



March 22, 2012

Mr. Steve Schaefer, Interim Director  
Uncle Remus Regional Library System  
259 North 2<sup>nd</sup> Street  
Madison, Georgia 30650

Dear Mr. Schaefer,

I have reviewed the Uncle Remus Regional Library System Constitution and Bylaws, January 2012 revision, per your request. On behalf of the Georgia Public Library Service, I find these documents to be compliant with the requirements for public library systems in Georgia as outlined in the Official Code of Georgia Annotated (O.C.G.A.), the Requirements for Public Library Grants, and the 2012 edition of the Handbook of Constitutions and Bylaws for Georgia Public Libraries.

I commend the staff and trustees of URRLS for undertaking the updating and revision of these important documents.

Thank you for the opportunity to review.

Best Regards,

Julie Walker  
Deputy State Librarian

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# **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS**

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## **UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION**

Written January 2012

Passed April 12, 2012

### **ARTICLE I. NAME AND LOCATION.**

The name of the system shall be the Uncle Remus Regional Library System (hereinafter referred to as the "System"). The headquarters for the System shall be located at 1121 East Avenue, Madison, Georgia, and may be moved or relocated for any reason, from time to time (hereinafter referred to as the "System Headquarters"). The System 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.

### **ARTICLE II. PURPOSE.**

The purpose of the System is and shall be to offer a full program of reciprocal library services to the citizens of the Service Area (as such term is defined in Article III, Section 1, "*Definition of Service Area*" below) by providing responsive, dynamic services to meet the informational needs of the System's population, pursuant to the regulations governing public libraries, as set forth by the State of Georgia in the Official Code of Georgia Annotated §§20-5-1, *et. seq.* The System shall circulate materials to all citizens of the Service Area through the Member Libraries (as such term is defined in Article III, Section 2, "*Definition of Member Library*" below) or by other appropriate means of library extension. The System shall further develop and improve existing Member Libraries and establish and develop new Member Libraries, deposit libraries, and any such other services as appropriate to the needs of the Service Area. The System shall build a virtual and print reference collection adequate to provide current and reliable information of a research nature as demanded by the needs of the Service Area. The System shall promote the use of library resources by means of instruction, library programs, exhibits, and other public relations media.

### **ARTICLE III. CONSTITUENCY.**

*Section 1. Definition of Service Area.* The term "Service Area" shall mean and refer to the following: Greene, Hancock, Jasper, Morgan, Putnam, and Walton Counties, Georgia and any and all such other counties as may become a part of the System hereafter, from time to time. The System shall serve all citizens of the Service Area, and any and all such other counties as may become part of the System hereafter, through the System Headquarters, Member Libraries, and extension services.



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*Section 2. Definition of Member Library.* The term "Member Library" shall mean and refer to each of the following established libraries within the Service Area: Greene County: Greene County Library; Hancock County: Hancock County Library; Jasper County: Jasper County Library; Morgan County: Morgan County Library; Putnam County: Eatonton-Putnam County Library; Walton County: Loganville-Walton O'Kelly Memorial Library, Monroe-Walton County Library, W. H. Stanton (Social Circle) Walton County Library), Walnut Grove-Walton County Library. Use of Member Library privileges shall be extended to any resident of Georgia who has obtained a PINES circulation system card.

*Section 3. Addition of New Counties into the Service Area.* Admission to the System is open to any counties which are contiguous to the Service Area, provided that the authorized representatives of such county (hereinafter referred to as the "Potential New County") shall consult and work with the System Board via the Library Director, who shall be elected as prescribed in the System's Bylaws (the term System Board is defined in Article IV, *Section 1, "System Board"* below) in determining the Potential New County's needs and the resources presently available within the System. In the event that the System Board determines that the addition of the Potential New County to the System is desirable, then the Potential New County may join the System by payment of the current Shared Services Fee and execution of a participation agreement executed by and between the System Board and the County Commissioner of the Potential New County. Such executed participation agreement shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia, and all amendments shall be filed with the office as soon as practicable upon execution. Thereafter, the term "Service Area" shall automatically be amended to include the Potential New County which has been added to the System and any and all benefits associated with membership in the System shall be extended to the citizens of the Potential New County.

