

CONSTITUTION FOR FORSYTH COUNTY PUBLIC LIBRARY

Adopted April 8, 1996

Effective July 1, 1996

Amended February 10, 1997

Amended May 21, 2007

ARTICLE I. NAME

The name of the library shall be the Forsyth County Public Library.

ARTICLE II. PURPOSE

The library shall offer a full program of library service to all citizens of the county to meet their informational, educational, and recreational needs; select, acquire and catalog materials; provide access to materials by circulation, in house and remote use; establish branches and other outreach services, and promote the use of the library resources.

ARTICLE III. CONSTITUENCY

The library shall serve all residents of Forsyth County.

ARTICLE IV. COUNTY LIBRARY BOARD OF TRUSTEES

Section 1.

The governing body shall consist of a five member board appointed by the county commissioners. The operation of the library 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 four years with starting and ending dates corresponding to the fiscal year which shall begin in July. At the conclusion of each four year term, members may seek reappointment by the County Board of Commissioners. If not reappointed, members shall serve until their successors are appointed (Section 2 revised on May 21, 2007)..

Section 3.

Any person appointed to the board must be a resident of Forsyth County. If they move their legal residence outside the county, they shall be replaced on 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 time.

Section 5.

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 in state, regional, and national library associations may be paid.

ARTICLE V. OFFICERS

Section 1.

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

Section 2.

The officers shall be elected at the September meeting to serve for 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 treasurer, the director, and any member of the staff authorized to handle library funds shall be bonded for an amount commensurate with the amount of the funds handled.

ARTICLE VI. EXECUTIVE COMMITTEE

An executive committee, composed of the officers of the board, shall be entrusted to govern in the name of the board between meetings.

ARTICLE VII. COMMITTEES

Committees may be appointed by the chairperson as needed.

ARTICLE VIII. INTERLIBRARY COOPERATION

The Library Board may enter into cooperative endeavors with other libraries for the purposes of sharing personnel, materials, and services. Such cooperative endeavors must be within the limits of funds available, conducive to mutual growth and development and not in violation of state or federal laws, regulations, or other agreements, contracts, or board policies.

ARTICLE IX. CONTRACTS

The Library Board is authorized to make and enter into such contracts or agreements as are deemed necessary and desirable under the provisions of Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated.

ARTICLE X. AMENDMENT OF CONSTITUTION

This constitution may be amended at any regular meeting of the board with 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 the constitution will be filed with Public Library Services immediately upon adoption.

CONSTITUTION FOR FORSYTH COUNTY PUBLIC LIBRARY
AMENDMENT

AMENDMENT I.

Adopted by Forsyth County Public Library Board of Trustees February, 10, 1997
To be effective February 10, 1997

Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations under Section 502 (c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) of (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Upon the dissolution of this organization assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any fixture Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

CONSTITUTION FOR FORSYTH COUNTY PUBLIC LIBRARY
AMENDMENT

AMENDMENT II

Adopted by Forsyth County Public Library Board of Trustees May 21, 2007
To be effective May 21, 2007

Article IV. County Library Board of Trustees

Section 2

The term of office shall be four years with starting and ending dates corresponding to the fiscal year which shall begin in July. At the conclusion of each four year term, members may seek reappointment by the County Board of Commissioners. If not reappointed, members shall serve until their successors are appointed.

BYLAWS FOR FORSYTH COUNTY PUBLIC LIBRARY

Adopted April 8, 1996
Effective July 1, 1996
Amended December 13, 1999
Amended October 30, 2000

ARTICLE I. DUTIES AND RESPONSIBILITIES OF COUNTY BOARD MEMBERS

The board is the legal governing body of the library. It shall be the duty and responsibility of the board:

- (a) To employ a director who meets state certification requirements.
- (b) To delegate to the director authority to employ other employees as necessary.
- (c) To approve budgets prepared by the director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies.
- (d) To attend board meetings.
- (e) To establish policies governing the library.
- (f) To set policy for the receipt and administration of gifts of money and property.
- (g) To present financial and progress reports to governing officials and the public.
- (h) To notify the director in advance of all meetings of the board and its committees.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1.

The chairperson 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-chairperson shall preside in the absence of the chairperson. All other duties of the vice-chairperson shall be assigned by the chairperson.

Section 3.

The secretary shall record the official actions of the board, keep a record of attendance at board meetings, and have custody of the official books, which shall be housed at the county headquarters.

Section 4.

The treasurer shall monitor the receipt and disbursement of funds, arrange for quarterly financial reports to the board and for an annual audit in accordance with state and/or federal laws and regulations.

ARTICLE III. MEETINGS

Section 1.

The board shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be held on the third Monday of the month at 5:30 P.M. unless altered and announced at the discretion of the board. (Section 1 revised on October 30, 2000).

Section 2.

Meetings of the Executive Committee may be called by the chairperson to transact any business necessary between regular meetings of the full board.

Section 3.

Prior to each regular or called meeting, the director shall notify each member of the date, time and place of the board meeting.

Section 4.

Three members of the board constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these documents, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the board.

Section 5.

The latest edition of Robert's Rules of Order (Revised), when not in conflict with these constitution and bylaws, shall govern the proceedings.

Section 6.

Each board member shall have one vote. The chairperson shall not vote except in the case of a tie vote, at which time the chairperson shall vote to break the tie.

ARTICLE IV. REPORTS

The library board delegates to the director the responsibility for all reports required by state, federal, or local laws or regulations.

ARTICLE V. ATTENDANCE

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 appointing authority responsible for the appointment. The county commissioners shall be asked to appoint another representative to fill that member's unexpired term.

Section 3.

The board may authorize a leave of absence for up to six (6) months to members who can show good cause for their future absences.

ARTICLE VII. CODE OF ETHICS FOR LIBRARY BOARD

(Article VII approved on December 13, 1999)

Section 1.

A library board member will respect decisions adopted by the majority vote of the board.

Section 2.

A library board member will respect all confidential board and library information.

Section 3.

A library board member will observe the publicity and information policies of the board and library. He or she will refer complaints or requests for information by either patrons or staff to the proper level on the chain of command.

Section 4.

A library board member will recognize that the board member's job is to ensure that the organization is well-managed, not to manage the organization.

Section 5.

A library board member will declare any conflicts of interest between his or her personal life and position on the board, and avoid voting on issues that appear to be a conflict of interest.

ARTICLE VII. AMENDMENTS

These bylaws may be amended at any regular meeting of the board 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 Public Library Services immediately upon adoption.

BYLAWS FOR FORSYTH COUNTY LIBRARY AMENDMENT

AMENDEMENT 1

Approved by Forsyth County Public Library Board of Trustees on December 19, 1999. To be effective December 19, 1999

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BYLAWS FOR FORSYTH COUNTY LIBRARY AMENDMENT

AMENDEMENT 2

Approved by Forsyth County Public Library Board of Trustees on
October 30, 2000. To be effective October 30, 2000

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