

okefenokee Regional Library System Constitution

Adopted by the Board of Trustees, May 15, 1989
Amended May 15, 1989
Amended August 23, 1999
Amended and Revised February 21, 2000
Amended and Revised November 5, 2001
Revised November 3, 2003
Amended and Revised May 7, 2012

Article I: Name

The name of the organization shall be the Okefenokee Regional Library System.

Article II: Terms

The following terms will be used in the Constitution of the Okefenokee Regional Library.

Appling, Bacon, Clinch, Pierce and Ware Counties – System counties.

Okefenokee Regional Library System – Library System or System

Okefenokee Regional Library System Board of Trustees - System Board of Board or System Board of Trustees

Director of the Okefenokee Regional Library System – System Director

The Appling County Public Library, the Alma-Bacon County Public Library, the Clinch County Library, the Pierce County Library, the Waycross-Ware County Library – Branch Libraries.

Appling County Library Board of Trustees, the Alma-Bacon County Library Board of Trustees, the Clinch County Library Board of Trustees, the Pierce County Library Board of Trustees, and the Waycross-Ware County Library Board of Trustees – Branch Library Boards.

Article III: Purpose

Section 1.

The purpose and responsibility of the Okefenokee Regional Library System shall be to furnish library services to the people of Appling, Bacon, Clinch, Pierce and Ware

Counties under those regulations governing public libraries and set forth by the State of Georgia. The Library System shall accomplish its purpose through established branch libraries in each of the system counties and through other methods of outreach to the residents of the System counties. The Okefenokee Regional Library System shall offer a full program of library services to all residents the System counties so as to enhance their educational, informational, cultural, civic, and spiritual needs.

Section 2.

As a multi-county library system, the Okefenokee Regional Library System, shall include the Appling County Public Library, the Alma-Bacon County Library, the Clinch County Library , the Pierce County Library (the Blackshear Memorial Library) and the Waycross-Ware County Public Library. The System shall foster equal aggregate partnership in the provision of library services. System resources, both financial and material, shall be made available on an equitable basis for the counties of the Okefenokee Regional Library System. Consequently, all residents in the five (5) counties of Appling, Bacon, Clinch, Pierce and Ware shall have equal access to all System-owned materials and System-provided services.

Section 3.

No person shall, on the basis of race, sex, creed, age, disability, cultural background or national origin, be excluded from participation in the programs, activities, or benefits of the Okefenokee Regional Library System. Furthermore, no person shall, on the basis of race, sex, creed, age, disability or national origin, be denied full access to the facilities of the Okefenokee Regional Library System.

ARTICLE IV: HEADQUARTERS

The Waycross-Ware County Public Library shall be the Headquarters Library for the Library System.

ARTICLE V: GOVERNING BODY

Section 1.

The Okefenokee Regional Library Board of Trustees shall be the governing authority for the Okefenokee Regional Library System. The management and operation of the Library System shall be controlled by the System Board.

Section 2.

The Okefenokee Regional Library System Board of Trustees shall be composed of representatives from the five (5) branch library boards. These branch library boards shall

be the Appling County Library Board of Trustees, the Alma-Bacon County Library Board of Trustees, the Clinch County Library Board of Trustees, the Pierce County Library Board of Trustees and the Waycross-Ware County Library Board of Trustees.

The membership of the System Board shall be comprised of the Chairperson of each of the branch library boards, as well as two (2) additional representatives, who shall be elected from each of these five (5) boards. The Chairperson of each branch library board shall notify the Chairperson of the System Board of the election of these representatives to the System Board. The System Board Chairperson shall notify the System Director of the appointment and term of office of each of these elected representatives.

Section 3.

The term of office for the System Board shall be for two (2) calendar years. Members may be re-elected to positions on the System Board as long as they are members of one of the branch library boards.

Section 4.

Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a member's term, the new appointee shall complete the unexpired term and shall be eligible for re-appointment to two (2) full consecutive terms.

Section 5.

Trustees shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business provided that such reimbursement is commensurate with policies established by the Library Board.

Section 6.

System Board members may be removed for cause or for failure to attend three (3) consecutive meetings. The System Director shall send a written notice, reporting the removal and specifying the cause, to the affected System Board member, to the Chairperson of the branch library board, which the member represents. A System Board member who is removed from the Board shall be ineligible to re-election to this Board for a period of one (1) year following his or her removal.

Section 7.

