

# **CONSTITUTION FOR SCREVEN-JENKINS REGIONAL LIBRARY SYSTEM**

## **ARTICLE I. NAME**

The name of the library shall be the Screven-Jenkins Regional Library System.

## **ARTICLE II. HEADQUARTERS**

The headquarters for the Screven-Jenkins Regional Library shall be in the Screven County Library in Sylvania in Screven County.

## **ARTICLE III. PURPOSE**

The purpose of the Screven-Jenkins Regional Library shall be to furnish library service to the people of the region under the regulations governing public libraries as set forth by the State of Georgia. The Screven-Jenkins 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 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, bookmobile 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 resources by means of instruction, library-centered programs, exhibits, and other public relations media.

## **ARTICLE IV. CONSTITUENCY**

The Screven-Jenkins Regional Library System shall serve all citizens of Screven, Jenkins and such other counties or municipalities as may become a part of the region, through the headquarters library, branch libraries and bookmobile and other extension services. Membership in the Screven-Jenkins regional Library provides the citizens of Screven and Jenkins Counties with reciprocal borrowing privileges in all libraries in the system. Any county or municipality adjoining any county that is a member of the Screven-Jenkins Regional Library, may become a part of the Screven-Jenkins Regional Library either by contract or agreement with the Library Board of Trustees, or by paying the cost of providing the service in said county or municipality and by the provisions of Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated. Existing libraries are located in the cities of Sylvania and Millen.

## **ARTICLE V. LEGAL AUTHORITY**

The legal authority for public libraries and boards of trustees is described in Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated, amended March 26, 1984.

## **ARTICLE VI. GOVERNING BODY**

**Section 1.** The governing body of the Screven-Jenkins Regional Library shall consist of a Board of Trustees composed of trustees serving on member County Library Boards who are appointed to the Regional Library Board by each County Library Board as specified in the bylaws

and the State law. 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 Screven County Library Board shall appoint three members on odd numbered years and two members on even numbered years to represent it as members of the Regional Library Board. In the same manner, the Jenkins County Library Board shall appoint three members on odd numbered years and two members on even numbered years to represent it as members of the Regional Library Board. The term for members from each local board shall be for one year, with starting and ending dates corresponding to the state fiscal year.

**Section 3.** Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expense incurred in the performance of library business, or if stipulated in terms of any bequest or gift.

**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.** In the event a member of the Regional Board ceases, for any reason, to be a member of the local Library Board, his/her 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 Screven-Jenkins Regional Library in the future.

## **ARTICLE VII. OFFICERS**

**Section 1.** The officers of the Board of Trustees shall be a Chair, a Vice-Chair, and Secretary elected from those serving on the Board. The Chair shall appoint a Treasurer, who must be a member of the Regional Board. The Treasurer shall be appoint or reappointed annually by the Regional Board, and there shall by no limit to the number of terms he/she 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.** Nominations shall be made by a committee of three Board members appointed by the Chair of the Board. The Chair and/or the Director may serve as one of the three members on the nominating committee.

**Section 3.** The officers shall be elected at the July meeting to serve for one year, or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected.

**Section 4.** The Treasurer, the Director, and any member 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 the Office of Public Library Services of the Board of Regents.

**Section 5.** All Federal, State and local funds used for the operation and improvement of the services and facilities of the Regional Library System shall be received by the Financial Office of the Regional Library System and shall be used in accordance and its attendant laws and regulations.

**ARTICLE VIII. EXECUTIVE COMMITTEE**

**Section 1.** 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.

**Section 2.** In the event a member of the Executive Board cease, for any reason, to be a member of the local Board, his/her term of the Executive Committee shall end at the same time, and the local Library Board shall appoint a new representative to the Executive Board.

**ARTICLE IX. STANDING COMMITTEES**

**Section 1.** 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 Screven-Jenkins 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 cooperation endeavors must be within the limits of funds available to the Boards of Trustees, conducive to mutual growth and development of Library Board policies.

**ARTICLE XI. CONTRACTS**

The Screven-Jenkins Regional Library System is authorized to make and enter into such contracts or agreements, for all or any part of the Regional 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.

