

CONSTITUTION  
PINE MOUNTAIN REGIONAL LIBRARY SYSTEM ADOPTED – October 4, 1999  
Amended May 15, 2000  
September 18, 2000

ARTICLE I Name

The name of the system shall be the Pine Mountain Regional Library System.

ARTICLE II Headquarters

The headquarters for the Pine Mountain Regional Library System shall be in the Manchester Public Library in Meriwether County.

ARTICLE III Purpose

The purpose of the Pine Mountain 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 Pine Mountain 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 establish and develop member libraries, deposits, bookmobile and other services as appropriate to the needs of the service area; build information of a research nature as demanded by 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 Pine Mountain Regional Library System shall serve all Citizens of Meriwether, Talbot, Taylor and Upson 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 Pine Mountain Regional Library System provides the citizens of Meriwether, Talbot, Taylor and Upson Counties with reciprocal borrowing privileges in all libraries in the system.

Any county or municipality adjoining any county that is a member of the Pine Mountain Regional Library System, may become a part of the Pine Mountain 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 40 of the Official Code of Georgia annotated. Existing libraries are located in the cities of Greenville, Manchester, Talbotton, Butler, Reynolds and Thomaston.

## ARTICLE V Legal Authority

The legal authority for public libraries and board of trustees is described in Title 20, Chapter 5, Article 40 of the Official Code of Georgia Unannotated, amended October 15, 1999.

## ARTICLE VI Governing Body

Section 1. The governing body of the Pine Mountain Regional Library System shall consist of a Board of Library Trustees composed of trustees serving on member County Library Boards who are appointed to the Regional Library Board by each County Library Board as specified in the County Library Board Constitution and the State Law. The operation of the regional library system is legally vested in this Board under the provisions of the Official Code of Georgia Annotated, Title 20, Chapter 5, and Article 40.

Section 2. The term of office shall be three years, with starting and ending dates corresponding to the state fiscal year. No member may serve on this board for more than two successive three-year terms of office (6 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 terms of any bequest or gift.

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 unexpired term. The new appointee is then eligible to be appointed to serve on the board for two successive three-year terms of office (6 years) as specified in Article VII, Section 2, above.

Section 5. In the event a member of the Regional Board ceases, for any reason, to be a member of his/her local Library Board, his/her 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 Pine Mountain Regional Library System in the future.

Section 7. The Pine Mountain Regional Library System Board of Trustees will be comprised of seven (7) members who are appointed to the Regional Library Board by each County Board of Trustees. The appointee must be a member of the County Board of Trustees. Appointments are made as follows: Meriwether County, three (3) members; Upson County, two (2) members; Taylor County, one (1) member and Talbot County one (1) member.

One (1) alternate member may be appointed from each County Board of Trustees to represent the County at meetings in the absence of the appointed Trustees. The alternate member may vote; and count as a quorum.

## ARTICLE VII Officers

Section 1. The officers of the Board of Trustees shall be a Chair and a Vice-Chair elected from those serving on the Board on the Board. The Regional Board shall appoint a Secretary and a Treasurer, who may or may not be members of the Regional Board. The Secretary and Treasurer shall be appointed or reappointed annually by the Regional Board, and there shall be no limit to the number of terms each may serve in succession. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Board.

Section 2. Nominations shall be made by a committee of three Board members appointed by the Chair of the Board and/or the Director may serve as one of the three members of the nominating committee.

Section 3. The officers shall be elected at the May meeting to serve for a two-year term or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. An officer may not succeed himself/herself.

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. A copy of the bond shall be 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.

## ARTICLE VIII Executive Committee

Section 1. An Executive Committee, composed of the officers of the Board, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

Section 2. In the event a member of the Executive Board ceases, for any reason, to be a member of his/her local Library Board, his/her term on the Executive Committee shall end at the same time, and the local Library Board shall appoint a new representative to the Executive Board.

## ARTICLE IX Standing Committees

Section 1. Standing committees shall be the Finance Committee, the Building and Grounds Committee, and the Committee on Constitution and Bylaws. The Chair as needed may appoint these special committees.

## ARTICLE X Interlibrary Cooperation

The Pine Mountain 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 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 XI Contracts

The Pine Mountain 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 40 of the Official Code of Georgia, Annotated.