The Director of the Okefenokee Regional Library System shall serve in an advisory capacity to the Okefenokee Regional Library System Board. He or she shall attend all meetings of this Board or designate a person to attend in his or her place.

ARTICLE VI: OFFICERS

Section 1.

Officers of the System Board of Trustees shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer, all of whom shall be elected from those serving on the Library Board. These Officers shall perform the duties prescribed in the Bylaws of the Okefenokee Regional Library System and by the parliamentary authority adopted by the System Board of Trustees. In the event that the Chairperson is unable to complete his or her full term of office, the Vice-Chairperson shall move into the position of the Chairperson and a new vice-Chairperson shall be elected.

Section 2.

Nominations for officers on the Board of Trustees shall be made by a committee to be appointed by the Chairperson at the July meeting in odd numbered years. There may be nominations from the floor providing the person nominated has consented to have his or her name placed on the ballot.

Section 3.

The Officers shall be elected bi-annually at the last meeting in odd numbered years and shall serve for two (2) years. The terms of office shall begin as the last item of business at the meeting at which they are elected.

ARTICLE VII: COMMITTEES

Committees shall be appointed, as needed, by the Okefenokee Regional Library System Board Chairperson.

ARTICLE VIII: INTERLIBRARY COOPERATION

The Okefenokee Regional Library System may enter into a cooperative endeavors with other library systems either by sharing personnel, materials, and/or services: by confederation or by merger as seen fit by the governing bodies of both library systems, provided that the resulting cooperative endeavor is conducive to mutual growth and development of the library systems.

ARTICLE IX: AMENDMENTS

This Constitution may be amended at any meeting of the Board of Trustees by a two-thirds (2/3) vote of the members present provided that legal notice is made at least two (2) weeks prior to the meeting and provided that a quorum is present at the time the vote is taken.

ARTICLE X: REVIEW

This Constitution shall be reviewed every two (2) years, beginning in 2001, by a Committee appointed by the Chairperson. All necessary revisions shall be presented as proposed amendments to the Library Board.

OKEFENOKEE REGIONAL LIBRARY SYSTEM BY-LAWS

Adopted May 13, 1989
Amended December 6, 1994
Amended and Reviewed February 21, 2000
Amended and Revised November 5, 2001
Revised November 3, 2003
Revised August 23, 2004
Revised November 2, 2009
Revised May 7, 2012

ARTICLE I: TERMS

The following terms will be used in the Bylaws of the Okefenokee Regional Library System.

Appling, Bacon, Clinch, Pierce, and Ware Counties – System counties.

Okefenokee Regional Library System – Library System or System

Okefenokee Regional Library System Board of Trustees - System Board or System Board of Trustees

Director of the Okefenokee Regional Library System – System Director

The Appling County Public Library, the Alma-Bacon County Public Library, the Clinch County Library, the Pierce County Library, the Waycross-Ware County Library – Branch Libraries.

Appling County Library Board of Trustees, the Alma-Bacon County Library Board of Trustees, the Clinch County Library Board of Trustees, the Pierce County Library Board of Trustees, and the Waycross-Ware County Library Board of Trustees – Branch Library Boards.

An employee of the Okefenokee Regional Library System or any branch library – Staff Member.

ARTICLE II: DUTIES OF THE OKEFENOKEE REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

The Okefenokee Regional Library System shall have jurisdiction over all matters, which impinge on two (2) or more branch libraries. The responsibilities of the System Board shall include, but not be limited to the following:

1. Employ a Library System Director who meets state certification requirements.
2. Establish System policies for the following:
 - a. Personnel Services, including, but not limited to the following:
 1. Appointments/Terminations.
 2. Staff schedules.
 3. Paid Holidays.
 4. Vacation, sick, and personal leave.
 5. Benefits.
 6. Procedure for appeal of disciplinary action.
 7. Other matters related to personnel.
 - b. Collection development and maintenance.
 - c. Use of library facilities.
 - d. Outreach / Extension services.
 - e. Fiscal management, including, but not limited to the following:
 1. Preparation of budget.
 2. Presentation of regular reports to connected local, state, and federal governmental or private agencies.
 3. Audits and compliance with local, state and federal regulations.
 4. Management of fines and fees.
 5. Other fiscal matters.
 - f. Patron services, including, but not limited to the following:
 1. Circulation of materials.
 2. Fines and fees to be paid.
 3. Provisions for complaints.
 4. Auxiliary services.
 - g. Technical services.
 - h. Job-related travel of staff members.
 - i. Reimbursement of System Board members for expenses incurred in the course of library business.
 - j. Any other services which impinge upon more than one of the branch libraries.

