

CONSTITUTION OF THE SATILLA REGIONAL LIBRARY SYSTEM
ADOPTED OCTOBER 10, 1989
*****UPDATED JANUARY 11, 2005**
*****UPDATED APRIL 19, 2011**

ARTICLE I. NAME

The name of the system shall be the Satilla Regional Library System.

ARTICLE II. HEADQUARTERS

The headquarters for the Satilla Regional Library shall be in the Public Library in Douglas in Coffee County.

ARTICLE III. PURPOSE

The purpose of the Satilla Regional Library shall be 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 Satilla 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 of a research nature 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 Satilla Regional Library System shall serve all citizens of Coffee and Atkinson 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 Satilla Regional Library provides the citizens of Coffee and Atkinson Counties with reciprocal borrowing privileges in all libraries in the system.

Any county or municipality adjoining any county that is a member of the Satilla Regional Library, may become a part of the Satilla Regional Library either by contract or agreement with the library's Board of Trustees, or by payment of an amount agreed upon for such participation, based on the cost of providing the service in said county or municipality, and by the provision of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated. Existing libraries are located in the cities of Ambrose, Broxton, Douglas, Nicholls, Pearson, and Willacoochee.

ARTICLE V. LEGAL AUTHORITY

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 Satilla 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 follows: One representative for each 10,000 population or fractional part thereof with a minimum of two from each county. The County population shall be based on the Georgia Office of Planning and Budget projections of the upcoming year. The Library Director shall notify each county Board in January of each year if population changes occur that would affect the number of regional board members for that county. These changes shall be reflected in the April minutes and a copy of the minutes shall be forwarded to the Georgia Public Library Services of the Board of Regents. Any changes in the number of board members will become effective July 1 of that year. 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. The term of office shall be three years, with starting and ending dates corresponding to the state's fiscal year. No member may serve on this board for more than two successive three-year terms of office. Members may be reappointed after one year's absence from the board.

Section 3. 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 terms of any benefit or gift. Membership or 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 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 5. In the event a member of the Regional Board ceases, for any reason, to be a member of his local library board, his 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.

Section 6. Additional representatives may be added from any library system which may affiliate with the Satilla Regional Library in the future.

ARTICLE VII. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice-Chairman, and Second Vice-Chairman. These positions will be elected at the designated time by a simple majority vote of a quorum present and may be removed at any meeting by a 2/3 majority vote of a quorum present. A Secretary shall be elected from those serving on the board. The Regional Board shall appoint a Treasurer. The duties of the Treasurer may be delegated to a person who is not a board member. If such person is delegated, he/she is not an officer and will not have a vote. 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. Nomination 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 terms of office shall begin at the close of the meeting at which they are elected. An officer is elected for a one year term and may succeed himself/herself once in that same office.

Section 4. The Treasurer, the Director, and any member 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 Services of the 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.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1. An Executive Committee, composed of the duly elected 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

Section 1. Standing committees may 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 X. INTERLIBRARY COOPERATION

The Satilla Regional Library 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 Satilla 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 Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

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 member 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 of the Constitution will be filed with the Georgia Public Library Services of the Board of Regents immediately upon adoption.

***Updated on January 11, 2005: Changed Division of Public Library Services of the Georgia State Department of Education to Georgia Public Library Services of the Board of Regents since we are no longer under the DOE; Changed he/him/himself/his to he/she, him/her, himself/herself, his/her to incorporate politically correct terminology.

BYLAWS OF THE SATILIA REGIONAL LIBRARY SYSTEM

ADOPTED OCTOBER 10, 1989
AMENDED OCTOBER 12, 1993
AMENDED OCTOBER 10, 1994
AMENDED OCTOBER 5, 2004
*****UPDATED JANUARY 11, 2005**
AMENDED JUNE 1, 2006

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Regional Board of Trustees is the legal governing body of the Satilla 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. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Regional Library System Director.
- (b) To approve budgets prepared by the Regional Library Systems 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 or committees.