*Section 4. Addition of New Member Libraries into the System.* In the event that the governing authority of any county or municipality which is already within the Service Area desires to establish a new library facility within its county boundaries pursuant to O.C.G.A. §20-5-40, then the governing authority of such county or municipality shall consult and work with the System Board via the Library Director in determining the county's needs and the resources presently available within the System.

a. In the event that the System Board determines that the addition of a Member Library to the System is desirable, that library may join the System, by payment of the current Shared Services Fee and execution of a participation agreement executed by and between the System Board and the County Commissioner. Such executed participation agreement shall be filed with Georgia Public Library Service of the Board of Regents of the University System of Georgia as soon as practicable upon execution.



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b. In the event that the System Board determines that the addition of a Member Library to the System is not desirable, that library may not join the System. Nothing contained in this provision, however, shall prevent the governing authority of any county or municipality which is already within the Service Area from establishing a new library branch within its county boundaries pursuant to O.C.G.A. §20-5-40.

### **ARTICLE IV. GOVERNING BODY.**

*Section 1. System Board.* The System shall be advised by the Uncle Remus Regional Library System Regional Board of Trustees (hereinafter referred to as the "System Board") which is and shall be comprised of each Member Library, as prescribed by O.C.G.A. §20-5-41. In this manner, each Member Library's board of trustees may consult and agree upon the position and voting direction of its Member Library. Each Member Library shall be entitled to one (1) vote, which may be used in each and every voting matter in each and every meeting of the System Board (hereinafter referred to as a "System Board Meeting"). Although not encouraged for practical reasons, but whenever possible and within the limits of available technology, any Member Library Trustee may participate in a System Board Meeting via teleconference when physical attendance is not possible.

*Section 2. Committee of Chairs.* The System Board shall be governed by the Uncle Remus Regional Library System Committee of Chairs (hereinafter referred to as the "Committee of Chairs") which is and shall be comprised of no more than one representative from each Member Library's board of trustees (hereinafter referred to as the "Member Library Chair"). Each Member Library Chair shall serve at the pleasure of its own Member Library board of trustees and may be appointed or removed from time to time, in accordance with that Member Library's governing instruments, provided that such appointments shall be made by the Member Library's board of trustees in writing. The Committee of Chairs shall consult and advise the Library Director with regard to any events or occurrences which require the Library Director's attention, whether those matters are urgent, unique, or routine. The Committee of Chairs shall govern in the name of the System Board between meetings of the System Board and shall report to the full System Board any action taken. Any meeting of the Committee of Chairs (hereinafter referred to as the "Committee of Chairs Meeting") may be via live meeting or teleconference; this provision is intended to provide for the expedient communication among multiple parties. In the event that a Member Library Chair is unable to attend any Committee of Chairs Meeting in person or via teleconference, then that Member Library Chair may vote in any matters that may arise at the Committee of Chairs Meeting by proxy, either by asserting such vote in the proxy itself or by designating another Member Library Chair to vote on his/her behalf.

*Section 3. Concurrent Board Membership.* In the event that any member of the board of trustees of a Member Library (hereinafter referred to as the "System Board

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Member”) ceases, for any reason, to be a member of the board of trustees of a Member Library, that System Board Member’s term on the System Board shall end at that same time and he/she shall be replaced in accordance with Article IV, Section 4, “Term” below.

*Section 4. Term.* Each System Board Member’s term of office shall be six (6) consecutive years with the starting date being the first day of the new fiscal year and ending on the day before the commencement of the fiscal year six (6) years after election (hereinafter referred to as the “Term”). No System Board Member may serve on the System Board for more than two (2) consecutive terms, unless that System Board Member is elected onto the Member Library board of trustees by a different funding agency than the funding agency which elected the System Board Member for the immediately preceding two (2) terms. Any System Board Member may leave the System Board for any reason, from time to time, and is eligible to be re-appointed to the System Board after one (1) year in accordance with that Member Library’s governing instruments.