3. Approve the annual operation budget for the Library System, which is prepared by the Library System Director and includes the budgets of all the branch libraries.
4. Delegate, when appropriate, to the branch library boards the following activities:
 - a. The day-to-day management of locally maintained funds.
 - b. The provision of adequate hours of operation in the local libraries and the activity of setting the schedules for library operations.
 - c. The acceptance of suitable gifts for the local libraries.
 - d. The presentation to local funding agencies the fiscal needs of the branch library.
 - e. The preparation and transmission of progress reports to the local funding agencies.
 - f. Any other activities which are not under the jurisdiction of the System Board and for which only one (1) county is affected.

ARTICLE III: DUTIES OF THE OFFICERS OF THE LIBRARY BOARD

Section 1.

The Chairperson of the System Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of his or her office.

The Chairperson shall, in the absence of the Treasurer of the System Board, countersign all checks drawn on Library System accounts with the System Director.

Section 2.

The Vice-Chairperson of the System Board of Trustees shall preside in the absence of the Chairperson, and act for the Chairperson in the event the Chairperson is indisposed, out of town, or otherwise unable to perform the duties of his or her office.

Section 3.

The Secretary of the System Board shall keep a true and accurate account of the proceedings and attendance of the Board of Trustees, and shall distribute copies of the minutes to all members of the Board of Trustees and to the System Director.

Section 4.

The Treasurer shall oversee the timely execution of all fiscal affairs of the Library System. He or she shall direct the appropriate deposits and withdrawal of all funds and shall supervise the banking activity of the Library System, assuring that all funds are appropriately deposited in Board approved, federally insured banking institutions. The Treasurer shall countersign all checks drawn on Library System accounts with the Library Director. He or she shall supervise the accurate accounting of all financial activity and he or she shall report financial status to the System Board at each regular meeting.

ARTICLE IV: DUTIES OF THE LIBRARY SYSTEM DIRECTOR

The Library System Director shall have responsibility and duties, which include, but are not limited to the following:

1. To recommend for employment or termination other staff members, as necessary in compliance with applicable laws and the availability of funds, and to employ or terminate other staff members if so authorized by the System Board.
2. To attend all meetings called by the Board of Regents or send a substitute approved by the Division Director.
3. To prepare any local, state, or federal annual budgets.
4. To notify the System Board and the Board of Regents of any failure to comply with:
 - a. Policies of the System Board.
 - b. Criteria for State Aid received by the Library System.
 - c. State and federal rules and regulations that are applicable to the Library System.
 - d. All local, state and federal laws that are applicable to the Library System.
5. To administer the total library program, including the programs of the branches, in accordance with policies adopted by the System Board.
6. To attend all meetings of the System Board or to delegate a Staff member to attend in his or her place.

ARTICLE V: MEETINGS

Section 1.

The location of meetings shall be at the Waycross-Ware County Public Library. The meetings shall be held the first (1st) Monday in the months of February, May, August, and November at 6:00p.m. The Chairperson may change the location of the meeting provided that all board members have been notified of the change at least seven (7) days before the scheduled meeting.

Section 2.

A quorum shall consist of at least one representative from three (3) of the five (5) local library boards with a minimum of eight (8) members present. A quorum must be present in order to conduct official business.

Section 3.

Special meetings may be called by the Chairperson or upon written request of three (3) members, for the transaction of business stated in the call of the meeting.

Section 4.

The latest edition of Robert's Rule of Order shall be the parliamentary authority for all Library Board action.

Section 5.

Order of Business

- Call to Order
- Invocation
- Minutes of Previous Meeting
- Finance Report
- Old Business
- New Business
- Director's Report
- Other Business
- Adjournment

Section 6.

The records of all meetings and correspondence of the Library Board shall be kept on file at the Waycross-Ware County Public Library and in the office of the System Director.

ARTICLE VI: AMENDMENTS

These Bylaws may be amended at any meeting of the Board of Trustees by a two-thirds (2/3) vote of the members present provided that a written notice is given at least (2) weeks prior to the meeting and provided that a quorum is present at the time of the vote is taken.

ARTICLE VII: REVIEW

These Bylaws shall be reviewed every two (2) years, beginning in 2001, by a committee appointed by the Okefenokee Regional Library System Board Chairperson. All necessary revisions shall be presented to the Library Board as proposed amendments.