

**TWIN LAKES LIBRARY SYSTEM
CONSTITUTION AND BYLAWS
Amended 12/10/04**

**Article I
Name**

The name of the organization shall be the Twin Lakes Library System.

**Article II
Headquarters**

The headquarters of the Twin Lakes Library System shall be in the Mary Vinson Memorial Library in Milledgeville (Baldwin County), Georgia.

**Article III
Purpose**

The purpose of the Twin Lakes Library System shall be the furnishing of complete library service for the people of Milledgeville and Baldwin County, Georgia. These purposes shall be carried out under the terms and regulations set forth by the State of Georgia under public laws governing public libraries.

The objectives shall include but not be limited to the provision of informational, educational and recreational needs of the community; the acquisition and purchase of library materials, the circulation of library materials, the establishment of adequate reference collections as demanded by the community, and the promotion of library use, library-centered programs, exhibits, and other community-oriented projects.

**Article IV
Governing Body**

Section 1. The governing body of the Twin Lakes Library System shall be called the Board of Trustees.

Section 2. The governing body (hereafter referred to as the Board of Trustees) shall be composed of eight members, three to be appointed by the Milledgeville City Council, three to be appointed by the Baldwin County Board of Commissioners, and two to be appointed by the Baldwin County Board of Education. The librarian is Administrative Officer of the Board of Trustees.

Section 3. Appointments to the Board of Trustees shall be for a term of five years with the possibility of serving no more than two terms (consecutively or otherwise), unless an exception is made by the Board of Trustees. The Board of Trustees shall recommend one person for each vacant position to the respective appointing authority. Interim appointments to fill unexpired terms shall be for the remainder of the unexpired term and shall be made by the respective appointing authority from recommendation of the Board of Trustees. Interim appointments of more than three years shall count as a full term for purposes of determining eligibility for reappointment.

Section 4. Duties of the Trustees shall include (a) the securing of adequate funding, (b) acceptance and receipt of donations either in money, land or property to be used for the

maintenance or improvement of the library, (c) hiring of a director for the county library system who meets the state certification requirements, (d) determination of general library policies, (e) approval of major library expenditures, (f) attendance at board meetings and (g) support of the library service program.

Section 5. The officers of the Board of Trustees shall be a Chairman, Vice-Chairman, a Secretary and a Treasurer. Officers of the Board shall be elected by the Board for two-year terms and shall not be eligible for election to a second consecutive term. The Treasurer may be reappointed to a maximum of five two-year terms assuming mutual agreement between the Board and the Treasurer.

Section 6. Duties of the officers of the Board of Trustees are as follows: The Chairman shall preside at Board meetings, appoint committees and perform other duties as generally pertain to that office. He shall be responsible for notifying supporting agencies when vacancies occur on the Board. The Vice-Chairman shall preside at regular and annual meetings of the Board in the absence of the Chairman. He shall assume the executive duties of the Chairman in the absence of the Chairman. The Secretary shall keep and prepare minutes of the Board meetings, record attendance at the meetings and be custodian of the official books which shall be housed in the library and be available at all times.

Section 7. If the Regional Board delegates to the local board the activity of receiving gifts, the local board must appoint a Treasurer, who shall receive and disburse funds in keeping with system board authorization and the budget balance. Recommendations for expenditures should be made by the librarian; checks must bear the signature of the Treasurer. Funds shall be audited annually in accordance with State Aid Criteria and other state regulations.

Section 8. If the Treasurer is not covered by the bond held by the Library Board, he shall be bonded for an amount commensurate with the amount of funds handled, determined by the County Library Board and entered in the minutes, and a copy of the bond filed with the Office of Public Library Services of the Georgia Board of Regents.

Section 9. Committees of the Board of Trustees shall be appointed as deemed necessary by the Chairman and shall serve at the pleasure of the Chairman and Board of Trustees.

Section 10. Meetings of the Board of Trustees shall be held at the call of the Chairman but not less than quarterly including an annual meeting in December of each year. Five members present shall constitute a quorum. Absence from three consecutive regularly scheduled Board meetings shall be considered as a resignation. The election of new officers shall take place at the annual meeting. With the exception of meetings pertaining to questions of personnel, all meetings are open to the public.

Section 11. In between meetings of the full Board of Trustees, an executive committee consisting of the Chairman, Vice-Chairman and Treasurer shall have the power to carry out routine business in consultation with the librarian.

Section 12. The librarian shall be the administrative officer of the Board of Trustees and shall have general managerial authority over the library and of all the persons employed therein. Duties of the librarian shall be (a) administration of the library, (b) recommendation for appointment or dismissal of library personnel, (c) direction of the activities of the staff of the library, (d) assistance in budget preparation, (e) selection of books, periodicals, library materials and supplies, (f) stimulation of library service, (g) preparation of library publicity, (h) submission of an annual report to the Board of Trustees for transmittal to the supporting agencies, (i) technical advisor to the Board of Trustees on matters of library policy and service, (j) to attend meetings of the Board of Trustees unless specifically excused.

Section 13. When the Board appoints a non-Board member to a position, that person serves as staff to the Board.

**Article V
Interlibrary Cooperation**

The Twin Lakes Library 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 the mutual growth and development of the library system.

**Article VI
Amendments**

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

**Article VII
Enabling Clause**

Upon adoption by the Board of Trustees, this Constitution shall replace any and all prior Constitutions relating to the Twin Lakes Library System and its Board of Trustees.