

## BYLAWS OF THE SOUTH GEORGIA REGIONAL LIBRARY SYSTEM

### Article I: Name

This organization shall be called "The Board of Trustees of the South Georgia Regional Library."

### Article II: Purpose

The purpose of this organization is to maintain a public library that will:

- a) serve as the informational center of the community;
- b) meet the informational, educational, cultural and recreational needs of all library users;
- c) continually encourage use of the Library by the entire community.

### Article III: Duties and Responsibilities of Board Members

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

- a. To employ a Director for the South Georgia Regional Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Regional Library Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Regional Library System Director.
- b. To approve budgets prepared by the Regional Library System Director and, together with the local library boards of trustees, assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
- c. To attend board meetings.
- d. To establish policies governing library programs and operations.
- e. To set policy for the receipt and 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 Regional Library System Director in a timely fashion in advance of all meetings of the Board of Trustees or committees of the Board.

### Article IV. Officers' Duties

Section 1. The officers shall be a chair, a vice chair and a secretary-treasurer, elected from among the appointed trustees at the July meeting of the Board.

- Section 2. The annual organizational meeting shall be in July Officers shall be elected and installed.
- Section 3. A nominating committee shall be appointed by the chair in April and will present a slate of officers at the July meeting. Additional nominations may be made from the floor.
- Section 4. Officers shall serve a term of one year from the meeting at which they are elected, until their successors are duly elected.
- Section 5. The chair shall preside at all meetings of the Board, co-sign checks over \$2500 with the director authorize calls for any special meetings, appoint all committees and be an ex-officio member of all committees, execute all documents authorized by the Board, and generally perform all duties associated with that office.
- Section 6. The Vice-Chair shall preside in the absence of the chair. All duties of the Vice-Chair shall be assigned by the Chair.
- Section 7. The Secretary-Treasurer shall record the official actions of the Board, keeps a record of attendance at Board meetings, and have the custody of the official records, which shall be housed in the System Headquarters. An account of all receipts and expenditures must be kept at the report made at each regular Board meeting. The 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.
- Section 8. The chair shall appoint standing and ad hoc committees for special purposes as the business of the Board may require. Standing committees shall serve from July to June. An ad hoc committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.
- Section 9. All committees shall make regular progress reports to the Library Board.
- Section 10. No committees will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

### **Article III. Duties of the Director**

- Section 1. The Board shall appoint a qualified director who shall serve as administrative officer of the Library. The Director of the South Georgia 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. The director shall be responsible for the internal procedures and operation of the Library, the expenditure

of funds, the appointment of staff and administration of personnel policy, and the selection and maintenance of the materials collection.

Section 2. The Director shall be the administrative head of the library system under the direction and review of the Board of Trustees. The director, as professional advisor, shall recommend policies to the Board, prepare agenda for and attend Board meetings, and represent the staff to the Board.

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

- a. To employ or terminate other 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 South Georgia Regional Library System.
- f. To attend all meetings of the Board of Trustees of the South Georgia Regional Library System and the meetings of the boards of trustees in the local libraries comprising the System, or to designate a staff member to attend in his/her place.

#### **Article IV. Meetings**

Section 1. The Regional Library Board shall hold no fewer than six meetings during each fiscal year. Meetings will be scheduled in the months of July, September, November, January, March and May 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 Regional Library System shall notify each member in a timely fashion of the date, time, and place of the 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 two business days prior to the scheduled meeting.
- 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 South Georgia 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 five of the duly elected 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.
- Section 10. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.
- I. Roll call of members.
  - II. Moment of Silence.
  - III. Public participation.
  - IV. Minutes of previous regular meeting and any intervening special meeting.
  - V. Director's and department reports.
  - VI. Finance and Operations.
    - a. Business Manager's Report.
  - VII. Buildings and Grounds.
  - VIII. Personnel.
  - IX. Planning/Library Services.
  - X. Documents.
  - XI. Friends of the Library.
  - XII. Old business.
  - XIII. New business.
  - XIV. Communications.
  - XV. Adjournment.

Section 11. Visitors' comments will be entertained during the designated time for Public Participation at each Board meeting. The presiding officer may set a time limit for the comments. Each speaker will give his/her name and address. At the end of each visitor's comments, Board members may ask questions. Board members may respond to the speaker's questions and/or concerns or refer them to the appropriate Board committee for review. The committee will report back to the Board after review of the concerns.

#### **Article V. Reports**

The 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 also 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. Penalties**

Employees or agents of the South Georgia Regional Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the South Georgia Regional Library System; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

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

Section 1. The Regional Library System may be dissolved by reversal of the procedures followed in its original organization. A majority of the Board members in a majority of the counties must agree to the dissolution of the system.

Section 2. One county may withdraw from the system if a majority of the local County Board members vote to do so. Notice of withdrawal must be sent to the Chair of the Regional Board of Trustees and the Regional 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 Regional Library System may elect to expel a member county upon the following conditions:

- a. Failure of the county to maintain the agreed upon level of support to the regional system as in the most recent system participating agreement; or
- b. Failure of the county to meet criteria for state aid, 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 Maintenance and Operations budgets for the current year.

#### **Article IX. Amendments**

These Bylaws may be amended at any regular meeting of the South Georgia Regional Library Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. 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.

Adopted by the South Georgia Regional Library Board, 5-19-09 (effective 07-01-09)  
Amended