

Greater Clarks Hill Regional Library Board Constitution and Bylaws

Constitution

Article I. Name and Location

The name of this organization, created pursuant to [O.C.G.A. § 20-5-40 by agreement between Columbia County, Lincoln County, Warren County and Burke County on July 1, 2015, is Greater Clarks Hill Regional Library System ("Library System"). Its headquarters is located in Evans, GA It is a tax exempt organization under the laws of the State of Georgia and an exempt organization under Section 115 of the Internal Revenue Code [and/or Section 501(c)(3) of the Internal Revenue Code if applicable].

Article II. Purpose

The purpose of the Library System is to provide a full program of reciprocal library services to the citizens of the participating counties by providing responsive, dynamic services to meet the informational needs of the population.

The Greater Clarks Hill Regional Library system shall offer a full program of library service to all citizens of the participating counties to meet their informational, lifelong learning, and recreational reading, listening, and viewing needs; to acquire and purchase current library materials and electronic resources; to circulate library materials to the public through the branch libraries to provide computer access for the public; and to promote the use of libraries by means of instruction, outreach, library centered programs, exhibits, and other public relations activities.

Article III. Constituency

Section 1. The Greater Clarks Hill Regional Library System shall serve all citizens of Columbia, Lincoln, Warren, and Burke Counties, through the headquarters services, branch libraries, and outreach services.

Section 2. Regional Board of Trustees: As prescribed by O.C.G.A. § 20-5-41, the governing authority of the Greater Clarks Hill Regional Library System is the Regional Board of Trustees.

Section 3. Membership: The Regional Board of Trustees shall consist of 5 members from the Columbia County board, 2 members from the Burke County board, one member for the Warren County board and one member from the Lincoln County board. Appointments shall be made by the county boards and shall be in writing. Vacancies shall be filled in the same manner as appointments are made; if a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term.

Section 4. Terms. Board members shall serve staggered terms of 2 years.

Section 5. Removal. Board members shall be removed for cause or for failure to attend three consecutive meetings.

Section 6. Officers. The officers shall be a president [chair], a vice-president [vice-chair], and a secretary, elected from among the appointed trustees at the first meeting of the Board of the fiscal year. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 7. Duties. The Regional Board of Trustees shall have duties and responsibilities which include but are not limited to the following:

- (a) To employ a library director who meets state certification requirements and such other employees as necessary upon the recommendation of the library system director; provided, however, that the board shall be authorized to delegate employment of staff members to the library system director;
- (b) To approve budgets prepared by the library system director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies;
- (c) To attend board meetings;
- (d) To establish policies governing library programs, including rules and regulations governing the use of the library;
- (e) To set policy for the administration of gifts of money and property;
- (f) To present financial and progress reports to governing officials and to the public;
- (g) To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms; and
- (h) To notify the library system director, in advance, of all meetings of library boards and board committees.

Section 7. Executive Committee. The Executive Committee of the Board of Trustees shall be composed of the elected officers of the Board and one at large representative. The Executive Committee shall govern in the name of the Board of Trustees between meetings of the Board and shall report to the full Board any action taken.

Section 8. Collective Authority. All decisions of the Regional Board are made by the Regional Board as a collective body. No individual member may make decisions or act for the Regional Board unless specifically authorized to do so by a vote of the membership of the Regional Board.

Section 9. Bond. Pursuant to O.C.G.A. § 20-5-50, the Regional Board of Trustees shall maintain a current bond for an adequate amount determined by the Regional Board of Trustees and recorded in the minutes on the library director, the treasurer of the Regional Board of Trustees, and other officials and employees authorized to handle funds.

Section 10. Compensation. Pursuant to O.C.G.A. § 20-5-44, members of the Regional Board of Trustees shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds.

ARTICLE IV Amendments

The Constitution may be amended at any regular Board meeting that has a quorum present with two-thirds majority approval, provided that the proposed amendment was provided in writing to the members at least ten (10) days before the meeting.