## ARTICLE XII Amendment of Constitution

This Constitution 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.

## BYLAWS

### PINE MOUNTAIN REGIONAL LIBRARY SYSTEM

Amended: January 23, 1989

March 30, 1998

October 4, 1999

September 18, 2000

July 15, 2004

#### ARTICLE I            Duties and Responsibilities of Board Members

The Regional Board of Trustees is the legal governing body of the Pine Mountain 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. 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 the library programs.
- (e) To set policy for the receipts 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 Officers

Section 1. The Chair shall preside at all regular or called Board Meetings. He/she shall appoint all committees and shall be an ex-officio member of all committees.

Section 2. The Vice-Chair shall preside in the absence of the Chair. The Chair shall assign all other duties of the Vice-Chair.

Section 3. The Secretary shall record the official actions of the Board, keep a record of Attendance at Board meetings, and have custody of the official books, which shall be housed, in the Regional Library headquarters. He/She shall notify the proper appointing local library Board of vacancies that may occur on the Regional Library Board. He/She shall report any changes in membership to Georgia Public Library Service of the Board of Regents of the University System of Georgia. The Secretary shall send copies of the minutes of all meeting to the Chairs of the County Boards. A Non-Trustee recording secretary may be appointed by the board to assist the Secretary.

Section 4. The Treasurer shall deposit all monies received in a bank or banks approved by the Board of Trustees. He/She shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He/She shall pay all bills, which have been approved by the Director who shall make all purchases and who shall keep and report all expenditures at each regular 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.

## ARTICLE III Duties of the Director

Section 1. The Director of the 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 employ and terminate other staff members, as necessary, in compliance with applicable laws and the availability of funds, as authorized by the Regional Board.

- (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 Georgia Public Library Service Director.
- (c) To prepare any local, state, or federal annual budgets
- (d) To notify the Board of Trustees and Georgia Public Library Service 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 the policies adopted by the Board of Trustees of the Pine Mountain Regional System.
- (f) To attend all meetings of the Board of Trustees of the Regional library and of the local libraries in the region, or to designate a person to attend in his/her place.

#### ARTICLE IV                      Meetings

Section 1. The Regional Library 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 third Thursday in the months of January, April, July and October at 6:30 p.m. in the headquarters library, or at some other location as designated by the Chair.

Section 2. Special meetings may be called by the Chair or upon 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. Meetings of the Executive Committee may be called by the Chair to transact any business requiring attention between regular meetings of the full Board.

Section 5. All meetings must be open to the public and the news media. The Regional Board may, however, enter into a closed session for the discussion of proposed or

pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline, or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. The Chair or Acting Chair will comply with the State of Georgia changes in the Open Record Law. When a closed session is held, the Chair or Acting Chair shall execute the prescribed notarized affidavit. If the Board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open Board meeting to be legally binding.

Section 6. The latest edition of *Robert's Rules of Order* (Revised), when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Pine Mountain Regional Library System.

Section 7. Each member of the Regional Board shall have one vote.

Section 8. Four 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 votes of the quorum present and voting shall be necessary to approve any action before the Board.

Section 9. The order of business for meetings shall be:

Call to order

Approval of minutes of previous meeting

Treasurer's Report

Old Business

New Business

Committee Reports

System's Director Reports

Adjournment

## 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 shall be filed with each funding agency. All other reports necessary to obtain funds or meet requirements of the law shall be filed with 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 meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent to affected Board member and to the local board responsible for his/her appointment. The local Board shall be asked to appoint another representative to fill that member's unexpired term.

## ARTICLE VII Penalties

Employees or agents of the Pine Mountain 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 Pine Mountain Regional Library System; deface, damage, steal, or commit other violations as described in the Official Code of Georgia, Annotated, Title 20, Chapter 5, Article 40.

## ARTICLE VIII Dissolution of or Withdrawal From the Regional Library System

Section 1. The Regional Library System may be dissolved by a 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 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 withdrawal and the method by which the decision was reached. 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 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 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 the Georgia Public Library Service of the Board of Regents of the University System of Georgia

Section 5. In the event of 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 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 budget for the current year.

#### 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 Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption.