

CONSTITUTION OF THE WEST GEORGIA REGIONAL LIBRARY SYSTEM

ARTICLE I. NAME

The name of the system shall be the West Georgia Regional Library System

ARTICLE II. HEADQUARTERS

The purpose of the West Georgia Regional Library shall to furnish library service to the people of the region under the regulations governing public libraries as set forth by the State of Georgia.

The West Georgia Regional Library 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 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 as demanded by the needs of the communities comprising the area served; and promote the use of library resources by means of instruction, library-center programs, exhibits, and other public relations media.

ARTICLE III. CONSTITUENCY

The West Georgia Regional Library System shall serve all citizens of Carroll, Douglas, Haralson, Heard, and Paulding Counties, and such other counties or municipalities as may become part of the region, through the headquarters library, branch libraries, and bookmobile and other extension services. Membership in the West Georgia Regional Library System provides the citizens of Carroll, Douglas, Haralson, Heard, and Paulding Counties with reciprocal borrowing privileges in all libraries in the system.

ARTICLE IV. LEGAL AUTHORITY

The legal authority for public libraries and boards of trustees is described in Article 2, Chapter 5, Title 20, of the Official Code of Georgia Annotated, amended March 26, 1984.

ARTICLE V. GOVERNING BODY

Section 1. The governing body of the West Georgia Regional Library shall consist of a Board of Library Trustees composed of trustees serving on member County Library Boards who are appointed to the Regional Library Board by each County Library Board as specified in the bylaws and the State law. The operation of the Regional 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. Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of the library business, or as stipulated in terms of any bequest or gift.

ARTICLE VI. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice Chairman, and a Secretary elected from those serving on the Board. The Regional Board shall appoint a Treasurer; however, the duties of the Treasurer may be delegated to a person who is neither a Board member nor an officer and shall not vote. The Treasurer shall be appointed or reappointed annually by the Regional Board, and there shall be no limit to the number of terms he/she may serve in succession. 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 Chairman of the Board. The Chairman and/or the Director may serve as one of the three members of the nominating committee.

Section 3. The officers shall be elected at the July meeting to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. If a vacancy occurs before an officer's term has expired, the Executive Committee shall appoint a Board member to fill the unexpired term.

Section 4. The 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 the Georgia Public Library Service of the University System Board of Regents.

Section 5. 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 Treasurer and shall be used in accordance with the budget approved by the Board and the intent of the appropriation and its attendant laws and regulations.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. 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.

Section 2. In the event a member of the Executive Committee ceases, for any reason, to be a member of his/her local library Board, his/her term on the Executive Committee shall end at the same time.

ARTICLE VIII. STANDING COMMITTEES

Standing Committees shall be the Finance Committee, the Personnel Committee, the Building and Grounds Committee, and the Committee on Constitution and Bylaws. Other special committees may be appointed by the chairman as needed.

ARTICLE IX. CONTRACTS

The West Georgia Regional Library System is authorized 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 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 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 with the Georgia Public Library Service of the University System Board of Regents immediately upon adoption.

BYLAWS OF THE WEST GEORGIA REGIONAL LIBRARY SYSTEM

ARTICLE I. APPOINTMENT OF BOARD MEMBERS

Section 1. The Board shall consist of thirteen (13) members: three (3) members appointed by the Carroll County Library Board; three (3) members appointed by the Douglas County Library Board; two(2) members appointed by the Haralson County Library Board; two (2) members appointed by the Heard County Library Board; and three (3) members appointed by the Paulding County Library Board.

Section 2. The term of office shall be three (3) years, with starting and ending dates corresponding to the state fiscal year. No member may serve on this Board for more than three successive three year terms of office (9 years).

Section 3. 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 4. In the event a member of the Regional Board ceases for any reason to be a member of his/her local library Board, his/her term on the Regional Board shall end at the same time, and the local library Board shall appoint a new representative to the Regional Board.

ARTICLE II. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

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

- (a) To employ a Director for the Regional Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Regional Library System Director. The Regional Board may delegate the activity of hiring and dismissing employees to local library Boards or may make other appropriate legal arrangements for this activity.
- (b) To approve budgets prepared by the Regional Library System Director and, together with the local Boards of Trustees, assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.

- (c) To attend Board meetings.
- (d) To establish policies 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 Regional Library System Director in advance of all meetings of the Board of Committees.

ARTICLE III. DUTIES OF THE OFFICERS

Section 1. The Chairman 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 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 record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official books, which shall be housed in the Regional Library headquarters. He/she shall notify the proper appointing local library Boards of vacancies which may occur on the Regional Library Board. He/she shall report changes of membership to the Georgia Public Library Service of the University System Board of Regents. The Secretary shall send copies of the minutes of all meetings to the Chairmen of the county library Boards.

Section 4. All monies received shall be deposited by a bonded agent in a bank or banks approved by the Board of Trustees. The Treasurer, or the person performing the duties of Treasurer, shall pay all bills which have been approved by the Director who shall make all purchases and who shall countersign all checks. An account of all receipts and expenditures must be kept and a report made at each meeting. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other State and/or Federal laws or regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the Regional Library headquarters at all times.

ARTICLE IV. DUTIES OF THE DIRECTOR

Section 1. The Director of the Regional Library System must hold at least a Grade 5(b) Librarian's Professional Graduate Certificate as defined by the State Board of 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 Regional Board.
- (b) To attend all meetings called by the Georgia Public Library Service of the University System Board of Regents or send a substitute authorized by the Director of that Office.
- (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 University System 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; and
 - (4) All applicable local, state, or federal laws
- (e) To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the West Georgia Regional Library System.
- (f) To attend all meetings of the Boards of Trustees of the Regional Library and of the local libraries in the region, or to designate a person to attend in his/her place.

ARTICLE V. MEETINGS

Section 1. The Regional Library 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 second Tuesday in the months of January, March, May, July, September, and November at 10:00 a.m. at the headquarters library, or at some other location as designated by the Chairman.

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 Regional Library System shall notify each member of the date, time, and place of the Regional Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meeting of the full Regional Board.

Section 5. All meetings must be open to the public and the news media. The Regional Board may, however, enter into a closed session for discussion with its attorney of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, evaluation, discipline, or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. If the Board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open Board meeting to be legally binding.

Section 6. The latest edition of Robert's Rules of order (Revised), when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the West Georgia Regional Library System.

Section 7. Each member of the Regional Board shall have one vote. The Chairman shall not vote except in the case of a tie vote, at which time the Chairman shall vote to break the tie.

Section 8. Seven (7) members of the Board of Trustees constitute a quorum. Except as stated in Article X 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 meetings shall be:

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

ARTICLE VI. REPORTS

The Regional Library System is responsible for all reports as deemed necessary by local and state funding agencies. An annual report of activities, income, and expenditures shall be filed with each funding agency. All other reports necessary to obtain funds or meet requirements of the law shall be filed with the Georgia Public Library Service of the University System Board of Regents.

ARTICLE VII. 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 local Board responsible for his/her appointment. The local Board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VIII. PENALTIES

Employees or agents of the West Georgia Regional Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the West Georgia Regional 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, Article 2, Chapter 5, Title 20.

ARTICLE IX. 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 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 Board of Trustees votes to do so. Notice of withdrawal must be sent to the Chairman of the Regional 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 of the University System Board of Regents must be notified of the receipt of this letter of intent within five working days.

Section 3. The Regional Library Board must elect to expel a member county upon the following conditions:

- (a) Failure of the county to maintain the agreed level of support to the regional system as 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 Chairman of the County Board of Trustees, all funding agencies party to any participating agreement, the Director of the Regional Library System, and the Georgia Public Library Service of the University System Board of Regents.

Section 5. In the event of the withdrawal of one county from a regional 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 Materials and the Maintenance and Operations budgets for the current year.

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