*Section 5. Compensation.* Pursuant to O.C.G.A. §20-5-44, System Board Members 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.

*Section 6. Removal.* A System Board Member Chair shall be removed for cause for missing three (3) consecutive, regularly scheduled System Board Meetings (or not sending a representative from his Member Library Board as his/her proxy), in accordance with O.C.G.A. § 20-5-42 (d).

*Section 7. Vacancies.* Vacancies on the System Board shall be filled in the same manner that appointments are made, except that if filling a vacancy, the term of the person filling the vacancy (hereinafter referred to as the “Replacement”) shall be for a term of six (6) years plus any number of days from the time of election until the end of the current fiscal year. The Replacement shall serve for a term which is greater than six (6) years, but fewer than seven (7) years.

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

*Section 9. Bond.* Pursuant to O.C.G.A. §20-5-50, the System Board shall maintain a current bond for an adequate amount determined by the System Board and recorded in



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the minutes on the Library Director and other officials and employees authorized to handle funds.

*Section 10. New Member Library.* In the event that a new Member Library is affiliated with the System at any time in the future, pursuant to Article III, Sections 3 or 4, the Member Library trustees shall serve as a System Board Member.

### **ARTICLE V. OFFICERS.**

*Officers.* The officers shall be the Chairs of the Member Library Boards. The Chairs constitute the Committee of Chairs as described in Article III, Section 2.

### **ARTICLE VI. STANDING COMMITTEES.**

The System Board Members, by consensus, may create and dissolve a standing committee at any time and from time to time, upon a vote of a majority of the System Board Members present in person or by proxy.

### **ARTICLE VII. INTERLIBRARY COOPERATION.**

The System, through its System Board, may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and/or services and by confederation or by merger as approved by the governing authority of the library systems. Such cooperative endeavors must be within the limits of funds available to the System Board, conducive to mutual growth and development of library services, and not in violation of state and federal laws, regulations, or other agreements, contracts, or such library board policies.

### **ARTICLE VIII. CONTRACTS.**

The System Director is authorized to make and enter into such contracts or agreements, for all or any part of the System, as are deemed necessary and desirable under the provisions of the Official Code of Georgia, provided that all such contracts or agreements entered into shall:

- (a) Detail the specific nature of the services, programs, facilities, arrangements, or properties to which such contracts or agreements are applicable;
- (b) Provide for the allocation of costs and other financial responsibilities;
- (c) Specify the respective rights, duties, obligations, and liabilities of the parties;  
and

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- (d) Set forth the terms and conditions for duration, renewal, termination, abrogation, disposal of joint or common property, if any, and all other matters which may be appropriated to the proper effectuation and performance of the agreement.

Whenever practical, any and all contracts beyond the limits of the budget or pertaining to construction shall be presented at the System Board Meeting for discussion and prior approval by the System Board Members.

### **ARTICLE IX. AMENDMENT OF CONSTITUTION.**

This Constitution may be amended at any System Board Meeting by a two-thirds (2/3) vote of the System Board Members present in person or by proxy, provided that notice that the Constitution shall be amended is included in the notice of meeting which is made in writing at least ten (10) days prior to the System Board Meeting, and provided, further, that a quorum of System Board Members are present in person or by proxy. All amendments to the Constitution must be on file in the Georgia Public Library Service of the Board of Regents of the University System of Georgia, and all amendments must be filed with the office immediately upon adoption.

### **ARTICLE X. CONFLICTS OF INTEREST.**

Section 1. Except as specifically provided herein, in the event of any conflict between the provisions of this Constitution and the Georgia statute provisions governing the operation of public libraries, the Georgia statute shall govern.

Section 2. Except as specifically provided herein, in the event of any conflict between the provisions of this Constitution and the Bylaws, this Constitution shall govern.

Section 3. To avoid any potential claims of conflict of interest, no employee of a company with a direct financial interest with the System may serve on the Committee of Chairs, System Board, or any Member Library Board within the System.

Section 4. To avoid any potential claims of conflict of interest, no current employee of the System may serve on the System Board, Committee of Chairs, or any Member Library Board within the System.

