

CONSTITUTION OF THE
LIVE OAK PUBLIC LIBRARIES
BOARD OF TRUSTEES

ARTICLE I. NAME

Section 1. The name of the library system shall be the Live Oak Public Libraries, and official business shall be conducted in this name.

ARTICLE II. HEADQUARTERS

Section 1. The headquarters for the Live Oak Public Libraries shall be in the Bull Street Library of the Chatham County Library in Savannah in Chatham County.

ARTICLE III. PURPOSE

Section 1. The purpose of the Live Oak Public Libraries shall be to furnish library service to the people of the region under the laws and regulations governing public libraries as set forth by the State of Georgia.

Section 2. The Live Oak Public Libraries shall offer a full program of library service 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 member libraries; develop existing libraries and establish and develop member libraries and other services appropriate to the service area; build a reference collection adequate to provide current and reliable information as demanded by the needs of the communities comprising the region; and promote the use of library resources by means of instruction, library-centered programs, exhibits, and other public relations efforts.

ARTICLE IV. CONSTITUENCY

Section 1. The Live Oak Public Libraries shall serve all citizens of Chatham, Effingham and Liberty counties, and such other counties or municipalities as may become part of the region, through the headquarters library, branch libraries and extension services. Membership in the Live Oak Public Libraries provides the citizens of Chatham, Effingham and Liberty counties with reciprocal borrowing privileges in all libraries in the system.

Section 2. Any county or municipality adjoining any county that is a member of the Live Oak Public Libraries may become a part of the Live Oak Public Libraries by the provisions of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

ARTICLE V. LEGAL AUTHORITY

Section 1. 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 Live Oak Public Libraries shall consist of a Board of Trustees composed of fifteen members serving on member County Library Boards who are appointed to the Regional Library Board as specified in the Bylaws and required by state law. The Chatham County Library Board of Trustees shall appoint thirteen members. The Effingham County Library Board of Trustees shall appoint one member. The Liberty County Library Board of Trustees shall appoint one member. The size of the Regional Board shall be adjusted each year so that by July 1, 2001, it shall be composed of eleven members, with eight of the members from Chatham County, one member from Effingham County, and two members from Liberty County. The operation of the regional library system is legally vested in this Regional 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 Regional Library's fiscal year. A member whose term expires at the end of any fiscal year, and whose seat has not been filled by the appointing agency, may continue service up to three months pending reappointment or replacement by the appointing agency. No member may serve on this Board for more than two successive three-year terms.

Section 3. Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library duties. 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 on the Board 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. This unexpired term shall be considered the first term of the new appointee if it exceeds eighteen months.

Section 5. In the event a member of the Regional Board ceases, for any reason, to be a member of his/her local County Library Board, then his/her term on the Regional Board shall end at the same time, and the local County Library Board shall appoint a new representative to the Regional Board.

Section 6. Additional Board members may be added from any library system which may affiliate with the Live Oak Public Libraries in the future.

ARTICLE VII. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chair, Vice Chair, and Treasurer elected from those serving on the Board. The Regional Library Director shall perform the duties of Secretary. These 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 July 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 Chair, Vice Chair, and Treasurer shall not serve more than two consecutive one-year terms.

Section 4. Nominations shall be made no later than the regular Board meeting in June by a committee appointed by the Chair of the Board.

Section 5. The Treasurer, Regional Library 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, as determined by the Board and entered in the minutes. A copy of the bond shall be filed with the Georgia Public Library Service, Board of Regents of the University System of Georgia.

Section 6. All federal, state and local funds used for the operation and improvement of the services and facilities of the Regional Library system shall be received by the Regional Library Director on behalf of the Board and shall be used in accordance with the budget approved by the Board.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1. An Executive Committee, composed of the officers of the Board and chairs of the standing committees, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

Section 2. The Executive Committee shall serve as the standing Personnel Committee.

ARTICLE IX. STANDING COMMITTEES

Section 1. Standing Committees for Finance, Buildings and Sites, and such other standing committees established by the Board shall be appointed by the Chair.

Section 2. The Chair shall appoint special committees as necessary.

