

CONSTITUTION & BYLAWS of the Statesboro Regional Public Libraries

CONSTITUTION

Adopted June 4, 2014

ARTICLE I. NAME

The name of the organization shall be the Statesboro Regional Public Libraries (also referred to as Statesboro Regional Library System and hereinafter as “SRPL”).

The Headquarters for SRPL shall be located in the Statesboro-Bulloch County Library in Statesboro, Bulloch County, Georgia.

The Headquarters and the Statesboro-Bulloch County Library shall conduct business in the name of SRPL. 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 SRPL is to provide a full program of reciprocal library services to the citizens of participating counties by providing responsive, dynamic services to meet the population’s informational, educational, and recreational needs.

ARTICLE III. CONSTITUENCY

SRPL shall serve all citizens of Bryan, Bulloch, Candler, Emanuel, and Evans Counties through the headquarters library, affiliated county libraries, and outreach services at each library facility. Existing libraries are located in the cities of Claxton, Metter, Pembroke, Richmond Hill, Statesboro and Swainsboro.

Any county, municipality, or existing public library that qualifies for Georgia State aid and is within SRPL’s geographic region is eligible to become a member through contract with and approval of the SRPL Regional Board of Trustees. Financial terms for such participation will be determined based on the initial and ongoing costs of providing services.

ARTICLE IV. GOVERNING BODY

Section 1. As prescribed by O.C.G.A. 20-5-41, the governing authority of SRPL shall be the Statesboro Regional Public Libraries Board of Trustees (hereinafter referred to as the “Regional Board”).

Section 2. **MEMBERSHIP.** The Regional Board shall consist of ten trustees serving on member county library boards. Each county library shall be represented by two of its members. These members are to be elected by each county board as specified in their Bylaws. Members may serve successive terms as long as they are members of their county board. 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.** The term of office shall be one (1) year, with starting and ending dates corresponding to the State fiscal year.

Section 4. **REMOVAL.** A Board member shall be removed as authorized by a board vote for cause or for failure to attend three (3) consecutive, regularly scheduled meetings without an excused absence from the Regional Board Chair. Other situations may be reviewed at the discretion of the SRPL Regional Board.

Section 5. **OFFICERS.** The officers of the Regional Board shall be a Chair, Vice-chair, and Treasurer, appointed from those serving on the Regional Board. The elected officers shall perform the duties prescribed by law and by parliamentary authority. The duty of the Secretary is delegated to a staff member of SRPL, who is not an officer and shall not have a vote. The officers shall be elected at the spring meeting to serve for one year or until their successors are elected. Terms begin on July 1. Officers may be re-elected for successive terms as long as they are members of the Regional Board.

Section 6. **EXECUTIVE COMMITTEE.** The Executive Committee shall be composed of the three (3) elected officers of the Regional Board and one (1) at large representative. The Executive Committee shall be entrusted to govern between meetings in the name of the Regional Board and shall report to the full Board of any action(s) taken.

Section 7. **OTHER COMMITTEES.** Other committees may be appointed by the Chair as needed.

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

Section 9. **BOND.** Pursuant to O.C.G.A. 20-5-50, the Regional Board shall maintain a current bond for an adequate amount determined by the Regional Board of Trustees on: the Treasurer of the Regional Board, the Library Director, Trustees, and all staff members of

affiliated libraries who handle funds. A copy of the bond shall be filed with Georgia Public Library Services, a Unit of the Board of Regents of the University System of Georgia.

Section 10. COMPENSATION. Trustees shall receive no compensation for serving on the Regional Board. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business or if stipulated in the terms of a bequest or gift. Membership dues or fees for individual membership of board members in state, regional and national library associations may be paid from operating funds.

ARTICLE V. CONTRACTING AUTHORITY

SRPL is authorized to make and enter into such contracts or agreements, for all or any part of its organization, as are deemed necessary and desirable under the provisions of O.C.G.A. 20-5-2. All such contracts and 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

SRPL may enter into cooperative endeavors with other library systems for the purpose of sharing personnel, materials, and services by confederation or by merger as approved by the governing bodies of both 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 Regional Board policies.

ARTICLE VII. CONFLICTS OF INTEREST

Section 1. Except as specifically provided herein, in the event of any conflict between the provisions of this Constitution and the Georgia statute provisions governing the operations of public libraries, the Georgia statute shall govern.

Section 2. Except as specifically provided herein, in the event of any conflict between the provisions of this Constitution and the Bylaws, this Constitution shall govern.

Section 3. To avoid any potential claims of conflict of interest, no current employee of SRPL may serve on the Regional Board or any local library board within SRPL.

ARTICLE VIII. AMENDMENT OF CONSTITUTION

This Constitution may be amended at any regular meeting of the SRPL Regional 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 Library Services, a Unit of the Board of Regents, of the University System of Georgia immediately upon adoption.

