

CHATTOOGA COUNTY LIBRARY SYSTEM
CONSTITUTION

ARTICLE I. NAME

The name of the system shall be the Chattooga County Library System.

ARTICLE II. HEADQUARTERS

The headquarters for the Chattooga County Library System shall be located in Summerville, Georgia.

ARTICLE III. PURPOSE

The purpose of the Chattooga County Library System shall be to furnish library service to all citizens of Chattooga County to meet their informational, educational, and recreational needs; to acquire and purchase library materials; to circulate materials to the public through the member libraries or by other appropriate means of library extension; to develop existing libraries and to establish and develop member libraries, deposits, and other services as appropriate to the needs of the communities comprising the area served; and to promote the use of library resources by means of instruction, library-centered programs, exhibits and other public relations media.

ARTICLE IV. CONSTITUENCY

The Chattooga County Library System shall serve all citizens of the county through libraries located in Summerville and Trion, Books-by-Mail, and other extension services.

ARTICLE V. LEGAL AUTHORITY

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

ARTICLE VI. GOVERNING BODY

Section 1. The governing body of the Chattooga County Library System shall consist of a board of seventeen (17) library trustees. Four (4) members shall be appointed by the City Council of Summerville, four (4) by the Town Council of Trion, and one (1) each by the City Councils of Lyerly and Menlo. Five (5) members shall be appointed by the Chattooga County Commissioner and two (2) members by the Chattooga County Board of Education. Trustees are appointed to the Chattooga County Library Board by the governmental agencies financially supporting the library on a regular basis as specified in the state law. Appointments shall be made in writing and transmitted to the appointee and to the library. The operation of the Chattooga County Library System is legally vested in this board of trustees under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20.

Section 2. The term of office shall be four (4) years, with starting and ending dates corresponding to the state fiscal year. Board members shall serve staggered terms for continuity of service. No member may serve on this board for more than two (2) successive four-year terms of office. Retiring members may be appointed to a vacancy on the board after an absence of two (2) consecutive 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. Dues or fees for membership in local, state, regional or national library associations may be paid from operating funds if approved by the board.

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. Board members filling an unexpired term may then be appointed to two (2) full terms on the board of trustees.

Section 5. Additional representatives shall be added from any governmental agencies which may, in the future, choose to financially support the library on a regular basis.

ARTICLE VII. OFFICERS

Section 1. The officers of the board of trustees shall be a chairman, a vice-chairman, a secretary and a treasurer elected from those serving on the board. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the board.

Section 2. A committee of three (3) board members shall make nominations appointed by the chairman of the board. The chairman and/or the library director may serve as one of the three (3) members of the nominating committee.

Section 3. The officers shall be elected at the April meeting to serve for one (1) year or until their successors are elected, and their terms of office shall begin at the beginning of the new fiscal year to which they are elected. An officer is elected for a one-year term and may serve a total of two (2) years.

Section 4. The treasurer, library 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 of trustees and entered in the minutes, and a copy of the bond filed with the Georgia Public Library Service of the Board of Regents, 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 Chattooga County Library System shall be received by the treasurer or a person designated by the treasurer and shall be used in the intent of the appropriation and its attendant laws and regulations.

ARTICLE VIII. EXECUTIVE COMMITTEE

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

ARTICLE IX. STANDING COMMITTEES

Standing Committees shall be the Finance Committee, Personnel Committee, and Buildings and Grounds Committee. Other special committees may be appointed by the chairman as needed.

ARTICLE X. INTERLIBRARY COOPERATION

The Chattooga County 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 system. 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 Chattooga County Library System is authorized to make and to enter into such contracts or agreements, for all or any part of the Chattooga County Library System as are deemed necessary and desirable under the provisions of Article 2, Chapter 5, Title 20, 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 (2) weeks prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Georgia Public Library Service of the Board of Regents immediately upon adoption.

CHATTOOGA COUNTY LIBRARY SYSTEM

BYLAWS

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Chattooga County Library System Board of Trustees is the legal governing body of the Chattooga County Library System. It shall be the duty and responsibility of members of the board of trustees:

- (a) To employ a director for the Chattooga County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Chattooga County Library System director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Chattooga County Library System director.
- (b) To approve budgets prepared by the Chattooga County Library System director and to assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
- (c) To attend board of trustee 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 and to file the library's annual audit report with each governmental agency providing regular annual funding to the library, if requested.
- (g) To notify the Chattooga County Library System director in advance of all meetings of the board of trustees or committees.
- (h) To notify the appropriate authorities of a vacancy on the board of trustees so that a person may be appointed to complete unexpired or full terms.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The chairman shall preside at all regular or called board of trustee meetings. He/she 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. The chairman shall assign all other duties of the vice-chairman.

