

Coastal Plain Regional Library System
Constitution

Adopted July 20, 1995

Amended November 21, 1996

Amended June 29, 2005

Amended April 21, 2011

ARTICLE I. NAME

The name of the system shall be the Coastal Plain Regional Library System.

ARTICLE II. HEADQUARTERS

The Headquarters for the Coastal Plain Regional Library shall be in the Headquarters building in Tifton in Tift County.

ARTICLE III. PURPOSE

The purpose of the Coastal Plain Regional Library 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 Coastal Plain Regional Library shall offer a full program of library services 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 a reference collection adequate to provide current and reliable information 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 Coastal Plain Regional Library System shall serve all citizens of Berrien, Cook, Irwin, Tift, and Turner 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 Coastal Plain Regional Library provided the citizens of Berrien, Cook, Irwin, Tift, and Turner Counties with reciprocal borrowing privileges in all libraries in the system.

Any county or municipality adjoining any county that is a member of the Coastal Plain Regional Library System, may become a part of the Coastal Plain Regional Library either by contract or agreement with the library's Board of Trustees, or by paying the cost of providing the service in said county or municipality, and by the provisions of Title 20, Chapter 5, Article 2 of the official Code of Georgia Annotated. Existing libraries are located in the cities of Nashville, Adel, Ocilla, Tifton (2) and Ashburn.

ARTICLE V. LEGAL AUTHORITY

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

ARTICLE VI. GOVERNING BODY

Section 1. The governing body of the Coastal Plain Regional Library shall consist of a Board of Library Trustees composed of one (1) trustee each from the Berrien, Cook, Irwin, and Turner County Library Boards and four (4) trustees from the Tifton-Tift County Library Board. These

trustees are appointed to the Regional Library Board by their County Library Board as specified in the Bylaws and 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, Article 2.

Section 2. The term of office shall be three (3) years, with starting and ending dates corresponding to the state fiscal year. No member may serve on this board for more than two (2) successive three-year terms of office (six (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.

Section 5. In the event a member of the Regional Board ceases, for any reason, to be a member of his County Library Board, his term on the Regional Board shall end at the same time, and the County 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 Coastal Plain Regional Library in the future.

ARTICLE VII. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, Vice-Chairman, and a Secretary elected from those serving on the Board. The Regional Board shall appoint a Treasurer. The duties of the Treasurer may be delegated to a person who is not a Board member. If

the person selected is not a member of the Board then said person is not an officer nor may he have a vote. The Treasurer shall be appointed or reappointed annually by the Regional Board, and there shall be no limit to the number of terms he may serve in succession. The 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 (3) Board members appointed by the Chairman of the Board. The Chairman 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 meeting of the quarter of the fiscal year to serve for two (2) years 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 is elected for a two (2) year term and may succeed himself.

Section 4. The Treasurer, the Director, and any members of the staff authorized to handle library funds shall be bonded for an amount commensurate with the amount of funds handled, determined by the Board and entered in the minutes, and a copy of the bond filed with the **Board of Regents of the University System of Georgia, Georgia Public Library Service.**

Section 5. All Federal, State, and local funds used for the operation and improvement of the service 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 Committee ceases, for any reason, to be a member of his County Library Board, his term on the Executive Committee shall end at the same time, and the Regional Board shall elect a new representative to the Executive Committee.

ARTICLE IX. STANDING COMMITTEES

The Chairman of the Regional Library Board may create at any time a standing committee.

ARTICLE X. INTERLIBRARY COOPERATION

The Coastal Plain Regional Library 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 Board 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 Coastal Plain 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

This Constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds (2/3) 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 **Board of Regents of the University System of Georgia, Georgia Public library Service** immediately upon adoption.

COASTAL PLAIN REGIONAL LIBRARY SYSTEM
BYLAWS

Adopted July 20, 1995

Amended November 21, 1996

Amended June 29, 2005

Amended October 9, 2012

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

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

- (a) To employ a Director for the Regional Library System who meets state certification requirements, and such other employees as necessary upon the recommendation of the Regional Library System Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Regional Library System Director.
- (b) To approve budgets prepared by the Regional Library System Director and, together with the County Boards of Trustees, assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
- (c) To attend board meetings.
- (d) To establish policies governing library programs.
- (e) To set policy for the receipt and administration of gifts of money and property.

(f) To present financial and progress reports to governing officials and to the public.

(g) To notify the Regional Library System Director in advance of all meetings of the Board of committees.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The Chairman shall preside at all regular or called Board meetings. He shall appoint all committees and shall be an ex-officio member of all committees.

Section 2. The Vic-Chairmen shall preside in the absence of the Chairman. All other duties of the Vice-Chairman shall be assigned by the Chairman.

Section 3. The Secretary shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be housed in the Regional Library headquarters. He shall notify the proper appointing County Library Boards of vacancies which may occur on the Regional Library board. He shall report changes of membership to the **Board of Regents of the University System of Georgia, Georgia Public Library Service**. The Secretary shall send copies of the minutes of all meetings to the Chairmen of the County Library Boards.

Section 4. The Treasurer shall deposit all monies received in a bank or banks approved by the Board of Trustees. He shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He shall pay all bills which have been approved by the Director who shall make all purchases. The Treasurer shall sign all checks. An account of all receipts and expenditures must be kept and a report audited at the direction of the Board and according to State 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 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 Regional Board.
- (b) To attend all meetings called by the **Board of Regents of the University System of Georgia, Georgia Public Library Service** or send a substitute authorized by the **Georgia Public Library Service Director**.
- (c) To prepare any local, state, or federal annual budgets.
- (d) To notify the Board of Trustees and the **Board of Regents of the University System of Georgia, Georgia Public Library Service** 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 Coastal Plain Regional Library System.

- (f) To attend all meetings of the Board of trustees of the Regional Library and of the County 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 (4) regular meetings during each fiscal year. The scheduled of the meetings shall be established by the Regional Library Board of Directors. Meetings will be held at the Regional Headquarters Library, or at some other location as designated by the Board Chair.

Section 2. Special meetings may be called by the Chairman or upon the written request of three (3) 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 Chairman to transact any business requiring attention between regular meetings of the full Regional Board.

Section 5. All meetings must be open to the public and the news media in accordance with State Law.

Section 6. The latest edition of Robert's Rules of Order (Revised), when not in conflict with these Constitutional and Bylaws, shall govern

the proceedings of the Board of Trustees of the Coastal Plain Regional Library.

Section 7. Each member of the Regional Board shall have one vote. The Chairman shall not vote except in the case of a tie vote, at which time the Chairman shall vote to break the tie.

Section 8. Five (5) members of the board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article IX of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

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

- Call to Order
- Approval of minutes for previous meeting
- Treasurer's Report
- System Director's Report
- Reports of Committees
- Unfinished Business
- New Business
- 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 the **Board of Regents of the University System of Georgia, Georgia Public Library Service.**

ARTICLE VI. ATTENDANCE

Section 1. 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 by the Secretary to the affected Board member and to the County Board responsible for his appointment. The County Board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. PENALTIES

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 Board members vote to do so. Notice of withdrawal must be sent to the Chairman of the Regional Board of Trustees and the Regional Library Director at least six (6) 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 Board of Regents of the University System of Georgia, Georgia Public Library Service** must be notified of the receipt of this letter of intent within five (5) working days.

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

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

Section 4. Notice of expulsion shall be sent not less than six (6) months prior to the end of the state fiscal year to the Chairman of the County Board of Trustees, all funding agencies party to the participating agreement, the Director of the Regional Library System, and the **Board of Regents of the University System of Georgia, Georgia Public Library Service**.

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