CONSTITUTION & BYLAWS
of the
Statesboro Regional Public Libraries

BYLAWS

Adopted June 4, 2014; Amended September 9, 2014

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

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

- (1) To employ a Regional Library System Director (hereinafter referred to as the “Director”) for SRPL who meets state certification requirements and who shall exercise the duties and responsibilities outlined in Article IV of these Bylaws and other such duties as and responsibilities as shall be assigned or authorized by the Trustees.
- (2) To approve budgets prepared by the Director and, together with the local Boards of Trustees, to assume responsibility for the presentation of the SRPL’s fiscal needs to the supporting agencies.
- (3) To attend board meetings.
- (4) To establish policies governing library operation and programs.
- (5) To set policy for the receipt and administration of gifts of money and property.
- (6) To present financial and progress reports to funding agencies and to the public as needed.

ARTICLE II. DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. CHAIR. The Chair will preside at all regular and called meetings, authorizes calls for special meetings and board meetings, appoints committees and performs those duties generally considered the responsibility of the Chair.

Section 2. VICE-CHAIR. The Vice-chair shall act in the absence of the Chairman in any and all capacities of the Chair.

Section 3. **TREASURER.** In the absence or at the direction of the Director, the Treasurer shall sign checks prepared by the Business Services staff. The Treasurer shall, with the Director and Business Services Manager, prepare the Headquarters Operating Budget for review and approval by the Regional Board.

Section 4. **SECRETARY.** A staff member designated by the Director shall perform the duties of Secretary on behalf of the Regional Board. The Secretary shall:

- (1) Record official actions taken by the Board.
- (2) Record attendance at board meetings to be certain a quorum is present.
- (3) Notify meeting attendees in advance of all meetings.
- (4) Retain all official minutes and documents at the Headquarters Library.

ARTICLE III. DUTIES AND RESPONSIBILITIES OF DIRECTOR

Section 1. The Director of SRPL must hold at least a Grade 5 (b) Librarian's Professional Graduate Certificate as defined by the State Board for the Certification for Librarians.

Section 2. Authority for the technical administration and supervision of the libraries in SRPL shall be vested in the Director under the direction and review of the Regional Board.

Section 3. It is the duty and the responsibility of the Director:

- (1) To employ, terminate, or accept resignations of staff members of SRPL in compliance with applicable laws and availability of funds, and to report personnel actions to local library boards.
- (2) To attend meetings or to designate a substitute to represent SRPL at:
 - a. All meetings called by Georgia Public Library Services.
 - b. All meetings of the Regional Board.
 - c. All meetings of the boards of the affiliated county libraries.
- (3) To notify the Regional Board and Georgia Public Library Services, a Unit of the Board of Regents, of the University System of Georgia of any failure to comply with:
 - a. Policies.
 - b. Criteria for qualifying for state aid.
 - c. State and federal rules and regulations.
 - d. All applicable state and federal laws.
- (4) Supervise the activity of funds in SRPL's accounts.

- (5) Receive and disburse state funds for state-paid librarians, library materials, operations, and any available state, federal, or private grants.
- (6) Ensure that accurate and complete financial records are maintained.
- (7) Perform administrative tasks associated with maintaining financial and statistical records for all affiliated libraries.
- (8) Provide all financial and statistical reports for member libraries on an annual basis as required by the Georgia Public Library Services, a Unit of the Board of Regents, of the University System of Georgia Library Laws.

ARTICLE IV. DUTIES AND RESPONSIBILITIES OF BUSINESS SERVICES

Under the direction of the Director, the Business Services Department of SRPL shall:

- (1) Receive and deposit state and applicable county funds in bank(s) approved by the Board of Trustees. If funds are not paid promptly, notify the Director.
- (2) Prepare financial and personnel reports for board meetings.
- (3) Maintain financial and personnel records for SRPL.

ARTICLE V. MEETINGS

Section 1. FREQUENCY. The SRPL Regional Board shall hold no fewer than four (4) regular meetings during each fiscal year. As a general rule, meetings shall be held on the first Wednesday in the months of September, November, February, and June at 3:45 p.m. at the Statesboro-Bulloch County Library, or at some other location designated by the Chair.

Section 7. QUORUM. Five (5) members of the Regional Board constitute a quorum. No official business may be conducted without a quorum.

Section 2. CALLED MEETINGS. Special meetings may be called by the Chair 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. EXECUTIVE COMMITTEE. Meetings of the Executive Committee may be called by the Chair to transact any business requiring attention between regular meetings of the full Regional Board. Three (3) members of the Executive Committee must be present for a quorum. Decisions of the Executive Committee must be reported and ratified at the next regular meeting of the Regional Board.