Section 3. The secretary shall record the official actions of the board of trustees, keep a record of attendance at board meetings, and have custody of the official books, which shall be housed at the Chattooga County Library System headquarters.

Section 4. The treasurer, or a person delegated by 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 shall pay all bills that have been approved by the director, who shall make all purchases and who shall countersign all checks. In the absence of the treasurer or library director, the chairman of the board of trustees shall be authorized to countersign all checks. 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 of trustees and according to State Aid Criteria and other state regulations. Official copies of all financial reports and the treasurer's books shall be kept in the Chattooga County Library System headquarters at all times.

ARTICLE III. DUTIES OF THE DIRECTOR

Section 1. The director of the Chattooga County 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 appointed by the board of trustees and shall be the administrative head of the library system under the direction and review of the board.

Section 3. The director of the library system shall have duties and responsibilities that include but are not limited to the following:

- (a) To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds, and to employ and terminate other staff members if so authorized by the board of trustees.
- (b) To attend all meetings called by the Georgia Public Library Service of the Board of Regents or send a substitute authorized by the division director.
- (c) To prepare any local, state, or federal annual budgets.
- (d) To notify the board of trustees and the Georgia Public Library Service of the Board of Regents 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 Chattooga County Library System.
- (f) To attend all meetings of the boards of trustees of the Chattooga County Library System, or any affiliated boards, or to designate a person to attend in his/her place.

ARTICLE IV. MEETINGS

Section 1. The Chattooga County Library Board of Trustees shall hold no less than four (4) regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the fourth Tuesday in the months of January, April, July, and October at 4:00 p.m. 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 Chattooga County Library System shall notify each member of the date, time, and place of the board meeting. The director will also notify the legal organ of the county prior to all meetings defined in the Georgia Code 50-14-1.

Section 4. Meetings of the Executive Committee may be called by the chairman to transact any business requiring attention between regular meetings of the full library board.

Section 5. All meetings must be open to the public and the news media in accordance with Georgia Code 50-14. The library 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 meetings when discussing the appointment, employment, discipline, dismissal or performance of an individual employee, without restricting the employee's right to a public hearing if requested. 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. Procedure for closing a meeting will be adhered to as stated in Georgia Code 50-14.4.

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 Chattooga County Library System.

Section 7. Each member of the Chattooga County Library Board of Trustees 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 8. Six members of the board of trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the board.

ARTICLE V. REPORTS

The Chattooga County Library System is responsible for all reports as deemed necessary by local, state and federal funding agencies. An annual audit report of activities, income and expenditures shall be filed with each funding agency. All reports necessary to obtain funds

or to meet requirements of the law shall be filed with the Georgia Public Library Service of the Board of Regents and shall be available at the library office for public review.

ARTICLE VI. PUBLIC RECORDS

All records and reports of the Chattooga County Library, with the exception of personnel, are open to the public as outlined in Georgia Code, Article 4, 50-18-(70-75).

ARTICLE VII. ATTENDANCE

Section 1. A board member shall be removed for cause or for failure to attend three (3) consecutive regularly scheduled meetings.

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

ARTICLE VIII. PENALTIES

Upon approval of the Executive Committee of the board of trustees, employees or agents of the Chattooga County Library System may cause the arrest, fine and imprisonment of persons who borrow and fail to return books and other property owned by the Chattooga County Library System; write upon, cut, tear, disfigure, soil, obliterate, break, deface, damage, steal, or otherwise improperly use and/or abuse any library property; or commit other violations as described in the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20.

Written notice with a copy of Georgia Code 20-5-53 shall be sent to the patron's last known address to return library materials within fifteen (15) days of date of notification or charges will be made. Patron may be convicted of a misdemeanor, with a fine up to \$500.00 or thirty (30) days imprisonment.

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 (2) 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 immediately upon adoption.

Approved 6-27-89

Amended 10-22-91

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Updated 1-31-06

Chattooga County Library Board of Trustees