

CONSTITUTION OF THE DESOTO TRAIL REGIONAL LIBRARY SYSTEM

ARTICLE I. NAME

The name of the system shall be the DeSoto Trail Regional Library System.

ARTICLE II. HEADQUARTERS

The headquarters of the DeSoto Trail Regional Library System shall be in the Camilla Public Library in Camilla in Mitchell County.

ARTICLE III. PURPOSE

The purpose of the DeSoto Trail Regional Library System shall be to furnish service to the people of the region under the regulation governing public libraries as set forth by the State of Georgia.

The DeSoto Trail 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, bookmobiles 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-centered programs, exhibits and other public relations media.

ARTICLE FOUR. CONSTITUENCY

The DeSoto Trail Regional Library System shall serve all citizens of Baker, Early, Mitchell and Worth 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 DeSoto Trail Regional Library System provides the citizens of Baker, Early, Mitchell and Worth Counties with reciprocal borrowing privileges in all libraries in the system.

Any county or municipality adjoining any county that is a member of the DeSoto Trail Regional Library, may become a part of the DeSoto Trail Regional Library System 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 provisions of Title 20, Chapter 5 Article 2 of the Official Code of Georgia Annotated. Existing libraries are in the cities of Blakely, Camilla, Pelham, Poulton, Sylvester and Warwick.

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 DeSoto Trail Regional Library shall consist of a Board of Library Trustees composed of ^{all} trustees serving on member County Library Boards . 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 library's fiscal year. There shall be no limit to the number of terms which may be served by individual members.

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 the terms of any bequest or gift. Membership dues or fees for individual membership o:

board members in state, regional and national library associations may be paid from operating funds.

Section 5. In the event a member of the Regional Board ceases, for any reason, to be a member of his local library board, then 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 DeSoto Trail Regional Library in the future.

ARTICLE X. INTERLIBRARY COOPERATION

The DeSoto Trail 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 DeSoto Trail Regional Library System is authorized to make and enter into such contracts or agreements, for all or any part of the regional library sytem 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 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 Division of Public Library Services of the State Department of Education immediately upon adoption.

BYLAWS OF DESOTO TRAIL REGIONAL LIBRARY

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS:

The Regional Board of Trustees is the legal governing body of the DeSoto Trail 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. 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 System 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 shall appoint any committees he deems necessary and shall be an ex-officio member of all committees.

Section 2. The Vice-Chairman shall preside in the absence of the Chairman. All other duties of the 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 shall notify the proper appointing local Boards of vacancies which may occur on the Regional Library Board. He shall report changes of membership to the Division of Public Library Services of the State Department of Education.

Section 4. The Treasurer shall deposit all monies received in a bank or banks approved by the Board of Trustees. He shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He 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 reports made as requested by the board. 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 employ or terminate other staff members, as necessary, in compliance with applicable laws, the availability of funds, and the judgment of the director.
- (b) To attend all meetings called by the Division of Public Library Services of the State Department of Education 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 Division of Public Library Services of the State Department of Education 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 DeSoto Trail 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 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 Thursday in the months of January, April, July, and October at 5:30 p.m. The October and April meetings shall be held at the library in Camilla, the July meeting at the library in Blakely, and the January meeting at the library in Sylvester. (Amended January 12, 2005)

If a quorum is not present, an electronic vote may be taken. This can be done by telephone or email. Each Trustee must be given the opportunity to vote. The Library Director will maintain a record of every electronic vote. This record must include an explanation of the item that is being voted on, the date, time and method that each member was contacted. It must also include the date and time the vote was returned as well as the voter's name and response. A vote must be received within 72 hours of the initial attempt to contact or the right to vote has been forfeited. If after 72 hours, a quorum of the members has not voted, the motion will be labeled and brought up for discussion at the next meeting. (Amended January 19, 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 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, in accordance with Code of Georgia Annotated 50-14-1 through 50-14-6.

Section 6.

The latest edition of Roberts' Rules of Order (Revised), when not in conflict with this Constitution and Bylaws,

shall govern the proceedings of the Board of Trustees of the DeSoto Trail 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.

Seven members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article IX of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board except as stated elsewhere in these documents.

Section 9.

The order of business for meetings shall be:

Call to order

Approval of minutes of previous meeting

System Director's report

Unfinished business

New business

Adjournment

ARTICLE V. REPORTS

The Regional Library System is responsible for all reports as deemed necessary by local and state funding agencies. An annual report of all activities, income and expenditures, and any other reports necessary to obtain funds or meet requirements of the law or the Division of Public Library Services of the State Department of Education, shall be filed with each funding agency if such agency requests that information.

ARTICLE IV. 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 appointing board shall be asked to appoint another representative to fill that member's un-expired term.

ARTICLE VII. PENTALTIES

Employees or agents of the DeSoto Trail Regional Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the DeSoto Trail 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 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; 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 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.

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 Division of Public Library Services of the State Department of Education immediately upon adoption.