Section 4. OPEN MEETINGS. All meetings must be open to the public and the news media in accordance with the Georgia Open Meetings Act, O.C.G.A. Section 50-14-1 et seq. that

requires that all meetings of an entity covered by the statute must be open to the public. Public notification of meeting dates shall be made in accordance with the law.

Section 5. EXECUTIVE SESSION. The Regional Board may, however, enter into a closed session for: the discussion of potential or pending litigation with counsel, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline or dismissal of an individual employee.

If the Regional 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. VOTING. Each member of the Statesboro Regional Library System Board shall have one vote. The Chair shall not vote except in the case of a tie vote, at which time the Chair shall vote to break the tie. Except as stated otherwise in this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Regional Board.

Section 5. PARLIAMENTARY PROCEDURE. The latest edition of Robert's Rules of Order, when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Regional Board.

Section 8. ORDER OF BUSINESS. The order of business for scheduled meetings shall be:

- Call to Order
- Approval of Minutes
- Financial Report
- Regional Personnel Report
- County Library Reports
- Regional Library Director's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

ARTICLE VI. ATTENDANCE

Trustees are expected to attend all meetings. Attendance via teleconference is permitted only in emergency situations such as health issues or absence from the jurisdiction.

In the event of removal for failure to attend or other just cause, a letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the county library board responsible for the appointment. The local board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. REPORTS

Section 1. SRPL is responsible for all reports deemed necessary by all local, state, and federal funding agencies. An annual report of activities, income and expenditures shall be filed with each funding agency along with all reports required by Georgia Public Library Services, a Unit of the Board of Regents, of the University System of Georgia.

Section 2. County Library boards shall submit all reports requested by SRPL to provide information necessary to complete reports required by State, Federal or Local laws.

ARTICLE VIII. FISCAL YEAR

The fiscal year of SRPL shall begin on July 1st and end on June 30th.

ARTICLE IX. FUNDS AND FINANCIAL RECORDS

Section 1. All Federal, State, and Local funds appropriated or granted on behalf of the Statesboro Regional Library System operation shall be received and deposited by the Headquarters Business Office and shall be used in accordance with the approved budget or grant purpose.

Section 2. County Library Boards may receive and disburse local funds. A record of all receipts, deposits and expenditures shall be sent to the Headquarters Business Office and contain the necessary information to complete reports required by State, Federal and Local laws and regulations.

Section 3. Financial transactions shall be maintained in accordance with generally accepted accounting principles and comply with all state or federal laws and regulations.

Section 4. Annual Audits will be conducted in accordance with generally accepted auditing standards as or by an equivalent service as contracted by Georgia Public Library Services.

Section 5. Official financial records of SRPL shall be housed in the Business Services Department of the Statesboro-Bulloch County Library.

ARTICLE X. BONDING

Section 1. The Treasurer, Director, Trustees, and all SRPL staff members who handle funds shall be covered by the blanket honesty bond.

Section 2. A copy of the bond shall be filed with Georgia Public Library Services, a Unit of the Board of Regents of the University System of Georgia.

ARTICLE XI. PENALTIES

Under Georgia Code (OCGA Annotated Rev. 1985 20-5-53) failure to return items borrowed from a public library is considered a misdemeanor. The SRPL may refer delinquent accounts to a collection agency and, if necessary, take legal action involving a criminal complaint. All fees associated with the collection of delinquent accounts and non-returned items will be assessed to the library user.

ARTICLE XII. DISSOLUTION OF OR WITHDRAWAL FROM SRPL

Section 1. SRPL may be dissolved by a reversal of the procedures followed in its original organization by the majority of the board members in a majority of the counties agreeing to the dissolution of SRPL.

Section 2. One county may withdraw from SRPL if a majority of the county's local board members vote to allow it to do so. Notice of withdrawal must be sent to the Chair of the SRPL Regional Board and the Director at least six (6) months prior to the end of the fiscal year. This notice must include reasons for the withdrawal and the method by which the decision was reached. The Georgia Public Library Services, a Unit of the Board of Regents, of the University System of Georgia must be notified of the receipt of this letter of intent within five (5) working days.

Section 3. SRPL may elect to expel a member county upon the following conditions:

- (1) Failure of the county to maintain the agreed-upon level of support to SRPL as in the most recent budget preparation; or
- (2) Failure of the county to meet criteria which would jeopardize SRPL's eligibility for state and federal funds.

Section 4. Notice of expulsion shall be sent not less than six (6) 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 SRPL, and Georgia Public Library Services, a Unit of the Board of Regents, of the University System of Georgia.

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 Board, there is no obligation on the part of SRPL to purchase books, equipment, supplies, or other items for the use in the library or libraries of the withdrawing county, other than the fair share of items in the existing budgets for the current year.

ARTICLE XIII. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended at any regular meeting of Regional Board 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 Georgia Public Library Services, a Unit of the Board of Regents, of the University System of Georgia immediately upon adoption.