

OCONEE REGIONAL LIBRARY SYSTEM

CONSTITUTION

ARTICLE I. NAME

The name of this system shall be the Oconee Regional Library System.

ARTICLE II. HEADQUARTERS

The Headquarters for the Oconee Regional Library System shall be in the Laurens County Library in Dublin in Laurens County.

ARTICLE III. PURPOSE

The purpose of the Oconee Regional Library System shall be to furnish library service to the people of the region under the regulations governing public libraries as set forth by the State of Georgia.

The Oconee Regional Library System shall offer a full program of library service to all citizens of the participating counties to meet their informational, educational, and recreational needs; acquire and purchase library materials; circulate materials to the public through the member libraries or by other appropriate means of library extension; develop existing libraries, and other services as appropriate to the needs of the service area; build a reference collection adequate to provide current and reliable information of a research nature suitable to the needs of the communities comprising the area served; and promote the use of library resources by means of instruction, library-centered programs, exhibits, and other public relations media.

ARTICLE IV. CONSTITUENCY

The Oconee Regional Library System shall serve all citizens of Glascock, Johnson, Laurens, Treutlen and Washington Counties; and such other counties or municipalities as may become part of the region, through the headquarters library, branch libraries, and bookmobile and other extension services. Membership in the Oconee Regional Library System provides the citizens of Glascock, Johnson, Laurens, Treutlen and Washington counties with reciprocal borrowing privileges in all libraries in the system.

Any county or municipality adjoining any county that is a member of the Oconee Regional Library System, may become a part of the Oconee Regional Library System, either by contract or agreement with the library's Board of Trustees, or by paying the cost

of providing the service in said county or municipality, and by the provisions of title 20, Chapter 5, Article 2 of the official Code of Georgia Annotated. Existing libraries are located in the cities of Gibson (Glascock), Wrightsville (Johnson County), Dublin (Laurens County), Soperton (Treutlen County), and Sandersville (Washington County).

ARTICLE V. LEGAL AUTHORITY

The legal authority for public libraries and Boards of Trustees is described in Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated, amended March 26, 1984.

ARTICLE VI. GOVERNING BODY

Section 1.

Seating will be with consideration of population and funding, 4 Laurens, 3 Washington, 2 Johnson, 2 Treutlen, 1 Glascock counties bringing the total Board to 12 members. The operation of the regional library system is legally vested in the Oconee Regional Library Board under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 25, Title 20.

Section 2.

Terms of local board appointment to the regional board shall be three years.

Section 3.

Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of board members in state, regional and national library associations may be paid from operating funds.

Section 4.

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 term.

Section 5.

In the event a member of the Regional Board ceases, for any reason, to be a member of his local library board, then his term on the Regional Board shall end at the same time, and the local Library Board shall appoint a new representative to the Regional Board.

Section 6.

Additional representatives may be added from any library system, which may affiliate with the Oconee Regional Library System in the future.

ARTICLE VII. OFFICERS

Section 1.

The officers of the Board shall be a Chairman, Vice Chairman, Secretary and Treasurer with the treasurer appointed from the Laurens Board to facilitate timely handling of financial business. The Chairman, Vice Chairman and Secretary shall be elected for three year terms and hold office until their successors are elected.

Section 2.

Nominations shall be made by a committee of three Board members appointed by the Chairman of the Board. The Chairman or the Director may serve as one of the three members of the nominating committee.

Section 3.

The officers shall be nominated at the February meeting to be elected at the May meeting to serve for three (3) years and hold office until their successors are elected. Their term of office shall begin at the start of the Library's new fiscal year July 1. There shall be no limit to the terms of office.

Section 4.

The Treasurer, the Director, and any members of the staff authorized to handle library funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Board and entered in the minutes, and a copy of the bond filed with the Office of Public Library Services of the Board of Regents of the University System of Georgia.

Section 5

All federal, state and local funds used for the operation and improvement of the services and facilities of the Regional Library System shall be received by the Treasurer and shall be used in accordance with the budget approved by the Board, and the intent of the appropriation and its attendant laws and regulations.

Section 6.

The Oconee Regional Library Board may delegate the activity to receive and expend funds for the operation of the affiliated County Libraries to each individual County Library Board.

ARTICLE VIII. STANDING COMMITTEES

Standing committees shall be the Finance Committee and the Personnel Committee.

ARTICLE IX. INTERLIBRARY COOPERATION

The Oconee Regional Library System may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and services by confederation or by merger when deemed profitable 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 X. CONTRACTS

The Oconee 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 is deemed necessary and desirable under the provisions of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

ARTICLE XI. AMENDMENT OF CONSTITUTION

This constitution shall be reviewed by the full board biannually and may be amended at any regular meeting of the 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 the Constitution will be filed with the Office of Public Library Services of the Board of Regents of the University System of Georgia immediately upon adoption.

Adopted by the Oconee Regional Library Board February 28, 2006

OCONEE REGIONAL LIBRARY SYSTEM

BYLAWS

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Regional Board of Trustees is the legal governing body of the Oconee Regional Library System. It shall be the duty and responsibility of Members of the Board of Trustees:

- a. To employ a director for the Regional Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Regional Library System 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 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.
- e. To set gift 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 advance of all meetings of the Board or committees.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1.