Article V. Interlibrary Cooperation

Section 1. The Greater Clarks Hill Regional Library System may enter into cooperative endeavors with other library systems for the purpose of sharing personnel for training and instruction, materials and services by confederation or by merger as seen fit by the governing bodies of the library systems. Such cooperative endeavors must be within the limits of funds available to the boards of trustees, conducive to mutual growth and development of library services, and not in violation of state or federal laws, regulations, or other agreements, contracts or Library Board policies.

Article VI. Contracts

Section 1. The Greater Clarks Hill Regional Library System is authorized to make and enter into such contracts or agreements, for all or any part of the regional library system as are deemed necessary and desirable under the provisions of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

Article VII. Amendment of Constitution

Section 1. This constitution may be amended at any regular meeting of the Board of Trustees by six (6) affirmative votes, provided that the notice is made in writing at least two weeks prior to the meeting. All amendments to the Constitution will be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption. All amendments must be consistent with applicable laws and regulations.

This constitution shall be reviewed and updated as deemed by the Greater Clarks Hill Regional Library Board every three (3) to five (5) years.

**Adopted by the Greater Clarks Hill Regional Library Board,
Amended**

Bylaws

BYLAWS OF THE GREATER CLARKS HILL REGIONAL LIBRARY SYSTEM

Article I. Duties and Responsibilities of Board Members

The Greater Clarks Hill Board of Trustees is the legal governing body of the Greater Clarks Hill Regional Library system. It shall be the duty and responsibility of members of the Board of Trustees:

- a. To assist and participate in the selection of a Director for the Greater Clarks Hill Regional Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Library Director. Authority for the PINES administration and supervision of the libraries in the system shall be vested in the Greater Clarks Hill Regional Library System Director.
- b. To receive budgets prepared by the Greater Clarks Hill Regional Library System Director
- c. To attend board meetings.
- d. Reconsideration challenges are to be handled by each county's library board
- e. To establish policies governing circulation, fines, meeting rooms, collection development, etc.
- f. To set policy for the receipt and administration of gifts of money and property.
- g. To present financial and progress reports to governing officials and to the public.
- h. To notify the Greater Clarks Hill Regional Library System Director in a timely fashion in advance of all meetings of the Board of Trustees or committees of the Board.

Article II. Officers' Duties

Section 1. The Chair shall preside at all regular or called board meetings. He/she shall appoint all committees and shall serve as a voting member of all committees.

Section 2. The Vice-Chair shall preside in the absence of the Chair. All other duties of the Vice-Chair shall be assigned by the Chair.

Section 3. The Secretary/Treasurer shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official records, which shall be housed in the System Headquarters. The Regional Library Board accounts shall be audited at the direction of the Board and in accordance with the State Aid Criteria and other State and/or Federal laws and regulations. Official copies of all financial reports and the books shall be kept in the System Headquarters at all times.

Article III. Duties of the Director

Section 1. The Director of the Greater Clarks Hill Regional Library System must hold at least a Grade 5 (b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification of Librarians.

Section 2. The Director shall be the administrative head of the library system under the direction of the Director of Community Services.

Section 3. It is the duty and responsibility of the Director:

- a. To supervise and oversee other State paid Regional staff members, as necessary, in accordance with approved personnel policies, applicable laws, and the availability of funds.
- b. To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send a substitute authorized by the Georgia Public Library Service.
- c. To prepare any local, state, or federal annual budgets in cooperation with the appropriate boards of trustees.
- d. To notify the Board of Trustees and the Georgia Public Library Service of the Board of Regents of the University System of Georgia of any failure by the System to comply with:
 1. Policies of the Board
 2. Criteria for State Aid
 3. State and federal rules and regulations
 4. All applicable local, state or federal laws
- e. To administer the total library program, including all affiliated and branch libraries, in accordance with policies adopted by the Board of Trustees of the Greater Clarks Hill Regional Library System.
- f. To attend all meetings of the Board of Trustees of the Greater Clarks Hill Regional Library System and the meetings of the boards of trustees in the local county libraries comprising the System, or to designate a staff member to attend in his/her place, to make recommendations and reports as needed to local library boards.

Article IV. Meetings

Section 1. The Greater Clarks Hill Regional Library Board shall hold no fewer than four meetings during each fiscal year. Meetings will be scheduled once a quarter at a date, time, and location to be designated by the Chair.

