

NEWTON COUNTY LIBRARY SYSTEM CONSTITUTION

Revised May 1, 2003

ARTICLE I NAME

The name of the system shall be the Newton County Library System.

ARTICLE II HEADQUARTERS

The headquarters for the Newton County Library System shall be located in Covington, Georgia.

ARTICLE III PURPOSE

The purpose of the Newton County Library System shall be to furnish library services to the people of the county under the regulations governing public libraries as set forth by the State of Georgia.

The Newton County Library System shall offer a full program of library services to all citizens of Newton County 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 means to the public through the existing member libraries and appropriate means of library extension; develop existing libraries and establish and develop member libraries, deposits, bookmobiles and other services 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 Newton County Library System shall serve all the citizens of the county through libraries located throughout the county and other extension services.

ARTICLE V LEGAL AUTHORITY

The legal authority for public libraries and boards of trustees is described in Title 20, Chapter 5, Article 5 of the Official Code of Georgia Annotated, as amended.

ARTICLE VI GOVERNING BODY

Section 1. The governing body of the Newton County Library System shall consist of a Board of Library Trustees composed of trustees who are appointed to the County Library Board by the governmental agencies financially supporting the library on a regular basis, as specified in State law. The Board of Trustees shall be composed of eight (8) members. The membership shall be formed as follows:

The Newton County School Board shall appoint one (1) member. The Covington City Council shall appoint one (1) member. The Newton County Commissioners shall appoint six (6) members. The Chairman of the County Commissioners, the Mayor of Covington, and the County Superintendent of Schools or their designees may be appointed by their respective agencies to the Library Board of Trustees. Recommendations for appointments to fill vacancies may be made by the Library Board of Trustees.

Section 2. The term of office shall be three (3) years, with starting and ending dates corresponding to the library's fiscal year (July 1 through June 30). No member appointed by the Board of Commissioners of Newton County in accordance with Section 1 of this article may serve on this board for more than three (3) successive three-year terms of office -- nine (9) years.

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 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. Additional representatives shall be added from any governmental agencies which may, in the future, choose to financially support the library on a regular basis.

ARTICLE VII OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer elected from those serving on the Board. The Treasurer may be elected or reelected annually by the Board, and there shall be no limit to the number of terms he 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 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 November meeting to serve for a two-year term 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 two-year term and may not succeed himself, except for the Treasurer (See Section 1).

Section 4. The Treasurer, the Director, and any members 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 Georgia Public Library Service of the Board of Regents of the University System of Georgia.

Section 5. All Federal, State, and local funds used for the operation and improvement of the services and facilities of the Newton County Library System shall be received by the Treasurer and shall be used in accordance with a budget approved by the Board.

ARTICLE VIII EXECUTIVE COMMITTEE

An Executive Committee, composed of the 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

Standing Committees shall 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 Newton County Library System 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 Newton County Library System is authorized to make and enter into such contracts or agreements, for all or part of the County Library System as are deemed necessary and desirable under the provisions of Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated (20-5-49).

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 (5 members) is present. All amendments to the constitution will be filed with Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption.

Adopted by the Library Board November 7, 1996
Revised by the Library Board of Trustees May 1, 2003

NEWTON COUNTY LIBRARY SYSTEM BY-LAWS

Revised May 1, 2003

ARTICLE I DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Newton County Library System Board of Trustees is the legal governing body of the Newton County Library System. It shall be the duty and responsibility of Members of the Board of Trustees:

- (a) to employ a Director for the Newton County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Newton County Library System Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Newton County Library System Director;
- (b) to approve budgets prepared by the Newton County Library System Director and to 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 Newton County Library System Director in advance of all meetings of the Newton County Library System 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. 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 Newton County Library System Headquarters. He/She shall notify the proper appointing authorities of vacancies, which may occur on the Newton County Library Board. He/She shall report changes of membership to Georgia Public Library Service of the University System of Georgia. The Secretary shall send copies of the annual report of activities, income, and expenditures to each funding agency.

Section 4. The Treasurer shall deposit all moneys 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. The Chairman, the Treasurer, the Secretary, and the Director are authorized to sign checks. Any two of the four may sign. 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 regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the Newton County Library System Headquarters at all times.

ARTICLE III DUTIES OF THE DIRECTOR

Section 1. The Director of the County 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 and terminate other staff members, as necessary in compliance with applicable laws and the availability of funds, such transactions to be reported at the next regular meeting of the County Board of Trustees.
- (b) to attend all meetings called by Georgia Public Library Service of the University System of Georgia or send a substitute;
- (c) to prepare any local, state, or federal annual budgets;
- (d) to notify the Board of Trustees and the Georgia Public Library Service of the University System of Georgia 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 Newton County Library System;
- (f) to attend all meetings of the Boards of Trustees of the Newton County Library System, or any affiliated Boards, or to designate a person to attend in his/her place.

ARTICLE IV MEETINGS

Section 1. The Newton County 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 first Thursday in the months of February, May, August, and November at 9:00a.m.at the headquarters library, or at some other location as designated by the Chairman.

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 Newton County Library System shall notify each member of the date, time, and place of the Newton County Library System 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 Newton County Library System Board.

Section 5. All meetings must be open to the public and the news media, except for executive (closed) sessions called in accordance with Code of Georgia Annotated.

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 Newton County Library System.

Section 7. Each member of the Newton County Library 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. Five (5) members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII 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 9. The order of business for meetings shall be: Call to order; Approval of minutes of previous meetings; Treasurer's report; System Director's report; Reports of committees; Unfinished business; New business; Adjournment.

ARTICLE V REPORTS

The Newton County Library System is responsible for all reports as deemed necessary by local, state or 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 or Georgia Public Library Service of the University System of Georgia, 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 by the Secretary to the affected Board member and to the funding agency responsible for his appointment. The funding agency shall be asked to appoint another representative to fill that member's un-expired term.

ARTICLE VII PENALTIES

Employees or agents of the Newton County Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Newton County Library System; 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 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 given 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 Service of the University System of Georgia immediately upon adoption.

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