

CONSTITUTION AND BYLAWS  
FOR  
LAKE BLACKSHEAR REGIONAL LIBRARY SYSTEM

CONSTITUTION

ARTICLE I. NAME

This library system shall be known as the Lake Blackshear Regional Library System.

ARTICLE II. HEADQUARTERS

The headquarters for the library system shall be located in Americus (Sumter County), Georgia.

ARTICLE III. AREA

The territory served by the Lake Blackshear Regional Library shall be the entire counties of Sumter, Crisp, Dooly, and Schley and the entire area of such other county or counties as may from time to time be added to the system.

ARTICLE IV. PURPOSE

The purpose of the Lake Blackshear Regional Library shall be to extend public library service to all citizens, adult and juvenile, in the entire region; to effectively assemble, house, administer, and disseminate library materials and information for the educational, cultural, recreational, and aesthetic enhancement of the citizens of the area.

ARTICLE V. LEGAL AUTHORITY

The legal authority of public libraries and boards of trustees is described in Official Code of Georgia Annotated and the Georgia Department of Education Rules.

ARTICLE VI. GOVERNING BOARD

Section 1. BOARD OF TRUSTEES

The governing body of the library system shall be a Board of Trustees.

Section 2. CONSTITUENCY

Each county shall have its respective County Library Board of Trustees. The number of members and the times of meetings for the County Library Boards shall be determined by each respective county, but all County Library Board members shall serve staggered terms for continuity of service. Each County Library Board of Trustees shall be required to meet at least four times each fiscal year, at times set at the local level, and may meet more often if the need arises.

The combined memberships of the County Library Boards of Trustees shall serve as the Regional Library Board of Trustees. County Library Board members must be in good standing at the local board level and must have been properly appointed to the local board in order to serve on the Regional Board.

Members of the board shall receive no compensation; provided, however, that such members may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business.

**Section 3. TERMS OF OFFICE**

Membership on the Regional Board shall run simultaneously with membership on the local board.

**Section 4. ATTENDANCE AT MEETINGS**

A member who is absent from the three consecutive regular quarterly meetings is automatically disqualified as a member of the Regional Board, and his or her position shall be declared vacant on both the County Library Board and the Regional Board and the appointing agency notified of this.

**Section 5. OFFICERS**

Officers of the Regional Board of Trustees shall consist of a Chair, First Vice Chair, Second Vice Chair, Third Vice Chair, and Secretary/Treasurer. Each officer will serve for a term of one year. Officers may succeed themselves, provided that the chair shall not serve more than two consecutive terms. The Director of the Lake Blackshear Regional Library is designated to be the Secretary/Treasurer of the Board on a continuing basis. The Secretary/Treasurer shall be bonded for an amount commensurate with the amount of funds handled, and a copy of the bond shall be filed with the Georgia Public Library Service, a Unit of the University System of Georgia.

**Section 6. STANDING COMMITTEES**

Standing committees shall be the Finance Committee, the Personnel Review Committee, and the Constitution and Bylaws Committee.

**Section 7. RECURRING COMMITTEE**

A recurring committee shall be the Nominating Committee.

**Section 8. SPECIAL COMMITTEES**

Other special committees may be appointed by the chair as needed.

**ARTICLE VII. INTERLIBRARY COOPERATION**

The Lake Blackshear Regional Library Board of Trustees may enter into cooperative endeavors with other library systems, either by sharing of personnel, materials, and/or services.

**ARTICLE VIII. AMENDMENTS**

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 weeks prior to the meeting, and provided that a quorum is present.

## BYLAWS

### Section 1. Duties of the Board

The Board of Trustees shall have duties and responsibilities which include but are not limited to the following:

- (a) To employ a library director who meets state certification requirements and such other employees as necessary upon the recommendation of the library system director;
- (b) To approve budgets prepared by the library system director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies;
- (c) To attend board meetings;
- (d) To establish policies governing library programs, including rules and regulations governing the use of the library;
- (e) To set policy for the 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 appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms; and
- (h) To notify the library system director, in advance, of all meetings of county boards and board committees.

### Section 2. Duties of the Officers

The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

The First Vice Chair shall preside and perform the duties of Chair in the former's absence.

The Second Vice Chair shall preside and perform the duties of Chair in the absence of the Chair and the First Vice Chair.

