

TROUP-HARRIS REGIONAL LIBRARY CONSTITUTION

Composed of the Harris County Public Library, Hogansville Public Library, LaGrange Memorial Library, and Williams Memorial Library

Approved by the Troup-Harris Regional Library Board, Aug. 3, 1989

Article I: Name

The name of the system shall be the Troup-Harris Regional Library System, Inc.

Article II: Headquarters and Branches

Headquarters for the Troup-Harris Regional Library System shall be the LaGrange Memorial Library in LaGrange in Troup County. Branches may be established in any town or community in the two-county area which has a need and the resources to finance a branch library.

Article III: Purpose

The purpose of the Troup-Harris Regional Library System shall be:

- (a) To offer a full program of library service to all citizens of participating counties;
- (b) To help in meeting informational, educational, and recreational needs of the people served;
- (c) To acquire and process library materials for the region;
- (d) To circulate library materials to the public through the facilities of the headquarters library, the branches and by other approved means of library extension of its public services;
- (e) To help in the development of better services in existing libraries within the region;
- (f) To help in the establishment and development of libraries where the need exists or arises within the region;
- (g) To build an adequate collection of reference materials for meeting the reference needs throughout the region;
- (h) To promote the use of libraries by the public by means of library centered programs, exhibits, and the news media.

Article IV: Service Area

The Troup-Harris Regional Library System shall serve all citizens of Troup and

Harris Counties through the headquarters library, and branch libraries. Branch libraries which have been established are:

Hogansville Public Library, Hogansville
Harris County Public Library, Hamilton
LaGrange Memorial Library, LaGrange
Williams Memorial Library, Fortson

Membership in the Troup-Harris Regional Library provides the citizens of Troup and Harris Counties with reciprocal borrowing privileges in all libraries in the system.

Any county or municipality adjoining any county that is a member of the Troup-Harris Regional Library, may become a part of the Troup-Harris Regional Library either by contract or agreement with the library's Board of Trustees, or by paying the cost of providing the service in said county or municipality, and by the provision of Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

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: Board of Trustees

Section 1. The government of all affairs of the Troup-Harris Regional Library System shall be by a Board of Trustees

Section 2. The officers of the Board of Trustees shall be a Chair, a Vice Chair and a Secretary elected from those serving on the Board. The Regional Board shall appoint a Treasurer, who may or may not be a member of the Regional Board. If the Treasurer is appointed outside the membership of the Board, the Treasurer does not become a member of the Board, is not an officer and does not vote. The Treasurer shall be appointed or reappointed annually by the Regional Board, and there shall be no limit to the number of terms s/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 3. An officer may be reelected to the same office or to another office on the Board.

Section 4. The Executive Committee shall be comprised of the above named officers and shall be entrusted to govern in the name of the Board of Trustees between meetings of the Board.

Section 5. The officers shall be elected at the January meeting to serve for ~~one~~ **two years** or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Section 6. The Treasurer and other employees authorized to sign checks shall be covered by a current bond for an adequate amount which is to be determined by the Board of Trustees and recorded in the minutes, and a copy of the bond filed with the Board of Regents of the University System of Georgia, Georgia Public Library Service.

Section 7. All federal, state and local funds shall be received by the Treasurer and shall be used in accordance with the budget approved by the Board and the intent of the appropriation and its attendant laws and regulations.

Article VII: Interlibrary Cooperation

The Troup-Harris Regional Library System may enter into cooperative agreements with other library systems or other agencies offering library services for the purpose of sharing personnel, materials, and services.

Article VIII: Amendment of Constitution

This constitution can be amended at any regular meeting of the Board by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting. All amendments to the Constitution will be filed with the Board of Regents of the University System of Georgia, Georgia Public Library Service immediately upon adoption.

Amended 8/21/2008 to remove Coweta County references and provision of bookmobile services.

TROUP-HARRIS REGIONAL LIBRARY BYLAWS

Article I: Board Selection, Appointments, Terms of Office, Etc.

Section 1. Each governmental agency providing financial support to the Troup-Harris Regional Library System on a regular basis may have one representative on the Board of Trustees. Appointments shall be made by the county library boards from trustees serving on those boards. Composition of the Board shall be two (2) members from the Harris County Library Board of Trustees; and four (4) members from the Troup County Libraries Board of Trustees. The Regional Director or his/her representative attends all board meetings.

Section 2. Each board member shall be appointed for a term of three (3) years, each appointment to be made in writing to the appointee with a copy to the Regional System Library Director stating beginning and ending dates of the appointment. ~~A board member may be reappointed for successive terms.~~ **Board members may serve two consecutive three year terms. After serving two terms, the board member must rotate off the board for a three-year period before being reappointed.**

Section 3. The terms of board members shall be staggered to provide continuity of service.

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. Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business.

Section 6. Membership dues or fees for individual membership of board members in state, regional and national library associations may be paid from operating funds.

Section 7. Board members shall be removed for cause or for failure to attend three consecutive meetings.

Article II: Meetings

Section 1. The Troup-Harris Regional Library Board of Trustees shall meet quarterly on a date, time, and place mutually convenient with the majority of the Board members.

Section 2. A quorum for a regular or called meeting shall be three (3) members.

Section 3. The Chair of the Board may call a special meeting at any time by giving due notice to all members.

Section 4. Prior to each regular meeting or special meeting the Director of the Regional Library System shall notify each Board member of the date, time and place of the meeting.

Section 5. All meetings must be open to the public and the news media. In accordance with Georgia Code 50-14-1 et seq., the Regional Board may, however, enter into a closed session for the discussion of proposed or pending litigation, deliberation on acquisition or sale of real property, or hearings or discussions on the appointment, discipline or dismissal of an individual employee, without restricting the employee's right to a public hearing if requested. If the 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.

Article III: Duties and Responsibilities of Board Members

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 and such other employees as necessary upon the recommendation of the Regional Library System Director. 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 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.

(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 IV: Duties and Powers of Officers

Section 1. The Chair shall preside at all regular or special board meetings. S/he shall appoint all committees and shall perform all duties pertaining to the office of Chair.

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 keep the record of board meetings, the record of attendance, the record of all official actions of the Board, and shall have custody of the official record books which shall be housed in the Regional Library headquarters. The Secretary shall also notify the appointing agencies of vacancies when they occur on the Board. In the absence of the Secretary the Chair shall appoint an Acting Secretary.

Section 4. The Treasurer shall receive funds for the Board from all sources, make authorized payments by numbered checks only, and shall keep an accurate record of all receipts and expenditures. The Treasurer's financial records shall be audited as authorized by the Board and according to state aid criteria and other state regulations.

Article V: Employees of the Board of Trustees

Section 1. The Board of Trustees shall employ a Director of the Regional Library System who meets state certification requirements. This Director shall also serve as Director of the LaGrange Memorial Library. The term of employment shall be set by the Board, or the Director may be employed for an indefinite period of time. The salary of the Director shall be paid by the State according to certification and years of experience and may be supplemented by the Board from local funds. Duties of the Director shall include:

- (a) To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send a substitute authorized by the Division Director.
- (b) To prepare any local, state, or federal annual budgets.
- (c) To notify the Board of Trustees and the Board of Regents of the University System of Georgia, Georgia Public Library Service 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.
- (d) To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Troup-Harris Regional Library System.
- (e) 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 2. Upon recommendation of the Director of the Regional Library System, other professional staff members authorized under the State program for the region shall be employed by the Board of Trustees. Such other professional staff members shall have their credentials and certification approved by the State Board for the Certification of Librarians which is a part of the Secretary of State's office.

Section 3. Upon recommendation of the Director of the Regional Library System, the Board of Trustees may employ other staff members as needed. The Board is authorized to delegate employment of staff members of the headquarters library to the Regional Library System Director.

Section 4. Staff members shall not be of the same immediate family (father, mother, brother, sister, husband, wife, child, or one living in the same household as a member of the family).

Section 5. Any staff member, upon written request to the Director of the Regional Library System, may be granted a hearing before the Board of Trustees for the purpose of discussing any grievance the staff member may have or for answering any charge which has been brought against the staff member.

Article VI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.

Article VIII: Penalties

Employees or agents of the Troup-Harris Regional Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Troup-Harris 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 IX: 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 University System Board of Regents, Georgia Public Library Service, 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 University System Board of Regents, Georgia Public Library Service.

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 X: Amendment of Bylaws

These Bylaws can be amended at any regular meeting of the Board by a two-thirds vote of the members present.

Approved by the Troup-Harris Regional Library Board, Aug. 3, 1989

Revised December 2, 2004 (Article 1, Section 1)

Revised August 21, 2008 to remove all references to Coweta County and make corresponding changes in board makeup

Revised November 10, 2011 to set board terms and to allow officers to serve for two consecutive years.