

CONSTITUTION
For the
Sequoyah Regional Library System

ARTICLE I
Name and Location

The name of this organization, created pursuant to O.C.G.A. § 20-5-40 by agreement between Cherokee, Gilmer, and Pickens County is Sequoyah Regional Library System "Library System". Its headquarters is located in Canton, Georgia. It is a tax exempt organization under the laws of the State of Georgia and an exempt organization under Section 115 of the Internal Revenue Code.

ARTICLE II
Purpose

The purpose of the Library System is to provide a full program of reciprocal responsive, dynamic library services to the citizens of the participating counties to meet the informational, educational, and recreational needs of the population.

ARTICLE III
Constituency

Counties comprising the Library System at the adoption of this Constitution are Cherokee, Gilmer, and Pickens. County boards comprising the library system serve as advisory boards of the governing regional board. Any county or municipality within the geographic region that is not otherwise served by a public library is eligible to become a member through contract with and approval of the Regional 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. Any existing public library that qualifies for State aid is eligible to become a member library through contract with and approval of the Regional Board of Trustees.

ARTICLE IV
Governing Body

Section 1. Regional Board of Trustees. As prescribed by O.C.G.A. § 20-5-41, the governing authority of the Sequoyah Regional Library System is the Regional Board of Trustees, hereafter referred to as "Board".

Section 2. Membership. The Board shall consist of trustees from Cherokee, Gilmer, and Pickens County Library Boards. Appointments shall be made by the county boards. 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 3. Terms. Board members shall serve terms of one year.

Section 4. Removal. Board members shall be removed for cause by a majority vote of remaining trustees or automatically removed for failure to physically attend three regularly scheduled consecutive meetings.

Section 5. Officers. The officers shall be a chair, a vice-chair, and a secretary, elected from among the trustees at the last meeting of the Board of the fiscal year. The Chair of the Cherokee Board shall act as Chair of the Regional Board. The offices of Vice-Chair and Secretary shall be filled by board election, one from the county of Pickens, and the other from the county of Gilmer. Board members should serve on the Regional Board at least one year to be eligible for election to office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 6. Duties. The Regional Board shall have duties and responsibilities which include but are not limited to the following:

- a) To employ a library director who meets state certification requirements. The Board shall be authorized to delegate employment of staff members to the library system director.
- b) To approve budgets prepared by the library system director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies;
- c) To attend board meetings;
- d) To establish policies governing library programs, including rules and regulations governing the use of the library;
- e) To set policy for the administration of gifts of money and property;
- f) To present financial and progress reports to governing officials and to the public;
- g) To promote the use and value of the public library;

- h) To notify the library system director, in advance, of all meetings of library boards and board committees.

Section 7. Executive Committee. The Executive Committee of the Board shall be comprised of the elected officers of the Board. The Executive Committee shall govern in the name of the Board between meetings of the Board and shall report to the full Board any action taken.

Section 8. Collective Authority. All decisions of the Board are made by the Board as a collective body. No individual member may make decisions or act for the Board unless specifically authorized to do so by a majority vote of the membership of the Board.

Section 9. Bond. Pursuant to O.C.G.A. § 20-5-50, the Board shall maintain a current bond for an adequate amount determined by the Board and recorded in the minutes on the library director, and other officials and employees authorized to handle funds.

Section 10. Compensation. Pursuant to O.C.G.A. § 20-5-44, members of the Board shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds.

ARTICLE V Contracting Authority

The Library System, through its Board is authorized to make and enter into contracts or agreements as are deemed necessary and desirable, provided that all such contracts or agreements entered into shall:

- a) Detail the specific nature of the services, programs, facilities, arrangements, or properties to which such contracts or agreements are applicable;
- b) Provide for the allocation of costs and other financial responsibilities;
- c) Specify the respective rights, duties, obligations, and liabilities of the parties; and
- d) Set forth the terms and conditions for duration, renewal, termination, abrogation, disposal of joint or common property, if any, and all other matters which may be appropriated to the proper effectuation and performance of the agreement.