Section 3. The Chair shall serve as an ex officio member of all committees.

Section 4. To the appropriate committee shall be referred such matters as require more detailed consideration than can readily be given by the full Board.

ARTICLE X. INTERLIBRARY COOPERATION

Section 1. The Live Oak Public Libraries 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 governing bodies, 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

Section 1. The Live Oak Public Libraries system is authorized under the provisions of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated 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.

ARTICLE XII. AMENDMENT OF CONSTITUTION

Section 1. This Constitution may be amended at any regular meeting of the Live Oak Public Libraries Board of Trustees by a two-thirds vote of the members present, provided that notice is made in writing at least twenty-eight days prior to the meeting, and provided that a quorum is present. All amendments to the

Constitution shall be filed by the Director of the Live Oak Public Libraries with the Georgia Public Library Service, Board of Regents of the University System of Georgia.

ARTICLE XIII. TAX EXEMPT STATUS

Section 1. The purposes for which the Live Oak Public Libraries is organized are exclusively literary and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 2. Notwithstanding any other provision of these articles, the Live Oak Public Libraries shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 3. Upon dissolution of the Live Oak Public Libraries, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or shall be distributed to the Federal, state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the Library is located, exclusively for such purposes.

Adopted: October 17, 1989
Amended: May, 21, 1991; August 23, 1994; April 15, 1997; September 15, 1998; December 18, 2001;
September 17, 2002

_____ Signature	Chair	_____ Date
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**BYLAWS OF THE
LIVE OAK PUBLIC LIBRARIES
BOARD OF TRUSTEES**

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Regional Library Board of Trustees is the legal governing body of the Live Oak Public Libraries System. It shall be the duty and responsibility of the Board of Trustees to:

- (a) Employ a Director for the Regional Library system who meets state certification requirements.
- (b) Approve budgets prepared by the Regional Library Director and, together with the local Boards of Trustees, assume responsibility for presentation of the library system's fiscal needs to the supporting agencies.
- (c) Promote the library within the community and to representatives of supporting agencies.
- (d) Attend Board meetings.
- (e) Establish policies governing library staff and programs of service.
- (f) Establish policies for the receipt and administration of gifts of money and property.
- (g) Present financial and progress reports to officials of funding agencies and to the public.
- (h) Notify the Regional Library Director in advance of all meetings of the Board and its committees.

ARTICLE II. DUTIES OF THE OFFICERS

Section 1. The Chair 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. In the absence of the Chair, the Vice Chair shall preside at regular and called meetings and shall be an ex officio member of all committees. All other duties of the Vice Chair shall be assigned by the Chair.

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 minutes, which shall be housed in the Regional Library headquarters. The Secretary shall notify the proper appointing County Library Boards of vacancies which may occur on the Board. The Secretary shall report changes of membership to the Georgia Public Library Service, Board of Regents of the University System of Georgia.

Section 4. The Treasurer shall serve as chair of the Finance Committee. All other duties of the Treasurer shall be assigned by the Board Chair.

ARTICLE III. DUTIES OF THE REGIONAL LIBRARY DIRECTOR

Section 1. The Regional Library Director is the chief administrative officer of the Live Oak Public Libraries system. It shall be the duty and responsibility of the Regional Library Director to:

- (a) Administer the total library program in accordance with policies adopted by the Board of Trustees of the Live Oak Public Libraries.

- (b) Employ, supervise and terminate other staff members as necessary, in compliance with personnel policies of the Regional Board and with applicable laws, and serve as the affirmative action officer of the library system.
- (c) Act in an advisory capacity to the Board, recommending policies, programs of service, and changes.
- (d) Attend all meetings of the Regional Board and its committees and all meetings of the county library boards in Effingham County and Liberty County, or designate a person to attend in his/her place.
- (e) Prepare budget proposals and requests for funds, and expend funds granted in accordance with approved budgets.
- (f) Have full responsibility for determining operating practices and procedures, and for selection of library materials within policies and guidelines adopted by the Board.
- (g) Have responsibility for developing a program of community and public relations.
- (h) Attend all meetings called by the Georgia Public Library Service, Board of Regents of the University System of Georgia or send a substitute authorized by the Office Director.
- (I) Notify the Board of Trustees and the Georgia Public Library Service, Board of Regents of the University System of Georgia of any failure to comply with policies of the Board, Criteria for State Aid, state and federal rules and regulations, or applicable federal, state and local laws.
- (j) Perform the duties of Secretary for the Board as specified elsewhere in these Constitution and Bylaws.
- (k) Deposit all monies received in a bank or banks approved by the Board, provide written notification to any agency whose appropriations are not paid promptly and in full, pay all bills, and sign all checks.