Section 5. To avoid any potential claims of conflict of interest, no former employee of the System with fewer than six (6) years from last date of employment to first date of appointment may serve on the System Board, Committee of Chairs, or any Member Library Board within the System.

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### **ARTICLE XI. GENERAL PROVISIONS.**

*Section 1. Capitalized Words.* Any capitalized words or terms used in these Bylaws shall have the meaning ascribed thereto in the Uncle Remus Regional Library System Constitution.

*Section 2. Section Titles.* The title and headings used herein are inserted as a matter of convenience only, and do not define, limit, or describe the scope of these Bylaws or the intent of the provisions hereof.

*Section. 3. Terms.* Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person may in the context require.



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## **UNCLE REMUS REGIONAL LIBRARY SYSTEM BYLAWS**

Written January 2012

Passed April 12, 2012

### **ARTICLE I. DUTIES AND RESPONSIBILITIES OF SYSTEM BOARD MEMBERS.**

It is and shall be the duty and responsibility of each and every System Board Member:

a. To employ a library director for the System who meets the current state certification requirements (hereinafter referred to as the "Library Director") and such other employees as may be necessary from time to time to efficiently operate the System, upon the recommendation of the Library Director; provided, however, that the System Board shall be authorized to delegate employment of System Staff Members (as such term is defined in Article III, Section 5a) to the Library Director;

b. To approve budgets prepared by the Library Director and, together with the local Member Library board of trustees, assume responsibility for the presentation of the System's fiscal needs to the funding 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 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 appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms.

h. To notify the Library Director, in advance, of all System Board committee meetings or Committee of Chairs Meeting.

### **ARTICLE II. DUTIES OF THE OFFICERS.**

*Section 1. Execution of Documents.* Federal and/or State laws permitting, any Member Library Chair may sign any document, excluding contracts, on behalf of the System Board.

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*Section 2. Chairs.* To ensure the voting equality of Member Libraries and impartiality of the deliberations, the Director shall preside over any and all regular or called System Board Meetings or Committee of Chairs Meetings. If the System Board or the Committee of Chairs meet to discuss the employment and/or performance of the Library Director and it is not appropriate for the Director to preside and/or attend, an election for a presiding Chair shall take place for the purposes of the meeting or subsequent meetings. The Committee of Chairs upon the majority of votes of the Chairs shall appoint all committees. All Chairs, including a Presiding Chair if applicable, may make motions and vote to ensure voting equality among all Member Libraries. Other than meetings concerning his/her job performance, the Director shall attend all committee meetings and advise members.

### ARTICLE III. DUTIES OF THE LIBRARY DIRECTOR.

*Section 1. Appointment and Removal of Library Director.* The Library Director shall serve at the pleasure of the System Board and may be appointed or removed from time to time, upon a vote of a majority of the System Board Members present at a System Board Meeting in person or by proxy. The Committee of Chairs, however, may meet, deliberate, investigate, and make recommendations to the System Board Members in regard to the conditions of employment of the Director if approved by the Regional Board.

*Section 2. Library Director Shall Not Vote.* The Library Director shall have no right to vote in any action before the System Board or Committee of Chairs and may not be a proxy holder on behalf of an absent Board Member.

*Section 3. Education Requirement.* To qualify to serve the System as Library Director, any and all nominees for appointment shall hold at least a Grade 5b Librarian's Professional Graduate Certificate or higher, as defined, from time to time, by the State Board of Certification for Librarians in accordance with O.C.G.A. §20-5-45.

*Section 4. Duties.* The Library Director shall have such authority, power, and discretion to manage and control the business, affairs, real and personal properties of the System, in accordance with the wishes and intentions of the System Board. The Library Director shall make the necessary decisions regarding those matters and perform any and all other acts or activities customary or incident to the management and operation of a public library system within the State of Georgia. It is, furthermore, the duty and responsibility of the Library Director:

a. To recommend for employment or termination any such staff members as may be necessary to effectively operate the System in compliance with all applicable laws and regulations within the confines of the available funding (hereinafter referred to as "System Staff Members").



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b. To employ and terminate any such System Staff Members as authorized by the System Board or as provided for in the System's Constitution.

c. To set the wages for the System Staff Members based upon his/her experience, job performance, and such other factors as may be provided for in an annual performance review of each System Staff Member.

d. To provide for proper supervision and direction of all System Staff Members.

e. To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send an appropriate designee authorized by the Director of the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

f. To prepare the annual budget for the System and for the Member Libraries.

g. To make or direct others to make all purchases all checks drawn from the System's accounts.

h. To promptly and appropriately notify the System Board and the 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 of Regents;
- (2) Criteria for state aid;
- (3) State and federal regulations; and
- (4) Any applicable local, state, or federal laws.

i. To administer the entirety of the System library program, including all Member Libraries, in accordance with policies adopted by the System Board.

j. To provide notice to the System Board Members of upcoming System Board Meetings.

k. To attend all meetings of the System Board, Committee of the Chairs, System Board committees, and of the Member Libraries in the System, or to designate a representative to attend in the Library Director's place.

l. Devote such time to the business and affairs of the System as is necessary to effectively and properly carry out the duties of the Library Director as set forth in these Bylaws and the System's Constitution.

m. Any and all such other duties and responsibilities as may be appointed to the Library Director by the System Board from time to time.

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### *Section 5: Responsibilities of the Director for System Staff Duties.*

a. Under the Director's supervision and responsibility, the appropriate System Staff Member shall deposit all monies received into a bank or banks approved by the System Board. Under the Director's supervision and responsibility, the appropriate System Staff Member shall notify, in writing, any supporting agency whose appropriations are not paid promptly in full. Under the Director's supervision and responsibility, the appropriate System Staff Member shall pay all bills approved by the Library Director. Under the Director's supervision and responsibility, the account of all receipts and expenditures must be kept and a report made at each System Board Meeting by the Director and/or the appropriate System Staff Member. The accounts shall be audited at the direction of the System Board and according to requirements for state grants and other state and/or federal laws or regulations. Promptly after receipt of the audit reports, such reports shall be posted in the System's website and copies distributed to the System Board Members, either via personal delivery, mail, or electronic distribution. Official copies of all financial reports shall be kept in the System Headquarters at all times.

b. Under the Director's supervision and responsibility, a System Staff Member shall record the official actions of the System Board, keep a record of attendance at System Board Meetings, and have the custody of the official books, which shall be housed in the System Headquarters (such term shall have the meaning ascribed thereto in Article I of the System's Constitution). The employee shall print and distribute the agenda for any System Board Meeting or Committee of Chairs Meeting. He/she shall notify the System Board and the proper appointing agency of any vacancies that occur on the Member Library board of trustees. He/she shall report changes of membership to Georgia Public Library Services of the Board of Regents of the University System of Georgia. He/she shall make available on the System's web site the minutes of the meetings for further distribution by Member Libraries to the appointing agencies, in accordance with the Member Library's governing instruments.

c. Under the Director's supervision and responsibility, all Federal, State, and local funds used for the operation and improvement of the services and facilities of the System shall be received by the Regional Office and shall be used in accordance with the budget approved by the System Board, consistent with the intent of the appropriation and its attendant laws and regulations.

### **ARTICLE IV. MEETINGS.**

*Section 1. Frequency.* The System Board shall hold no fewer than four (4) meetings during each fiscal year (Such fiscal year shall run from July 1 until June 30 of each year). System Board Meetings shall be held on the second Thursday of the months of January, April, August, and October at 2:00 p.m. at the System Headquarters, or such alternate location as may be



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designated, from time to time, by the Library Director or by consensus of the Committee of Chairs.