ARTICLE VI
Interlibrary Cooperation

The Library System, through its Board, may enter into corporate endeavors with other library systems, either by sharing personnel, materials, or services; by confederation or by merger as approved by the governing bodies of both library systems, provided the resulting cooperative endeavor is conducive to mutual growth and development of each library system.

ARTICLE VII
Amendments

The Constitution may be amended at any regular Board meeting that has a quorum present with two-thirds majority approval, provided that the proposed amendment was provided in writing to the members at least seven (7) days before the meeting.

Adopted 1-22-13

Bylaws of the Sequoyah Regional Library System

ARTICLE I

Regional Library Board of Trustees

Section 1. The Sequoyah Regional Library Board of Trustees shall be comprised of nine members. The Cherokee Board shall appoint five (5) members, the Gilmer Board shall appoint two (2) members, and the Pickens Board shall appoint two (2) members.

Section 2. No member may serve on this board for more than eight (8) consecutive years.

ARTICLE II

Duties of the Officers

Section 1. The Chair shall preside at all regular or called board meetings, shall appoint all committees, and shall be an ex officio member of all committees.

Section 2. The Vice-Chair shall preside in the absence of the Chair. All other duties of the Vice-Chair shall be assigned by the Chair.

Section 3. The Secretary shall review and submit the Minutes and keep a record of attendance at Board meetings. The Secretary shall notify the county Board of vacancies which may occur on the Regional Board. The Secretary shall notify any board member who has missed two regularly scheduled consecutive board meetings.

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 Service, 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 appropriate state agency 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 Sequoyah 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.

Section 4. Under direction of the Library Director, the finance manager shall insure that all monies are deposited in a bank or banks approved by the Board of Trustees. The finance manager 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 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 finance manager's records shall be kept in the Regional Library headquarters at all times.

ARTICLE IV Standing Committees

Section 1. Standing committees shall be the Budget and Finance Committee, the Committee on Constitution and Bylaws, the Nominating Committee and the Personnel Committee. Other special committees may be appointed by the Chair as needed.

Section 2. Duties of Committees.

- a) The Budget and Finance Committee recommends the annual budget for approval by the Board.

- b) The Constitution and Bylaws Committee annually reviews and recommends changes to the Board's governing documents as needed.
- c) The Nominating Committee shall recommend a minimum of one person for each office for annual election by the Board.
- d) The Personnel Committee shall conduct an annual review of the library director during the first quarter, serve as the search committee for a new library director, and hold a hearing for any unresolved library employee grievance.

ARTICLE V Meetings

Section 1. The Regional Library Board shall hold no less than four regularly scheduled meetings during each fiscal year, including no less than one each calendar quarter. Meetings shall be scheduled for the fourth Tuesday in January at the R. T. Jones Memorial Library, in April at the Pickens County Library, in August at the R. T. Jones Memorial Library, and in October at the Gilmer County Library, at a time set by the Board, or at some other time and location as designated by the Chair.

Section 2. The library director or board chair may call special board meetings as needed.

Section 3. Prior to each regular or called meeting the director of the Regional Library system shall notify each Board member of the date, time, and place of the board meeting.

Section 4. All meetings of the board shall follow the current Open Meetings Law as stated in O.C.G.A. 50-14-1.

Section 5. Fifty-one percent (51%) of the appointed members of the Board constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VII 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 6. The latest edition of Roberts' Rules of Order Revised, when not in conflict with these Constitution and Bylaws, shall govern the proceedings of the Board.

ARTICLE VI 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 board members vote to do so. Notice of withdrawal must be sent to the chair 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 appropriate state agency 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; 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 appropriate state agency.

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 budget and System Service budget for the current year.

ARTICLE VII Amendments

The Bylaws may be amended at any regular Board meeting that has a quorum present with two-thirds majority approval, provided that the proposed amendment was provided in writing to the members at least seven (7) days before the meeting. All amendments to these Bylaws shall be filed with the appropriate state agency immediately upon adoption.

Adopted 1-22-13