

SARA HIGHTOWER REGIONAL LIBRARY

CONSTITUTION

AND

BY-LAWS

Adopted August 24, 1989
Amended September 26, 1989
Amended April 30, 1991
Amended February 20, 1992
Amended February 25, 1993 (Article VI Section 1)
Amended November 11, 1999
Amended August 22, 2002
Amended August 26, 2004
Amended November 11, 2004
Amended May 26, 2011
Sara Hightower Regional Library Board of Trustees

**SARA HIGHTOWER REGIONAL LIBRARY
CONSTITUTION**

ARTICLE I Name

The name of the organization shall be the Sara Hightower Regional Library System. The Sara Hightower Regional Library System shall be referred to as the System in this Constitution.

ARTICLE II Headquarters / Member Libraries

The headquarters for the System shall be at the Rome-Floyd County Library, 205 Riverside Parkway, Rome, Georgia 30161. The associated members of the System are: Rome-Floyd County Library, 205 Riverside Parkway, Rome, Georgia 30161; Cave Spring Library, 10-B Cedartown Street, Cave Spring, Georgia 30124; Cedartown Library, 245 East Avenue, Cedartown, Georgia 30125; and Rockmart Library, 134 West Elm Street, Rockmart, Georgia 30153.

ARTICLE III Purpose

The object and responsibility of the System shall be to furnish library services to the people of the region under the regulations governing public libraries as set forth by the State of Georgia.

ARTICLE IV Constituency

The system shall serve all citizens of Floyd and Polk Counties. Any county or municipality within the vicinity of the System not otherwise served by a regional library, or otherwise eligible to receive State Aid for Public Libraries, may become a part of the System by contract agreement with the System's Board of Trustees, and by payment of an amount agreed upon for such participation, based on the cost of providing the service in said county or municipality.

ARTICLE V Legal Authority

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

ARTICLE VI Governing Body

Section 1. Board of Trustees. The governing body of the System shall be a Board of Trustees, consisting of eleven (11) members from the Floyd County Library Board (three (3) members from the City of Rome and eight (8) members from Floyd County, one of whom may be the County Manager or his/her designee) and five (5) members from the Polk County Library Board, for a total of sixteen (16) members. Appointments shall be for three (3) years or until a successor has been appointed and shall be staggered within the appointing bodies.

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ARTICLE VI Governing Body (continued)

Section 2. Officers. Officers of the Board of Trustees shall consist of a chairman, vice-chairman, and treasurer. The term of office shall be for two (2) years. The treasurer may succeed himself. The vice-chairman shall be the chairman-elect. The chairman and treasurer shall be bonded for an amount commensurate with the amount of funds handled and a copy of the bond filed with the Georgia Public Library Services, Board of Regents.

Section 3. Executive Committee. An executive committee, composed of the officers of the Regional board, and the Library Director as an ex-officia member, shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board. Any action taken by the Executive committee shall be subject to approval by the board of Trustees at the next meeting of the Board.

Section 4. Committees. Other committees shall be appointed by the chairman as is deemed necessary.

ARTICLE VII Interlibrary Cooperation

The System may enter into cooperative endeavors with other library systems, either by sharing of 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 library services.

ARTICLE VIII Amendments

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

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ARTICLE I Duties of the Board

Section 1. It shall be the duty of the Board of Trustees to seek and to appoint and/or reappoint a qualified director of the Regional Library System.

Section 2. The Board of Trustees shall adopt all policies, acting on the advice and guidance of the director. The Board shall adopt an official policy on, but not limited to, such matters as the following.

- a. Basic policy regarding material selection and purchase.
- b. Methods of handling complaints regarding materials selected for the library.
- c. Approval for charges for lost or damaged materials, fines for overdues, etc., imposed by individual libraries.
- d. Methods of extending services (new branches, bookmobiles, etc.)
- e. Personnel policies.
- f. Acceptance of gifts.

Policies not enumerated here are reserved to local boards, subject to adoption of policies in conflict therewith by the regional board.

Section 3. It shall be the duty of the Board of Trustees to approve budgets prepared by the Regional Library System Director and the Finance Committee and, together with the local Board of Trustees, assume responsibility for the presentation of the library system fiscal needs to the supporting agencies.

ARTICLE II Election of Officers

The Regional Board shall elect a chairman, a vice-chairman and a treasurer. The vice-chairman shall be the chairman-elect. The chairman shall appoint a nominating committee which shall report to the full Board at the February meeting. Elections shall be conducted at the May meeting, and the term of office shall begin July 1st. Officers shall be elected by a simple majority of members present. Vacancies shall be filled in the same manner, by a simple majority of members present, at the next duly constituted meeting after the vacancy occurs.

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BY-LAWS

ARTICLE III Duties of Officers of the Board

Section 1. The chairman shall preside at all meetings, appoint all committees, authorize calls for special meetings, see that all orders and resolutions are effected, and generally perform the duties of the presiding officer.

Section 2. The vice-chairman shall preside in the absence of the chairman and act for the chairman in the event the chairman is indisposed, out of town, or otherwise unable to perform the duties of the office.

