

FITZGERALD-BEN HILL COUNTY LIBRARY

123 N. Main Street
Fitzgerald, GA 31750
(229) 426-5080

CONSTITUTION

Adopted by the Library Board of Trustees
July 18, 1989

ARTICLE I

The name of the system shall be the Fitzgerald-Ben Hill County Library.

ARTICLE II

The headquarters for the Fitzgerald-Ben Hill County Library shall be located in Fitzgerald, Georgia.

ARTICLE III

The purpose of the Fitzgerald-Ben Hill County Library shall be to furnish library service to the people of the county under the regulations governing public libraries set forth by the state of Georgia.

The Fitzgerald-Ben Hill County Library shall offer a full program of library services to all citizens of Ben Hill County 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 of a research nature as demanded by the needs of the communities comprising the area served; and promote the use of library resources by means of instruction, library-centered programs, exhibits, and other public relations media.

ARTICLE IV

The Fitzgerald- Ben Hill County Library System shall serve all citizens of the country through library located in Fitzgerald, bookmobile, and other extension services.

ARTICLE V

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

Section 1.

The governing body of the Fitzgerald-Ben Hill County Library shall consist of a board of Library Trustees composed of trustees who are appointed to the County Library Board by the governmental agencies financially supporting the library on a regular basis, as specified in state law. The Board of Trustees shall be composed of nine (9) members, one of whom shall be the Mayor of the City of Fitzgerald to serve Ex-Officio. , and one of whom shall be the Chairman of the Ben Hill County Commission to serve Ex-Officio. The County Commissioners shall appoint three members; the Fitzgerald City Council shall appoint four members. The operation of the County 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 three years, with starting and ending dates corresponding to the library's fiscal year. Members may be reappointed.

Section 3.

Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the 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 operating funds.

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.

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

Section 1.

The officers of the Board shall be a Chairman, a vice Chairman, a Secretary, and other officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Board.

Section 2.

The officers shall be elected at the January meeting to serve one year or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected.

Section 3.

The Director, the Assistant Director, the Board Chairman, and any members of staff authorized to handle library funds shall be bonded for the amount commensurate with the amount of the 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 Fitzgerald-Ben Hill County Library System shall be received by the Director and shall be used in accordance with the budget approved by the Board.

ARTICLE VIII

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.

ARTICLE IX

Special committees may be appointed by the Chairman as needed.

ARTICLE X

The Fitzgerald-Ben Hill County Library may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and services by the confederation or by the 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

The Fitzgerald-Ben Hill County Library System is authorized to make and enter unto such contracts or agreements, for all or any part of the 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 (20-5-49).

ARTICLE XII

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 t=least two 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 of the University System of Georgia immediately upon adoption.

CONSTITUTION ARTICLE VI, Section 1. Amended November 4, 2003

CONSTITUTION ARTICLE VI, Section 2. Amended August 17, 2006

FITZGERALD-BEN HILL COUNTY LIBRARY

123 N. Main Street
Fitzgerald GA 31750
(229) 426-5080 Fax: (229) 426-5084
www.fbhcl.org

BYLAWS

Adopted by the Library Board of Trustees
July 18, 1989

Article I

The County Board of Trustees is the legal governing body of the Fitzgerald-Ben Hill County Library. It shall be the duty and the responsibility of members of the Board of Trustees:

- a. To employ a Director for the Fitzgerald-Ben Hill County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the County Library System Director.
- b. To approve budgets prepared by the Fitzgerald-Ben Hill County Library System Director and to assume responsibility for the presentation of the library system fiscal needs to the supporting agencies.
- c. To attend board meetings.
- d. To establish policies for 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 Fitzgerald-Ben Hill County Library System Director in advance of all meetings of the Board or committees.

ARTICLE II

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

Section 2. The Vice-Chairman 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 take roll and keep record of the proceedings at each meeting. All other duties of the secretary shall be assigned by the Chairman.

Section 4. An account of all receipts and expenditures must be kept and a report made at each meeting by the Director. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other State regulations. Official copies of all financial reports and the books shall be kept in the Fitzgerald-Ben Hill County Library headquarters at all times.

ARTICLE III

Section 1. The Director of the Fitzgerald-Ben Hill County Library System must hold at least a Grade 5 (b) Librarian's Professional Graduate Certificate as defined by the State Board of 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 Fitzgerald-Ben Hill County Library Board.

- b. To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send a substitute authorized by the GPLS 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, and federal laws
- e. To administer the total library program, including all affiliated libraries, in accordance with the policies adopted by the Board of Trustees of the Fitzgerald-Ben Hill County Library.
- f. To attend all meetings of the Board of Trustees of the Fitzgerald-Ben Hill County Library or any affiliated Boards, or to designate a person to attend in his place.

ARTICLE IV

Section 1. The Fitzgerald-Ben Hill County Library Board shall meet not less than quarterly and call more frequent meetings as necessary during the fiscal year.

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 Fitzgerald-Ben Hill County Library System shall notify each member of the date, time, and place of the County Library 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 Fitzgerald-Ben Hill County Library Board.

Section 5. All meetings must be opened to the public and the news media, in accordance with Code of Georgia Annotated 50-14-1 through 50-14-6.

Section 6. The latest edition of Roberts Rules of Order (Revised), when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Fitzgerald-Ben Hill County Library.

Section 7. Each member of the Fitzgerald-Ben Hill County Library Board shall have one vote. The Chairman shall not vote except in case of a tie vote, at which time the Chairman shall vote to break the tie.

Section 8. Four members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article 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.

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

- Call to order
- Approval of minutes of previous meeting
- Financial report
- Director's report
- Reports of committees
- Unfinished business
- New business
- Adjournment

ARTICLE V

The Fitzgerald-Ben Hill County Library System is responsible for all reports as deemed necessary by local, state, and federal funding agencies. An annual report of activities, requirements of the law or the Georgia Public Library Service Board of Regents of the University System of Georgia, shall be filed with each funding agency.

ARTICLE VI

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent to 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 VII

Employees or agents of the Fitzgerald-Ben Hill County Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books, and other property owned by the Fitzgerald-Ben Hill County Library; 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

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

ARTICLE IV, Section 1. Amended January 21, 1992

CONSTITUTION ARTICLE VI, Section 1. Amended November 4, 2003

BYLAWS ARTICLE I a. Amended November 4, 2003

BYLAWS ARTICLE I, b. Amended November 4, 2003

BYLAWS ARTICLE I, g. Amended November 4, 2003

BYLAWS ARTICLE II, Section 4. Amended November 4, 2003

BYLAWS ARTICLE III, Section 1. Amended November 4, 2003

BYLAWS ARTICLE III, Section 3, a. Amended November 4, 2003

BYLAWS ARTICLE III, Section 3, f. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 1. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 3. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 4. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 7. Amended November 4, 2003

BYLAWS ARTICLE V. Amended November 4, 2003