Section 2. Special meetings may be called by the Chair or upon the written request of three Board members, for the transaction of specific business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

Section 3. Prior to each regular or called meeting, the Director of the Greater Clarks Hill Regional Library System shall notify each member in a timely fashion of the date, time, and place of the Greater Clarks Hill Regional Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chair to transact any business requiring attention between regular meetings of the full Regional Board.

Section 5. Meetings will be held in accordance with the Georgia Open Meetings law, Georgia Code Annotated, 50-14-et.seq.

Section 6. Citizens desiring to present items to the Board must request, in writing, to be placed on the agenda at least seven business days prior to the scheduled meeting. Exceptions may be made at the discretion of the Regional Library Board Chair. Citizens will have 5 minutes to speak.

Section 7. The latest edition of Robert's Rules of Order (Revised), when not in conflict with the System's Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Greater Clarks Hill Regional Library System. The Board reserves the right to adopt modifications of Robert's Rules of Order as deemed necessary.

Section 8. Each member of the Regional Board shall have one vote.

Section 9. A quorum shall consist of 7 of the duly appointed members of the Board of Trustees.
No official business may be conducted without a quorum. Except as stated in Article IX of this document, a simple majority affirmative vote of the members present and voting shall be necessary to approve any action before the Board.

Article V. Reports

The Greater Clarks Hill Regional Library System is responsible for all reports deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures shall be filed with each funding agency as required. All other reports necessary to obtain funds or meet requirements of State, and Federal laws, regulations and policies shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Article VI. Attendance

- Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly-scheduled or called meetings. Such removal from the Regional Board will not constitute removal from the County Board to which the Board member was originally appointed.
- Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected board member and to the local board responsible for his or her appointment. The local board shall be asked to secure another appointment from the appointing agency.

Article VII. Service Agreements

Service agreements between the Regional Library Board and constituent counties are entered into on an annual basis. The Service Agreements contain a detailed listing of services and annual funding appropriations.

Article VIII. Dissolution of or withdrawal from the Regional Library System

- Section 1. The Greater Clarks Hill Regional Library System may be dissolved by reversal of the procedures followed in its original organization. Charter members will approve or disprove the dissolution at any regular meeting of the Greater Clarks Hill Regional Library Board by six (6) affirmative votes provided that notice is made in writing at least two weeks prior to the meeting.
- Section 2. One county may withdraw from the system if a majority of the local County Board members votes to do so, and approved by the local Board of Commissioners. Notice of withdrawal must be sent to the Chair of the Greater Clarks Hill Regional Board of Trustees and the Library Director at least six months prior to the end of the state fiscal year.
This notice must include reasons for the withdrawal and the method by which the decision was reached. The Georgia Public Library Service of the Board of Regents of the University System of Georgia must be notified of the receipt of this letter of intent within five working days.

Section 3. The Greater Clarks Hill Regional Library System may elect to expel a member county upon the following condition:

- a. Any action on part of county, which may jeopardize the system's eligibility for state or federal funds.

Section 4. Notice of expulsion shall be sent not less than six months prior to the end of the state fiscal year to the Chair of the County Board of Trustees, all funding agencies party to the participating agreement, the Director of the Regional Library System, and Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Section 5. In the event of the withdrawal of one county from a regional system, all equipment and materials purchased with state or federal funds specifically for use in the library or libraries in that county shall remain in those libraries. After the notice of withdrawal has been received by the Regional Library Board, there is no obligation on the part of the Regional Library System to purchase books, equipment, supplies, or other items for the use of the library or libraries in the withdrawing county, other than the fair share of items in the existing Materials and System Services budgets for the current year.

Article X. Amendments

These Bylaws may be amended at any regular meeting of the Greater Clarks Hill Regional Library Board of Trustees by six (6) affirmative votes provided that notice is made in writing at least two weeks prior to the meeting. All amendments to these Bylaws shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption. All amendments must be consistent with provisions of the Constitution of the Regional Library System and applicable state laws and regulations.

These bylaws shall be reviewed and updated as deemed necessary by the Greater Clarks Hill Regional Library Board every three (3) to five (5) years.

Adopted by the Greater Clarks Hill Regional Library Board, _____(Date)

Amended