Section 3. The treasurer shall be responsible for all funds belonging to the Sara Hightower Regional Library System. Upon annual approval of the Board, the actual bookkeeping may be delegated to a bookkeeper, responsible to the director and treasurer. In this event, the bookkeeper shall compile reports of all receipts and disbursements and prepare monthly statements to be presented to the Board.

The treasurer shall supervise and approve all financial transactions. Official copies of all financial reports and the bookkeeper's books shall be housed at the headquarters library.

Section 4. The Constitution and By-Laws must be reviewed and updated as necessary every three (3) years from July 1, 1989, and presented for Board approval during any regular meeting, provided a copy of any changes have been mailed to the membership two weeks prior to the meeting.

ARTICLE IV Meetings

Section 1. The Board of Trustees shall meet quarterly in accordance with the Rules of the Board of Regents, Georgia Public Library Services, Chapter 160-6-2-01. The May meeting shall be the annual meeting of the board of Trustees. The time and place for these meetings will be at 4:00 P.M. on the fourth (4th) Thursday in February, May, and August, and on the 2nd or 3rd Thursday in November at 205 Riverside Parkway, Rome, Georgia.

Section 2. Special meetings may be called by the chairman, or upon the written request of three (3) members, for the transaction of business stated in the call for the meeting, with a 72 hour notice.

Section 3. a. A Board member shall be removed for cause or for failure to attend three consecutive unexcused regularly scheduled meetings. The chairman is empowered to grant excuses, and it shall be noted in the minutes of the meeting that a member has been excused from the meeting.

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ARTICLE IV Meetings (continued)

Section 3. b. 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.

Section 4. The Regional Library secretary will keep a record of attendance and a true and accurate account of the proceedings of the board of Trustees meetings. These minutes will be mailed within ten (10) days following a meeting of the Board to each Board member for corrections(s) and/or approval. Official copies of all minutes and correspondence with the Board shall be kept on file at the headquarters library at all times. Participating Boards will be notified of the expiration date of the term of office of a Board member at least two (2) months prior to the time of expiration.

Section 5.a. A quorum shall consist of five (5) members.

ARTICLE V. Library Director

The library director, as the appointed administrative head of the library system, shall be considered the executive officer of the Board of Trustees and shall have sole charge of administration of the library under the direction and review of the Board.

The director shall be held responsible for the care of the buildings, for the employment and direction of a competent library staff, for the efficiency of the library's services to the public, for compilation of an annual budget, and for the operation of the library under the conditions set forth in that budget.

In addition, the director shall prepare and submit to the Board, at regular meetings, the Board's reports of the operations of the libraries, including such recommendations, which, in his/her opinion, will promote the efficiency of the libraries and shall prepare and submit online an annual report showing the full operations of the libraries, a copy of which shall be filed with the Georgia Public Library Services, Board of Regents.

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ARTICLE VI Library Staff

Staff shall include professional and clerical employees, as needed to provide an effective program of library services. The director or designee shall be responsible for providing the staff with adequate orientation.

Personnel Policies, details of working conditions, and duties of the staff, shall be presented to each employee as part of their orientation to the library. A manual detailing policies is available in each department.

ARTICLE VII Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees, providing announcements of the proposed change are made by two (2) weeks preceding the meeting and all members have been notified of the proposed change.

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ADOPTED AUGUST 24, 1989

AMENDED

September 26, 1989 – By-Laws

Article I. Section 2.

Article IV. Section 4.

Article V. Paragraph Four (4) Deleted

AMENDED

April 30, 1991 – By-Laws

Article II. Election of Officers

Article IV. Section 1.

Article IV. Section 5. – Added
Article IV. Section 6. – Added

AMENDED

February 20, 1992 – By-Laws
Article IV. Section 1.

AMENDED

February 25, 1993 – By-Laws
Article VI. Section 1.

AMENDED

November 11, 1999
Article VI. Section 2.
Article IV. Section 1.
Article IV. Section 5. – Delete
Article V. Library Director
Article VI. Library Staff

AMENDED

August 22, 2002
Article VI. Section 2. – Constitution
Article I. Section 2. – By-Laws
Delete Board adopted policies for (d) services to schools; (h) services to specialized groups (professionals) and (i) services to the ethnic and minority groups.

Article IV. Section 1. - By-Laws
Article V. By-Laws
Article VI. By-Laws

AMENDED

August 26, 2004
Article VI. Section 1. – Constitution (11 members from Floyd County (3 from City of Rome with 1 being the School Superintendent and 8 from Floyd County with 1 being the School Superintendent and 1 being the Floyd County Manager or his designee and 1 from the City of Cave Spring) and 5 members from Polk County with 1 from the Polk School District.)

AMENDED

November 11, 2004
Article VI. Section 1. – Constitution (a SHRL board member may continue to serve until a successor is appointed after his/her term expires)

AMENDED

May 26, 2011
Article VI, Section 2.-Constitution: Delete *The treasurer shall not exceed two consecutive terms.* Add: *The treasurer may succeed himself.*
Article II, By-Laws: Delete *...comprised of one member from Floyd County, one member from Polk County, and one member from the City of Rome...*
Article IV, Section 5.a.-By-Laws: Delete *...and include one (1) person from Floyd County, one (1) person from the City of Rome, and one (1) person from Polk County.*