*Section 2. Special Meetings.* It is the intention of the System to reduce the number of meetings that are required to be attended by the entire System Board. Therefore, any special matter which may arise in between regular System Board Meetings which requires attention may be discussed and decided upon in a Committee of Chairs Meeting, called with whatever reasonable notice is and may be appropriate given the issue to be discussed, provided that no less than two (2) hours' notice is given. Notice of such meeting may be provided upon request of the Chair or at least two (2) Committee Chairs. The notice should specify the time, place, and purpose of the meeting. Notwithstanding the foregoing provisions, each Member Library Chair waives notice if (a) before or after the meeting the Member Library Chair signs a waiver of the notice which is filed with the records of meetings, or (b) said Member Library Chair is present at the meeting in person or by proxy. Any Committee of Chairs meeting may be held in person, via telephone conference calls, two-way television or satellite television signal, via Internet, or any other similar method that will allow each member of the System Board or body participating in the meeting to hear and speak to each other person who is participating in the meeting, as is permitted under O.C.G.A. §20-1-5(a). A Committee of Chairs meeting may be, but is not required to be held in accordance with the Open Meetings provision in Section 4, below.

*Section 3. Notice of Meeting.* Prior to each regular System Board Meeting, the Library Director shall notify each System Board Member of the date, time, and place of the System Board Meeting. Any notice of a meeting required or permitted under these Bylaws should be in writing and either delivered personally, sent via overnight courier or United States Postal Service to the recipient's last known address, sent via electronic mail or electronic invitation software.

*Section 4. Open Meetings.* All System Board Meetings shall be open to the public and the news media and shall conform to the specifications of the Open Meetings Law found in O.C.G.A. §50-14-1. Notice of all System Board Meetings should be posted in advance at the site where the meeting will be held as well as at the System's Headquarters. Notice of all System Board Meetings must be provided to the legal organ of the counties in the Service Area at least 24 hours in advance. An agenda for the System Board Meeting must be available for public inspection no less than two (2) business days prior to the meeting, in accordance with O.C.G.A. § 50-14-1(e)(1). A summary of actions taken must be made available within three (3) days following the meeting (these can be in the form of completed meeting minutes which may or may not yet be formally approved). However, every effort should be made to ensure that approved minutes of each System Board Meeting are promptly completed and available for public review, upon request.

The System 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, employment, compensation, hiring, disciplinary action,

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dismissal, or periodic evaluation or rating of an individual System Staff Member or other employee, without restricting the employee's right to a public hearing, if requested. If the System 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 5. Voting.* Each Member Library shall have equal voting power at the System Board Meetings as any other Member Library, regardless of the size of the Member Library or the number of representatives of the Member Library present at any System Board Meeting. Any Member Library Chair may vote and make motions. Except as otherwise provided in these Bylaws, the affirmative vote of the System Board Members representing a majority of the Member Libraries shall be required to approve any matter coming before the System Board, provided a quorum of Member Libraries are present in person or by proxy.

*Section 6. Quorum.* Representation from one more than half of the Member Libraries shall constitute a quorum. In the event of a dispute regarding reaching a quorum for any meeting, then the presence in person or by proxy of a majority of the Member Library Chairs shall constitute a quorum. No official business may be conducted at the System Board Meeting without a quorum. Except for those matters specified elsewhere in these documents, a simple majority affirmative vote of the quorum present shall be necessary to approve any action before the System Board.

*Section 7. Designees.* Any Member Library Chair may send a designee to any Committee of Chairs Meeting. Such designee must be on the Member Library's board of trustees and, as such, a Member of the System Board.

*Section 8. Meeting Agenda.* The standard System Board Meeting agenda shall be:

- a. call to order;
- b. approval of minutes;
- c. reports;
- d. old business;
- e. new business;
- f. public comment; and
- g. adjournment.

The System Board may enter into closed session at any point during the meeting, as may be appropriate.

*Section 9. Parliamentary Procedure.* All System Board Meetings shall be conducted in accordance with the New Standard Code of Parliamentary Procedure (formerly Sturgis Standard Code of Parliamentary Procedure).



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### **ARTICLE V. REPORTS.**

The System is responsible for all reports as may be deemed necessary, from time to time, by local and state 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 legal requirements 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. Removal for Cause.* A System Board Member Chair shall be removed for cause for missing three (3) consecutive, regularly scheduled System Board Meetings, (or for not sending at least one representative from his/her Member Library Board as his/her proxy), in accordance with O.C.G.A. § 20-5-42 (d).