ARTICLE II. 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. A Second Vice-chairman shall preside in the absence of both the Chairman and vice-chairman. All other duties of the Vice-Chairman and Second 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 Services of the Board of Regents. The Secretary shall send copies of the minutes of all meetings to the chairmen of the Local Boards.

Section 4. The Treasurer shall deposit all monies received in a bank or banks approved by the Board of Trustees. He/she shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He/she shall pay all bills, which have been approved by the Director who shall make all purchases and who shall countersign all checks. Should the Director

be appointed Treasurer, checks must be countersigned by the highest-ranking Coffee Board Officer or by an individual designated by the Board. (This provision unanimously approved on October 12, 1993, at which time the Bookkeeper was authorized to provide the second signature on payroll and vendor checks). An account of all receipts and expenditures must be kept and a report made at each quarterly 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 III. 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 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 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 Services of the Board of Regents or send a substitute authorized by the Division Director.
- (c) To prepare any local, state, or federal annual budgets.
- (d) To notify the Board of Trustees and the Georgia Public Library Services of the 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.
 - (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 Satilla 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 IV. 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 third Tuesday in the months of January, April, July and October at the headquarter library in Douglas, or at some other time and location as designated in advance by the chairperson. (This date was set by Board action June 2006).

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 meetings 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 the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussion on the appointment, 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 the 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 Satilla Regional Library.

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. A simple majority of the Board of Trustees constitutes a quorum. No official business may be conducted without a quorum. Except as stated elsewhere in these documents a simple majority affirmative vote of members present voting shall be necessary to approve any action before the Board.

Section 9. The order of business of meetings shall be: Call to order, Approval of minutes of previous meeting, Treasurer's report, Reports of committees, Unfinished business, New business, Adjournment

ARTICLE V. REPORTS

The Regional Library system is responsible for all reports as deemed necessary by local/state, federal funding agencies. An annual report of activities, income and expenditures, and any other reports necessary to obtain funds or meet requirements of the law of the Georgia Public Library Services of the Board of Regents, 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.

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 appointment. The local board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. PENALTIES

Employees or agents of the Satilla Regional Library may cause the attest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Satilla 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, 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 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 members vote 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 Division of Public Library Services of the State Department of Education must be notified of the receipt of this letter of intent within five working days.

Section 3. The Regional Library System 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;
- (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 the participating agreement, the Director of the Regional Library System, and the Division of Public Library Services of the state Department of Education.

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.

Section 6. Non-paying funding agency.

If a funding agency fails to make payments to the Satilla Regional Library System in a timely manner, the Satilla Regional Library will send a billing statement reminder at three months past due and another if needed at five months past due. If the funding agency's payments become six months past due, the System Director will inform the delinquent agency of the following actions.

- (a) Coinciding with the five-month past due notice, the delinquent Funding Agency will receive a notice by certified mail for an opportunity to be heard at the next regular scheduled Satilla Regional Library Board meeting. This will allow opportunity for said Funding Agency to show cause of why actions B and/or C below should not be taken. The general public will be notified through the affected county's legal organ of the pending action and the upcoming board meeting.
- (b) The Funding Agency's local board representative shall no longer serve on the local board if a Regional Board approved payment plan is not developed or adhered to and carried out to completion.
- (c) Without completion of the approved payment plan, the Library Branch will be closed with the materials, equipment, supplies, etc. divided among the remaining branches of the county.
- (d) If no payment plan is approved by the Regional Board, the appropriate legal organ of the local city and/or county shall be notified to inform the affected citizen patrons of the branch's effective closure date.

ARTICLE IX. 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 Services of the Board of Regents.

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Updated on April 19, 2011: Removed references to Jeff Davis County which is no longer a member county of the Satilla Regional Library. Modified selection of officers (Article VII, Section 1) of Constitution to simplify election process.