**LIBRARIAN**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

**REFERENCE based on the current ACGS Bylaws (2024) state:**

**Article IV: Organization, Indemnification**

Section A: Organization:

Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society will receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

**Article VIII: Officers and Officials**

Section B, Subsection 4: Other appointed officials. The following Society officials are nominated by the Chieftain and approved by the Council but are not officers or Council members: Chaplain, Newsletter Editor, Yearbook Editor, Librarian, Historian, Webmaster, Piper, Area Deputy Chieftains (three (3) year terms).

Section L: Time for Holding Office: The term of office for each Council member, officer and other officials will commence with the adjournment of the Gathering at which he or she is elected or appointed, except for Area Deputy Chieftains, whose terms of office will commence on January 1 of the year following the Gathering at which they were appointed and end on the third annual December 31.

**Article IX: Funds and Trustees**

Section B: The Charity and Education Fund. Subsection 1. Purpose. The sole purpose of the C&E Fund will be to provide charitable and educational assistance, within the meaning of Section 501(c) (3) of the Internal Revenue Code. The Charity and Education Fund (also referred to herein as the “C&E Fund”) includes the Marwill Magruder Library Fund and any other funds created by the Trustees from time to time and are under the auspices of the Trustees and operated and maintained independently from the Operational Funds listed above.

Subsection 4. Marwill Magruder Library Fund. The Marwill Magruder Library Fund (also referred to herein as the “Library Fund”) will be maintained for the purpose of using the income there from and donations thereto for the maintenance and purchase of such books and publications as pertain to the history of the Society and its members and their antecedents, and such other histories, and discourses as pertain to the purposes of the Society. All monies received for the Library Fund will become a permanent part of the Fund, and all gifts received for the purchase of books will be used for that purpose only.

**PROCEDURE:**

*The Librarian will:*

* + Evaluate the needs of the Library and Archives Artifacts and make recommendations to address issues/problems to the Council and/or Chieftain.
  + Serve as the ACGS contact to the University of Baltimore, Langsdale Library and will meet with the Langsdale library staff at least annually to ensure all obligations of the contract between the Langsdale library and ACGS are met.
  + Maintain an inventory of ACGS property in the custody of the Librarian that is not contained in the Langsdale library.
  + Sell and mail excess ACGS Yearbooks currently in storage and forward such fees collected to the Treasurer.
  + Ensure Yearbooks and other publications are uploaded to the Marwill Magruder Library (MML) portion of the Langsdale library website.
  + Determine and/or recommend placement and usage of donated tangible property to the ACGS Council or Chieftain.
  + Purchase books/publications for the ACGS MML.
  + Obtain permission to raise funds for the MML by methods approved by the ACGS Council.
  + Ship ACGS property held in the custody of the Librarian to the Annual Gathering or to other ACGS events as directed by the Council or Chieftain.
  + Upon leaving the position, the Librarian will transfer all records, documents and other items to the succeeding Librarian or Chieftain in a timely manner to ensure continuity and integrity of the position for the Society.

*Society Support for the Librarian:*

* The Assistant Chieftain will provide the Librarian with requested advice and counsel regarding matters pertaining to the MML.
* The Assistant Chieftain will coordinate with the Librarian any plans for fund raising activities at our Annual Gatherings.
* The Ranking Deputy Chieftain will coordinate with the Librarian any information regarding the MML that the Librarian would like to have disseminated at the ACGS tents.
* The Newsletter Editor will publish ‘special notices’ and/or ‘items of interest’ regarding the MML as requested by the Librarian.
* The Treasurer will provide the Librarian and Chieftain with information regarding significant concerns on the financial well-being of the MML.
* The Chair of the Recognition Committee will provide a copy of recognition certificates to the Librarian for inclusion in the ACGS archives.
* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the Librarian

**APPROVED**

**Approved by ACGS Council September 2024**

**Periodic review by ACGS Council: 2026**