

CONSTITUTION FOR THE CHESTATEE REGIONAL LIBRARY SYSTEM

Article I. Name

- Section 1. The name of the system shall be the Chestatee Regional Library System.
- Section 2. References hereinafter to the “board” or “Board,” “Board of Trustees,” “Board of Library Trustees,” “Library Board,” “Regional Board,” “Regional Board of Trustees,” “Regional Library Board,” “Chestatee Regional Library Board,” or “Chestatee Regional Library System Board,” shall mean the Board of Trustees of the Chestatee Regional Library System.
- Section 3. References hereinafter to “boards of trustees,” “county board,” “county library board,” “County Board of Trustees,” “local Board,” “local County Library Board,” or “local library board” shall mean the Board of Trustees of one or more participating member counties of the Chestatee Regional Library System.

Article II. Headquarters

- Section 1. The Headquarters for the Chestatee Regional Library System shall be in the Dawson County Library, 342 Allen Street, Dawsonville, Georgia.

Article III. Purpose

- Section 1. The purpose of the Chestatee Regional Library system shall be to offer a full program of library service to all citizens of the participating counties to meet their informational, lifelong-learning, and recreational reading, listening, and viewing needs; to acquire and purchase library materials; to circulate library materials to the public through the branch libraries and by other appropriate means of library extension; to develop existing libraries, and to establish and develop branch libraries, and deposit stations; to build a reference collection adequate to provide current and reliable information; and to promote the use of libraries by means of instruction, library centered programs, exhibits, and other public relations media.

Article IV. Constituency

- Section 1. The Chestatee Regional Library System shall serve all citizens of Lumpkin and Dawson Counties, and such other counties and municipalities as may become part of the region, through the headquarters services, branch libraries, and extension services. Membership in the Chestatee Regional Library System provides the citizens of Lumpkin and Dawson Counties with reciprocal borrowing privileges in all libraries in the system.
- Section 2. Any county or municipality which is not served by a regional library system, or is not eligible to receive state aid for public libraries, may become a part of the Chestatee Regional Library system. Membership may be established by an amount agreed upon for such participation, based on the cost of providing the service in said county or municipality, and by the provisions of Title 20, Chapter 5 of the Official Code of Georgia Annotated. Counties comprising the Chestatee Regional Library System at the official adoption of this constitution consist of Lumpkin and Dawson, with existing libraries in the communities of Dahlonega and Dawsonville.

Article V. Legal Authority

- Section 1. 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.
- Section 2. All policies not addressed by the Regional Board shall be delegated to the County Library Boards.

Article VI. Governing Body

- Section 1. The governing body of the Chestatee Regional Library System shall consist of a Board of Library Trustees composed of trustees serving on member County Library Boards who are elected to the Regional Library Board by a majority of those present at an official meeting of each County Library Board, as specified in the Bylaws and the state law. Four members of the Lumpkin County Library Board and four members of the Dawson County Library Board shall be members of the Chestatee Regional Library Board. The operation of the Regional Library System is legally vested in this board under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20.
- Section 2. The term of office shall be two years, with starting and ending dates corresponding to the Library System's fiscal year (July 1-June 30). No member of this board may serve for more than three successive two-year terms of office (six 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. Membership dues or fees for individual membership of board members in state, regional and national library associations may be paid from library operating funds.
- Section 4. Vacancies shall be filled in the same manner in which appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the County Library Board shall elect a replacement to complete the unexpired term.
- 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.
- Section 6. Additional members may be added from any library system which may affiliate with the Chestatee Regional Library System at a future date.

Article VII. Officers

- Section 1. The officers of the Board of Trustees shall consist of a Chair and a Vice Chair, one from each county, elected from those serving on the Regional Board. The Regional Board shall appoint a Secretary-Treasurer, who may be a member of the Regional Library Board or the Regional Library Director. The Secretary-Treasurer shall be appointed by the Regional Board at the time other officers are elected, with no limit to the number of terms he/she 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. Officers shall be elected at the fourth quarter (April) meeting of the Regional Board in even-numbered fiscal years, to serve a two-year term. Officers may not be re-elected to successive terms for the same office, except for the office of Secretary/Treasurer. The term of office shall commence July 1.
- Section 3. The Secretary-Treasurer, Director and any staff members 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 Georgia Public Library Service of the Board of Regents of the University System of Georgia.
- Section 4. All federal, state and local funds used for the operation and improvement of the services and facilities of the Chestatee Regional Library System shall be received 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 Chestatee Regional Library System Board and at least one additional Library Board member from each county served by the region (and appointed by the Regional Board Chair) shall be empowered to govern in the name of the Board of Trustees between meetings of the Board.
- Section 2. In the event that a member of the Executive Committee ceases, for any reason, to be a member of his/her local library board, his/her service on the Executive Committee shall end at that time, and the Regional Board Chair shall appoint a replacement.

Article IX. Committees

- Section 1. The Personnel Committee, charged with the annual evaluation of the Library Director among other duties, will be a standing committee.
- Section 2. The Finance Committee, composed of equal representation from each county and charged with development and presentation of the annual budget, will be a standing committee.
- Section 3. The Board Development Committee, charged with identifying and developing board members and with nominations for officers, will be a standing committee.
- Section 4. Ad Hoc committees shall be appointed by the Chair as needed.

Article X. Interlibrary Cooperation

- Section 1. The Chestatee 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

- Section 1. The Chestatee 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 2 of the Official Code of Georgia Annotated.

Article XII. Amendment of Constitution

- Section 1. 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 the notice is made in writing at least one week 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 of the University System of Georgia immediately upon adoption. All amendments must be consistent with applicable laws and regulations.