*Section 2. Notification of Removal.* A letter reporting the removal of a System Board Member with sufficient detail specifying the cause for removal shall be sent to the affected System Board Member and to the funding agency responsible for his/her appointment. The funding agency shall be asked to appoint another representative to fill that System Board Member's position in accordance with that Member Library's governing instruments.

### **ARTICLE VII. PENALTIES.**

Employees or agents of the System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the System or any Member Library; deface, damage, steal, or otherwise improperly use and/or abuse System or Member Library property; or commit other violations as described in the Official Code of Georgia.

### **ARTICLE VIII. DISSOLUTION OF, OR WITHDRAWAL FROM, THE REGIONAL LIBRARY SYSTEM.**

*Section 1. Dissolution of the System.* The System may be dissolved by the affirmative vote of a two-thirds (2/3) of the Service Areas. Individual Member Libraries may not dissolve the System, but the various counties comprising the System may dissolve the System by a majority vote of those counties. So long as there remain 2 or more counties as a part of the System, however, the System shall not be dissolved. Instead, such individual counties may withdraw from the System under a separate vote. In the event that the System is dissolved, all equipment and materials purchased with state or federal funds for use in any specific Member Library or Member Libraries shall remain in those libraries.

*Section 2. Withdrawal from the System.* A county may withdraw from the Service Area and from the System upon the affirmative vote of a majority of the System Board Members. Notice of Intention to Withdraw shall be sent to the Member Library Chair for each Member Library in the System as well as to the Library Director at least three (3), but not more than four (4) full

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fiscal years prior to the actual date of departure. This Notice of Intention to Withdraw must specify the reasons for the Member Library's withdrawal from the System 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 the Notice of Intention to Withdraw within five (5) business days of the date on which the Member Library's decision was reached. A county may revoke its Notice of Intention to Withdraw at any time prior to the date withdrawal is to take place by providing a written Notice of Revocation of Intention to Withdrawal to the Member Library Chair for each Member Library in the System, the Library Director, and the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

*Section 3. Expulsion from the System.* The System shall expel a county from the Service Area and from the System upon the following conditions:

- a. Failure of the county to maintain the agreed-upon level of support to the System, as specified in the most recent System participating agreement; or
- b. Failure of the county to meet criteria, which may jeopardize the System's eligibility to receive state or federal funding.

*Section 4. Notice of Expulsion.* Notice of expulsion shall be sent to the Chair of the County Board of Trustees, all funding agencies party to the System participating agreement, the Library Director, and the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

*Section 5. Equipment.* In the event of the withdrawal pursuant to Section 2, above, or expulsion pursuant to Section 3, above, of one county from the System, all equipment and materials purchased with state or federal funds for use in the Member Library or Member Libraries in that county shall remain in those libraries.

### **ARTICLE IX. AMENDMENT OF BYLAWS.**

These Bylaws may be amended at any regular meeting of the System Board by a two-thirds (2/3) vote of the members present, provided that notice is made in writing at least fourteen (14) days prior to the meeting, and provided that a quorum is present. All amendments to the Bylaws shall be filed with the Office of Public Library Services of the Board of Regents of the University System of Georgia as soon as practicable upon adoption.

### **ARTICLE X. CONFLICTS OF INTEREST.**

Section 1. Except as specifically provided herein, in the event of any conflict between the provisions of these Bylaws and the Georgia statute provisions governing the operation of public libraries, the Georgia statute shall govern.



## UNCLE REMUS REGIONAL LIBRARY SYSTEM CONSTITUTION & BYLAWS

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Section 2. Except as specifically provided in the Constitution, in the event of any conflict between the provisions of these Bylaws and the Constitution, the Constitution shall govern.

### ARTICLE XI. GENERAL PROVISIONS.

*Section 1. Capitalized Words.* Any capitalized words or terms used in these Bylaws shall have the meaning ascribed thereto in the Uncle Remus Regional Library System Constitution.

*Section 2. Section Titles.* The title and headings used herein are inserted as a matter of convenience only, and do not define, limit, or describe the scope of these Bylaws or the intent of the provisions hereof.

*Section 3. Terms.* Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person may in the context require.