**ARTICLE XIII. 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 Director of the Screven-Jenkins Regional Library and the Georgia Public Library Service, Board of Regents of the University System of Georgia immediately upon adoption.

**BYLAWS FOR THE SCREVEN-JENKINS REGIONAL LIBRARY SYSTEM**  
(Revised 8/29/96)

**ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS:**

The Regional Board of Trustees is the legal governing body of the Screven-Jenkins Regional 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 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 Chair shall preside at all regular or called board meetings. The Chair shall appoint all committees and shall be an ex-officio member of all committees.

**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 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. The Secretary shall notify the proper appointing local library Boards of vacancies which may occur on the Regional Library Board. The Secretary shall report changes of membership to the Office of Public Library Services of the Board of Regents. The Secretary shall send copies of the minutes of all meetings to the Chairs of the County Library Boards.

**Section 4.** The Regional Board shall appoint a Treasurer. The appointment shall be made annually but there shall be no limit to the terms of service so long as the Treasurer is a member of the Screven-Jenkins Regional Library Board.

Under the direction of the Treasurer and the System Library Director, the financial office of the library system shall:

- 1) receive and deposit state and applicable county funds in bank (s) approved by the Board of Trustees
- 2) requisition, in writing, funds for library services from appropriating agencies and the state grants management office
- 3) notify the appropriate County Board if funds are not paid promptly
- 4) in the absence or at the direction of the Library Director, the treasurer shall sign checks prepared by the staff and approved by the Director
- 5) maintain receipts and expenditure records of financial transactions according to State Aid Criteria and other state or federal laws and regulations

- 6) house the official financial records in the Screven-Jenkins Regional Library Headquarters

### **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 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 staff members, and to accept resignations of staff members, as necessary, in compliance with applicable laws and the availability of funds.
- (b) To attend all meetings called by the Division of Public Library Services of the State Department of 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 Board of Regents 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 Screven-Jenkins Regional Library System.
- (f) To attend all meetings of the Board of Trustees of the Regional Library and of the local libraries in the Region, or to designate a person to attend in his place.
- (g) To be bonded and supervise the receiving and depositing of funds into the library's accounts, signing all checks prepared for the disbursement of such funds consistent with Regional and applicable County policy and practice.

### **ARTICLE IV. MEETINGS**

**Section 1.** The Regional Library Board shall hold no less than four regular meetings during each fiscal year, including no less one each calendar quarter. Meetings shall be held on the fourth Thursday in the months of January, April, July and October at 4:00 P.M. January and July meetings will be at the Jenkins County Memorial Library and those in April and October at the Screven County Library.

**Section 2.** Special meetings may be called by the Chair or upon the written request of three Board members, for the transaction of business stated in a call for 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 Board meeting.

**Section 4.** 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.

**Section 5.** All meetings must be open to the public and the news media. 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 appointments, discipline or dismissal of an 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.

**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 Screven-Jenkins Regional Library.

**Section 7.** Each member of the Regional 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.

**Section 8.** Three member of the Board of Trustees constitute 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.

**Section 9.** The order of business for meetings shall be:

- Call to order
- Approval of minutes of previous meeting
- Financial report
- System Director's report
- Reports of committees and other staff members
- 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 activities, income and expenditures shall be filed with each funding agency. All other reports necessary to obtain funds or meet requirements of the law shall be filed with the Division of Public Library Services of the Board of Regents.

## **ARTICLE VI. ATTENDANCE**

**Section 1.** A Board member shall be removed for cause or 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 appoint another representative to fill that member's unexpired term.

**ARTICLE VII. PENALTIES**

Employees or agents of the Screven-Jenkins Regional Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return book and other property owned by the Screven-Jenkins 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, Article 2, Chapter 5, Title 20.

**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 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 withdrawal and the method by which the decision was reached. The Office of Public Library Services of the Board of Regents 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 Office of Public Library Services of the Board of Regents.

**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 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 Office of Public Library Services of the Board of Regents immediately upon adoption.