Adopted by the Chestatee Regional Library Board, 4/22/97 (effective 7/1/97)

Amended October 28, 1997
 February 8, 2000
 July 24, 2001
 April 27, 2004
 July 27, 2004
 April 25, 2011

BYLAWS OF THE CHESTATEE REGIONAL LIBRARY SYSTEM

Article I. Duties and Responsibilities of Board Members

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

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

Article II. Officers' Duties

- 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. All other duties of the Vice-Chair shall be assigned by the Chair.
- Section 3. The Secretary-Treasurer shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official records, which shall be housed in the System Headquarters. He/she shall notify the Georgia Public Library Service of the Board of Regents of the University System of Georgia of changes of membership in the Regional Library Board. He/she shall deposit all monies received in a bank or banks approved by the Library Board in properly maintained library accounts. He/she shall notify in writing any supporting agency whose appropriations are not paid promptly and in full. He/she shall approve the payment of all bills as prepared by staff in accordance with the financial policies adopted by the Board. An account of all receipts and expenditures must be kept and a report made at each regular Board meeting. The accounts shall be audited at the direction of the Board and in accordance with the State Aid Criteria and other State and/or Federal laws and regulations. Official copies of all financial reports and the books shall be kept in the System Headquarters at all times.

Article III. Duties of the Director

- Section 1. The Director of the Chestatee 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 of Trustees.

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

a. To employ or terminate other staff members, as necessary, in accordance with approved personnel policies, applicable laws, and the availability of funds.

b. To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send a substitute authorized by the Georgia Public Library Service.

c. To prepare any local, state, or federal annual budgets in cooperation with the appropriate boards of trustees.

d. To notify the Board of Trustees and the Georgia Public Library Service of the Board of Regents of the University System of Georgia of any failure by the System to comply with:

1. Policies of the Board
2. Criteria for State Aid
3. State and federal rules and regulations
4. All applicable local, state or federal laws

e. To administer the total library program, including all affiliated and branch libraries, in accordance with policies adopted by the Board of Trustees of the Chestatee Regional Library System.

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

Article IV. Meetings

Section 1. The Regional Library Board shall hold no fewer than four meetings during each fiscal year. Meetings will be scheduled in the months of July, October, January and April at a date, time, and location to be designated by the Chair.

Section 2. Special meetings may be called by the Chair or upon the written request of three Board members, for the transaction of specific business stated in the call for the meeting. No business other than that for which the meeting was called may be discussed or conducted at a called meeting.

Section 3. Prior to each regular or called meeting, the Director of the Regional Library System shall notify each member in a timely fashion of the date, time, and place of the Regional Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chair to transact any business requiring attention between regular meetings of the full Regional Board.

Section 5. Meetings will be held in accordance with the Georgia Open Meetings law, Georgia Code Annotated, 50-14-et.seq.

Section 6. Citizens desiring to present items to the Board must request, in writing, to be placed on the agenda at least two business days prior to the scheduled meeting.

Section 7. The latest edition of Robert's Rules of Order (Revised), when not in conflict with the System's Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Chestatee Regional Library System. The Board reserves the right to adopt modifications of Robert's Rules of Order as deemed necessary.

Section 8. Each member of the Regional Board shall have one vote.

Section 9. A quorum shall consist of five of the duly elected members of the Board of Trustees. No official business may be conducted without a quorum. Except as stated in Article IX of this document, a simple majority affirmative vote of the members present and voting shall be necessary to approve any action before the Board.

Article V. Reports

The Regional Library System is responsible for all reports deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures shall be filed with each funding agency as required. All other reports necessary to obtain funds or meet requirements of State, and Federal laws, regulations and policies shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Article VI. Attendance

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly-scheduled or called meetings. Such removal from the Regional Board will also constitute removal from the County Board to which the Board member was originally appointed.

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected board member and to the local board responsible for his or her appointment. The local board shall be asked to secure another appointment from the appointing agency.

Article VII. Penalties

Employees or agents of the Chestatee 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 Chestatee Regional Library System; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

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

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

Section 2. One county may withdraw from the system if a majority of the local County Board members vote to do so. Notice of withdrawal must be sent to the Chair of the Regional Board of Trustees and the Regional Library Director at least six months prior to the end of the state fiscal year. This notice must include reasons for the withdrawal and the method by which the decision was reached. The Georgia Public Library Service of the Board of Regents of the University System of Georgia must be notified of the receipt of this letter of intent within five working days.

Section 3. The Regional Library System may elect to expel a member county upon the following conditions:

a. Failure of the county to maintain the agreed upon level of support to the regional system as in the most recent system participating agreement; or

b. Failure of the county to meet criteria for state aid, which may jeopardize the system's eligibility for state or federal funds.

Section 4. Notice of expulsion shall be sent not less than six months prior to the end of the state fiscal year to the Chair of the County Board of Trustees, all funding agencies party to the participating agreement, the Director of the Regional Library System, and Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Section 5. In the event of the withdrawal of one county from a regional system, all equipment and materials purchased with state or federal funds specifically for use in the library or libraries in that county shall remain in those libraries. After the notice of withdrawal has been received by the Regional Library Board, there is no obligation on the part of the Regional Library System to purchase books, equipment, supplies, or other items for the use of the library or libraries in the withdrawing county, other than the fair share of items in the existing Materials and Maintenance and Operations budgets for the current year.

Article IX. Amendments

These Bylaws may be amended at any regular meeting of the Chestatee Regional Library Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments to these Bylaws shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption. All amendments must be consistent with provisions of the Constitution of the Regional Library System and applicable state laws and regulations.

Adopted by the Chestatee Regional Library Board, 4/22/97 (effective 7/1/97)

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