

LEE COUNTY LIBRARY SYSTEM  
245 Walnut Avenue  
Leesburg, GA 31763

CONSTITUTION & BYLAWS

CONSTITUTION

ARTICLE I. NAME

The name of the system shall be the Lee County Library System.

ARTICLE II. HEADQUARTERS

The headquarters for the Lee County Library System shall be located in Leesburg, Georgia.

ARTICLE III. PURPOSE

The purpose of the Lee County Library System is to provide free, library services to the people of the county under the regulations governing public libraries as set forth under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, Title 20, as amended.

The Lee County Library System shall offer a full program of library services to all citizens of Lee 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 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 Lee County Library System shall serve all citizens of Lee County through libraries located in throughout the county as well as other extension services.

ARTICLE V. LEGAL AUTHORITY

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

ARTICLE VI. GOVERNING BODY

Section 1. The governing body of the Lee County Library System shall consist of a Board of Library Trustees appointed 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 seven members. The Lee County Board of Commissioners shall appoint three members; the Leesburg City Council shall appoint one member; the Smithville City Council shall appoint one member; and the Lee County Board of Education shall appoint two members. The operation of the Lee 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, as amended.

Section 2. Four members of said Board shall constitute a quorum, and a simple majority of the Trustees present shall be sufficient to carry out any motion.

Section 3. The term of office shall be three years, with starting and ending dates corresponding to the Library's fiscal year, July 1-June 30. As of July 1, 1995, no new member may serve on this board for more than three successive three-year terms of office. A two-year interval off the Board is required before a reappointment is acceptable.

Section 4. 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 5. 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 6. Additional representatives shall be added from any governmental agencies, which may, in the future, choose to financially support the library on a regular basis. The composition of the Board will be amended accordingly.

Section 7. To avoid any potential claims of conflict of interest, no employee of a company with a direct financial interest with the Lee County Library may serve on the Board of Trustees.

Section 8. To avoid any potential claims of conflict of interest, no current employee of the Lee County Library may serve on the Board of Trustees.

Section 9. To avoid any potential claims of conflict of interest, no former employee with fewer than six years from last date of employment to first date of appointment may serve on the Board of Trustees.

## ARTICLE VII. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary/Treasurer elected from their own members. These 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 Board members appointed by the Chair of the Board. The Chair and/or Director may serve as one of the members of the nominating committee.

Section 3. The officers shall be elected at the August 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. An officer may succeed him/herself.

Section 4. The Secretary/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 Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia.

Section 5. All federal, state, and local funds used for the operation and improvement of the services and facilities of the Library System shall be reviewed by the Treasurer and shall be used in accordance with the budget approved by the Board.

#### ARTICLE VIII EXECUTIVE COMMITTEE

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. STANDING COMMITTEES

Standing committees shall be the Finance Committee, the Personnel Committee, the Building and Grounds Committee, and the Committee on Constitution and Bylaws as appointed by the Chair. The Chair may appoint special committees as needed.

#### ARTICLE X. INTERLIBRARY COOPERATION

The Lee County 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

The Lee County Library System is authorized to make and enter into such contracts or agreements, for all or any part of the Library System, as are deemed necessary and desirable under the provisions of the Official Code of Georgia Annotated, Article 2, Chapter 5, title 20, as amended.

#### ARTICLE XII AMENDMENT OF CONSTITUTION

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. All amendments to the Constitution will be filed immediately upon adoption with Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia.

### BYLAWS

#### ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS:

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

1. To employ a director for the Library System who meets state certification requirements. The Board will grant to the Director authority for the technical administration and supervision of the libraries in the system.

2. To approve budgets prepared by the Director, including all personnel requirements, and assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
3. To attend board meetings.
4. To establish policies governing library programs.
5. To approve policies governing personnel.
6. To present financial and progress reports to governing officials and to the public.
7. To notify the Director in advance of all meetings of the Board or committees.

## ARTICLE II. DUTIES OF OFFICERS

Section 1. The Chair shall preside at all regular or called Board meetings, 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. The Chairperson shall assign all other duties of the Vice-Chair.

Section 3. The Secretary/Treasurer shall oversee the official records of the Board including minutes and any historical documents. The Secretary/Treasurer shall oversee but not manage the financial records of the Library and ensure that the Board regularly receives good reports of the financial condition of the Library.

## ARTICLE III. DUTIES OF THE DIRECTOR

Section 1. The Director of the Library System must have 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 employ other staff members, as necessary, in compliance with applicable laws, the availability of funds, and the Board approved personnel policies; and to recommend to the Executive Committee the termination of other staff members, as necessary, in compliance with applicable laws;

(b) To attend all meetings called by Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia or send a substitute authorized by the Division Director;

(c) To prepare any local, state or federal annual budgets; and to submit any appropriate reports;

(d) To notify the Board of Trustees and Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia 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 in accordance with policies adopted by the Board of Trustees;

(f) To attend all meetings of the Board of Trustees and any affiliated boards, or to designate a person to attend in his/her place.

#### Article IV. MEETINGS

Section 1. The Board of Trustees shall hold four meetings during the fiscal year. Meetings shall be held the second Monday of February, May, August, and November at 6:00 p.m., in the Leesburg Library.

Section 2. Special meetings may be called by the Chair or upon the written request of 5 (five) 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 shall notify each Board member of the date, time, and place of the 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 Library Board.

Section 5. All meetings must be open to the public and the news media, in accordance with the Official Code of Georgia Annotated 50-14-1 et seq.

Section 6. All official actions and attendance of the Board will be housed in the Leesburg Library.

Section 7. The latest edition of Roberts' Rules of Order (Revised), when not in conflict with these Constitution and Bylaws, shall govern the proceedings of the meetings of the Board of Trustees of the Lee County Library System.

Section 8. Each member of the Library Board shall have one vote. The Chair shall not vote except in the case of a tie vote, at which time the Chair shall vote to break the tie.

Section 9. Any or all of the Board members may participate in a Board meeting by conference telephone. While it is not the practice of the Lee County Library to hold meetings via conference telephone calls, emergency situations may dictate that Board members cannot attend a meeting in person but may attend via conference telephone.

#### ARTICLE V. REPORTS

The Lee County Library System is responsible for all reports as deemed necessary by local and state funding agencies, and any other reports necessary to obtain funds or meet requirements of the law or Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia. These reports shall be filed with each funding agency.

#### ARTICLE VI. ATTENDANCE

Section 1. A 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 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. PENALTIES

Employees or agents of the Lee County Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Lee County Library System; *who* deface, damage, steal or otherwise improperly use and/or abuse library property; or *who* commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 20, as amended.

#### ARTICLE VIII. 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 Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia, immediately upon adoption.

Amended and Approved by the Board of Trustees, May 12, 2015  
Revised by the Board of Trustees, May 11, 2010  
Amended and approved by the Board of Trustees, August 12, 2008  
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Editorial revision approved by Lee County Library System Board Executive Committee July 18, 1995  
Approved by Lee County Library System Board April 12, 1995

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