ARTICLE IV. MEETINGS

Section 1. The Live Oak Public Libraries Board of Trustees shall hold no less than ten regular monthly meetings during each fiscal year. Meetings shall be held on the third Tuesday of each month, except the months of January and August, at such locations and times as determined by the Board or the Chair.

Section 2. Special meetings may be called at the discretion of the Chair or upon the request of three members of the Board 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. No later than five days prior to each regular meeting of the Board, the Regional Library Director shall notify each 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 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. The parliamentary authority adopted by the Board, when not in conflict with these Constitution and Bylaws, shall govern the proceedings of the Board of Trustees.

Section 7. Each member of the Board shall have one vote, except the Chair who shall vote only in the event of a tied vote of the Board members.

Section 8. A simple majority of the members of the Board shall constitute a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these Constitution and Bylaws, a

simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

Section 9. The Regional Library Director shall be notified in advance of all meetings of the Board, its Executive Committee, or any of its committees. The Regional Library Director shall attend all meetings of the Board, its Executive Committee, or any of its committees.

ARTICLE V. REPORTS

Section 1. An account of all receipts and expenditures must be kept and a report made at least quarterly at regular meetings of the Board. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other state and federal laws and regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the Regional Library headquarters at all times.

Section 2. The Regional Library system is responsible for all reports deemed necessary by local and state funding agencies. An annual report of activities, income and expenditures, and any other reports necessary to obtain funds or meet requirements of the law or of the Georgia Public Library Service, Board of Regents of the University System of Georgia, 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 consecutive regularly-scheduled meetings. The Executive Committee of the Board may make exceptions to this bylaw based on extenuating circumstances of an individual Board member.

Section 2. A letter reporting removal and specifying the cause shall be sent by the Secretary to the affected Board member and to the County Library Board responsible for his/her appointment, who shall be asked to appoint another person to fill that member's unexpired term.

ARTICLE VII. PENALTIES

Section 1. Staff or agents of the Live Oak Public Libraries may cause the arrest of persons who borrow, and fail to return, books and other property owned by the Live Oak Public Libraries; deface, damage, steal or otherwise improperly abuse library property; or commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

ARTICLE VIII. DISSOLUTION OF OR WITHDRAWAL FROM THE REGIONAL LIBRARY SYSTEM

Section 1. The Regional Library system may be dissolved by reversal of the procedures followed in its original organization. A majority of the County Library 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 County Library Board members vote to do so. Notice of intent to withdraw must be sent to the Chair of the Regional Library Board of Trustees and the Regional Library Director at least six 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 Georgia Public Library Service, Board of Regents of the University System of Georgia must be notified of the receipt of this letter of intent within five working days.

Section 3. The Regional Library system may elect to expel a member county under the following conditions:

- (a) Failure of the county to maintain the agreed level of support to the regional system as set forth 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 months prior to the end of the state fiscal year to the Chair of the County Board of Trustees, all funding agencies party to the participating agreement, the Director of the Regional Library system, and the Georgia Public Library Service, Board of Regents of the University System of Georgia.

Section 5. In the event of the withdrawal of one county from the Regional Library 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 items for the use of the library or libraries in the withdrawing county, other than the fair share of items in the existing State Materials and State Maintenance and Operations budget for the current year.

ARTICLE IX. AMENDMENTS

Section 1. 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 twenty-eight days 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, Board of Regents of the University System of Georgia immediately upon adoption.

Adopted: October 17, 1989

Amended: May 21, 1991; April 15, 1997; September 15, 1998; September 17, 2002

Signature

Chair

Date