.

- E. Steering Committee members shall be elected annually by the general membership of the Friends organization.
- F. Steering Committee members may hold office for two consecutive terms. After a one-year absence, they will be eligible for re-election.
- G. The Steering Committee shall meet quarterly. Additional meetings may be called by the Chair of the Committee.
- H. A Nominating Committee of three shall be appointed by the Chair of the Steering Committee no later than March. No more than one member shall be from the Steering Committee; the remaining two shall be from the general membership.

Article II Membership

- A. Membership dues will be set by the Steering Committee.
- B. Dues will be for a one-year period from the month membership begins.
- C. Levels of membership will be:
 - 1. Student
 - 2. Individual
 - 3. Family/Couple
 - 4. Patron
 - a. Bronze
 - b. Silver
 - c. Gold

Article III Finances

- A. Monies shall be paid by numbered checks signed by the Treasurer, Curator or any other authorized officer(s).
- B. Funds from the Friends group may be used at the discretion of the Curator of the Museum or the Steering Committee, subject to the ultimate authority of the WLA Board of Trustees.

Approved by the Warren Library Association Board of Trustees, July 23, 2009