The Chairman shall preside at all regular or called board meetings. The Chairman shall appoint all committees and shall be an ex-officio member of all committees.

Section 2.

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

Section 3.

The Secretary shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be kept in the Regional Library Headquarters. The Secretary shall notify the proper appointing authorities of vacancies which occur on the Regional Library Board. The Secretary shall report changes of membership to the Office of Public Library Services of the Board of Regents of the University System of Georgia. The Secretary shall send

copies of the minutes of all meetings to the Chairmen of all local boards. The day to day duties of the secretary may be delegated to the secretary to the Board on staff.

Section 4.

The Treasurer shall deposit all monies received in a bank or banks approved by the Board of Trustees. The Treasurer shall notify in writing, any supporting agency whose appropriations are not paid promptly and in full. He shall pay all bills which have been approved by the Director, who shall make all purchases and countersign all checks. The Chairman and Vice Chairman shall also be authorized to countersign checks in the absence of the Director or Treasurer. An account of all receipts and expenditures must be kept and a report made at each quarterly meeting. The accounts shall be audited at the direction of the Board and according to State Aid criteria and other state and/or federal laws or regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the Regional Library Headquarters at all times. The day to day duties of the Treasurer may be delegated to the staff business manager.

ARTICLE III. DUTIES OF THE DIRECTOR

Section 1.

The Director of the Oconee 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 and review of the Board.

Section 3.

It is the duty and responsibility of the Director:

- a. To hire and terminate employees in compliance with applicable laws and the availability of funds, and to employ and terminate staff members if so authorized by the Regional Board.
- b. To attend all meetings called by the Office of Public Library Services of the Board of Regents of the University System of Georgia.
- c. To prepare any local, state, or federal annual budgets.
- d. To notify the Oconee Regional Library System Board of Trustees and the Office of Public Library Services of the Board of Regents of the University System of Georgia of any failure 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 libraries, in accordance with policies adopted by the Board of Trustees of the Oconee Regional Library System
- f. To attend all meetings of the Boards of Trustees of the Regional Library and of the local libraries in the region, or to designate a person to attend in his place.

ARTICLE IV. MEETINGS

Section 1.

The Regional Library System Board shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the last Tuesday in the months of February, May, August and November at 4:30 PM at the headquarters library, or at some other location as designated by the chairman.

Section 2.

Special meetings may be called by the Chairman or upon the written request of three Board members, for the transaction of 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 of the date, time, and place of the regional Board meeting.

Section 4.

All meetings must be open to the public and the news media in accordance with the Official Code of Georgia Annotated 50-14-1 et seq.

Section 5.

The latest edition of Robert's Rules of Order (Revised), when not in conflict with the Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Oconee Regional Library.

Section 6.

Each member of the Regional Board shall have one vote. The chairman shall not vote except in the case of a tie vote, at which time the Chairman shall vote to break the tie.

Section 7.

7 (seven) members of the Board of Trustees constitute a quorum. 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

quorum present and voting shall be necessary to approve any action before the Board.

Section 8.

Business actions of urgency between quarterly meetings may, at the direction of the Chairman, be polled by telephone, fax and e-mail with the results reported back to the Board by mail and then confirmed by action at the next board meeting.

ARTICLE V. REPORTS

The Regional Library System is responsible for all reports as deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures, and any other reports necessary to obtain funds or meet requirements of the law or the Office of Public Library Services of the Board of Regents of the University System of Georgia, shall be filed with each funding agency.

ARTICLE VI. ATTENDANCE

Section 1.

A board member shall be removed for cause, which includes failure to act in accordance with the rules and regulations of the Office of Public Libraries of the Board of Regents of the University System of Georgia and the policies of the Oconee Regional Library Board, or for failure to attend three consecutive regularly scheduled meetings.

Section 2.

A letter reporting the removal and specifying the "cause" shall be sent to the affected Board member, to the local governing unit responsible for their appointment and to the local library board responsible for their appointment to the regional board. The local board shall be asked to appoint another regional representative to fill that member's term.

ARTICLE VII. PENALTIES

Employees or agents of the Oconee 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 Oconee Regional Library; 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 application. A majority vote 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 Board Members vote to do so. Notice of withdrawal must be sent to the Chairman 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 Office of Public Library Services 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 must elect to expel a member county upon the following conditions:

- a. Failure of the county to maintain the agreed level of support to the regional system as in the most recent system participating agreement;
or
- b. Failure of the county to meet criteria which may jeopardize the system's eligibility for state or federal funds.

Section 4.

Notice of expulsion shall be sent at least six months prior to the end of the state fiscal year to the Chairman of the County Board of Trustees, all funding agencies party to the participation agreement, the Director of the Oconee Regional Library System, and the Office of Public Library Services 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 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 Oconee 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 the Maintenance and Operating budgets for the current year.

Section 6.

Both parties in the withdrawal shall agree to the Office of Public Libraries' determination of funds owed the other in the breakup. The Office of Public Libraries may adjust those funds to the proper party through state aid allocations.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any regular meeting of the 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 Office of Public Library Services of the Board of Regents of the University System of Georgia immediately upon adoption.

Adopted by the Oconee Regional Library Board May 23, 2000.