The Third Vice Chair shall preside and perform the duties of Chair in the absence of the Chair, the First Vice Chair, and the Second Vice Chair.

The Secretary/Treasurer shall keep a record of attendance at Board meetings, record the official actions of the Board, and have custody of its official books, which shall be housed in the library headquarters at all times.

The Secretary/Treasurer shall be bonded and shall receive all funds, depositing same in the depository or depositories designated by the Board to the library's accounts. These accounts shall be listed under the name of Lake Blackshear Regional Library. The Assistant Director also shall be bonded and shall be able to function as the Secretary/Treasurer in the absence

of the Director when financial matters require a signature. The Secretary/Treasurer shall pay all bills and prepare an itemized quarterly statement of funds to be presented at each regular Board meeting. He or she shall be the prime person to sign checks, but they also may be signed, when necessary, by the Assistant Director or another designated librarian. Official copies of all financial records and the Treasurer's books shall be kept in the library headquarters at all times and may not be taken from the library headquarters for any reason by anyone.

The Finance Committee shall meet with the Director annually to discuss the library's needs and approve the Director's budget proposals. The Committee shall recommend the need for increases in the library appropriations, negotiate with the supporting agencies, and be responsible for helping to present the budget requests to the agencies. The Committee shall report all negotiations and transactions to the Board membership and shall solicit help from all Board members in securing adequate funding.

The Personnel Review committee shall develop, with the Director, all personnel policies for presentation to the full Board and shall act as the hearing group for any staff member who wishes an audience with the Board.

The Constitution and Bylaws Committee shall periodically review the library's constitution and bylaws and bring to the Board's attention any matters that need revision.

### Section 3. Meetings

The regular meeting of the Board shall be held on the third Thursday in the months of February, May, August, and November, at 6:30 P.M. in a place designated by the Board. It shall be the intent to rotate the meetings among the system counties: the August meeting shall be held in Sumter County; November, Schley; February, Dooly; and May, Crisp. For regular meetings, a quorum shall consist of ten members, provided at least one member from each county is in attendance. However, for voting on amendments to the constitution, a quorum is considered to be two-thirds of the total number of Board members; again, at least one member from each county must be in attendance. The August meeting of the Board shall be considered its annual meeting. Special meetings may be called by the Chair or upon written request of three Board members, for the transaction of business as stated in the call for the special meeting.

#### Order of Business:

- Call to Order
- Check of Roll
- Approval of Minutes
- Announcements
- Unfinished Business
- Financial Report
- Statistical Report
- Committee Reports
- Reports of County Boards
- Director's Report
- New Business
- Adjournment

#### Section 4. Administrative Officer

The Director of the Lake Blackshear Regional Library shall be the Executive Officer of the Board and the Administrative Officer of the library system. He or she must meet the state certification requirements. He or she shall be employed by the Board, and the Board shall have the full responsibility of overseeing his or her performance in his capacity and shall have the right of dismissal, should sufficient cause for such action become apparent. The Director shall have charge of administration of the library in accordance with policies passed by the Board. He or she shall be responsible for overseeing all administrative duties in all counties of the system, including matters pertaining to library building and grounds, staff, and services to the public. He or she shall be in charge of operating the system in accordance with the annual budget, and he or she shall attend all meetings of the Board and serve as Secretary of the Board. He or she shall attend all meetings of the County Boards. He or she shall serve as Treasurer of the Board and handle the receipt and disbursement of all funds in the Regional Library accounts.

#### Section 5. Library Staff

Library staff members shall include assistants, both professional and clerical, as needed to provide an effective program of library service in all counties of the system. All staff in all libraries in the system shall be employed or dismissed by the Regional Director. A staff manual, governing the policies, working conditions, and the duties of the staff shall be maintained.

#### Section 6. Audience with the Board

Any staff member, upon written request to the Library Director, may be granted the privilege of an audience with the Personnel Review Committee of the Board, to present his or her views, in case of dissatisfaction, or malicious charges that might be brought against him or her, either inside or outside the library organization. If, after this audience with the Personnel Review Committee, the staff member wishes an audience with the full Board, he or she may make written request to the Chair of this Committee for such an audience, and it shall be arranged at the next regular meeting of the Board.

#### Section 7. Amendment

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present, provided that a notice is made in writing at least two weeks prior to the meeting and provided that a quorum is present.

Adopted July 1, 1976  
 Revised May 15, 1986  
 Revised May 19, 2011