



BYLAWS

Revised

January 14, 2013

ARTICLE I - DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The Flint River Regional Library (hereafter referred to as the Library Board) is the legal governing body of the Flint River Regional Library (hereafter referred to as the Regional Library). It shall have duties and responsibilities which include but, are not limited to the following:

- (a) To employ an Executive Director for the Regional Library who meets state certification requirements and such other employees as necessary upon the recommendation of the Regional Library System Executive Director. The Library Board shall be authorized to delegate employment and dismissal of staff members, paid by the Flint River Regional Library System, to the Executive Director. The Griffin-Spalding County Library is served by designated staff of the Flint River Regional Library System under the direction of the Executive Director.
- (b) To vest authority for the technical administration, management, and supervision of member public libraries within the region in the Executive Director.
- (c) To approve budgets prepared by the Regional Library Executive Director in consultation with the Budget Committee.
- (d) To assume responsibility for the accurate and convincing presentation of the library's fiscal needs to the appropriate supporting authorities in the format and at the time required by the supporting agencies and to secure adequate financial support for the Flint River Regional Library.
- (e) To attend library board meetings.
- (f) To establish general policies governing library operations and programs and to pass necessary rules and regulations governing the control, administration, and use of the library.
- (g) To set policy for the receipt and administration of money and property.
- (h) To take responsibility for all property, library facilities, books, materials, equipment, and supplies owned by the Regional Library. To maintain all such property, facilities, books, materials, and equipment, and to dispose of such items in accordance with the laws and regulations of the State of Georgia.

(i) To present financial and progress reports to governing officials and to the public.

(j) To notify the appropriate County Library Board of a vacancy on the Regional Library Board in order that an individual may be appointed to complete the unexpired or full term.

(k) To notify the Regional Library Executive Director, in advance, of meetings of the Library Board or its committees.

ARTICLE II - DUTIES OF THE OFFICERS

The elected officers or those automatically serving to perform the duties of an officer shall have the usual duties and authority exercised by organizational officers to include but not limited to:

A. Chair:

1. The Chair shall preside at all regular or called board meetings.
2. The Chair shall appoint all committees and shall be an ex-officio member of all committees.
3. The Chair shall authorize all calls for special meetings.

B. Vice-Chair:

1. The Vice-Chair shall preside in the absence of the Chair. All other duties of the Vice-Chair shall be assigned by the Chair.

C. Secretary:

1. The Secretary shall keep a true and accurate account of the proceedings of all regular and special meetings of the Library Board and of any meetings of the Executive Committee. Official copies of all minutes approved by the Library Board shall be kept permanently on file in the Regional Library headquarters.
2. The Secretary shall keep a record of attendance at all Library Board meetings and Executive Committee meetings.
3. The Secretary shall notify the appropriate county Library Boards of the expiration of the term of office of regional Library Board members.

4. The Secretary shall report changes of Library Board membership to Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia.

D. Treasurer:

1. The Treasurer shall review financial statements with the Executive Director prior to quarterly meetings of the Library Board.
2. The Treasurer shall present the Treasurer's Report at the quarterly meetings of the Library Board.
3. The Treasurer shall present the annual budget recommended by the Budget Committee to the Library Board for approval.

E. Assistant Treasurer:

1. The Assistant Treasurer shall assume the duties of the Treasurer in his/her absence.
2. The Assistant Treasurer shall approve all purchases.
3. The Assistant Treasurer shall counter-sign, along with the Chair, all checks.

ARTICLE III - DUTIES OF THE EXECUTIVE DIRECTOR

Section 1. The Executive Director of the Flint River 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 Executive Director shall be the administrative head of the Regional Library under the direction and review of the Library Board. He serves as advisor and executive officer to the Library Board and recommends programs, policies, and procedures.

Section 3. The Executive Director shall serve as the Secretary/Assistant Treasurer of the Regional Library Board.

Section 4. It is the duty and responsibility of the Executive Director:

- (a) To employ or terminate other staff members, as necessary, in accordance with approved personnel policies, applicable laws, and the availability of funds.

- (b) To attend all meetings called by the Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia or send a substitute authorized by the Georgia Public Library Service.
- (c) To prepare and present, as needed, annual budgets in consultation with the Library Board Budget Committee.
- (d) To manage all federal, state, regional, county, city, or private funds received.
- (e) To notify the Library Board and the Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia of any failure by the System 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.
- (f) To administer the total library program in accordance with policies adopted by the Library Board of the Regional Library. Included in these responsibilities is the authority for the selection of books and other library materials.
- (g) To attend all meetings of the Library Board of the Regional Library and the meetings of the library boards comprising the system, or to designate a staff member to attend in his/her place.

ARTICLE IV - FINANCIAL

Section 1. The fiscal year for this organization shall run from July 1 to June 30.

Section 2. The Regional Library Board delegates to each of the member County Library Boards the activity of receiving gifts and local county, city, and school board funds for library operations, as well as monies generated by fines and fees. Each County Library Board is authorized to elect a treasurer who shall be responsible for reporting financial matters to the Executive Director in the manner prescribed by the Regional Board and to expend all funds in accordance with the approved budget.

Section 3. Any officers of the Board, the Executive 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, a unit of the Board of Regents of the University System of Georgia.

Section 4. All libraries are required to maintain an agreed level of financial support for membership in the Flint River Regional Library System. The current level of support from each member library is \$.70 per capita based upon Georgia Office of Planning and Budget Population Projections. Membership fees for additional libraries in a county require a minimum of \$12,000.00 per year, but could be higher depending upon services required.

Section 5. The Executive Director shall receive all monies generated for the operation of the Flint River Regional Library System and shall keep an itemized account of same.

Section 6. The Executive Director shall arrange for the deposit of funds belonging to the Flint River Regional Library in financial institutions, in accordance with Board policy.

Section 7. The Executive Director shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full.

Section 8. The Executive Director shall pay Flint River Regional Library bills. The Chair shall counter-sign, along with the Assistant Treasurer, all checks. Electronic signatures are permissible.

Section 9. The Business Office of the Executive Director shall keep an account of receipts and expenditures and shall provide a financial report before each Regional Library System board meeting. Official copies of all financial reports and supporting documents shall be kept at the Regional Library headquarters at all times.

Section 10. The disposition of materials, equipment, furnishings, and buildings purchased or constructed using state or federal funds shall be determined by the Regional Board of Trustees and Georgia Public Library Service, according to state and federal laws, rules, and regulations.

ARTICLE V - MEETINGS

Section 1. The Regional Library Board shall hold no less than four (4) regular meetings during each fiscal year. Meetings shall normally be held at the Regional Library Headquarters on the second Monday during the month of January, and the third Monday during the months of April, June, and October, at 4:30 p.m.

Section 2. Special meetings may be called by the Chair or upon written request of three Regional Library 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 Executive Director of the Regional Library shall notify each member of the date, time, and place of the Regional Library 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. Three members of the Library Board constitute a quorum. No official business may be conducted without a quorum.

Section 6. Three members of the Executive Committee constitute a quorum of the Executive Committee. A quorum must be present for all Executive Committee meetings.

Section 7. All Library Board meetings must be open to the public and news media, in accordance with the Official Code of Georgia Annotated 50-14-1 et seq. The Library Board may however, enter into a closed session, for the discussion of proposed or pending litigation; for the deliberation on acquisition or sale of real property; or for 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 Library Board enters into a closed session, no formal action will be taken. All decisions must be formally adopted in an open board meeting to be legally binding.

Section 8. The latest edition of Robert's Rules of Order (Revised), when not in conflict with the Constitution and these Bylaws, shall govern the proceedings of the Library Board of the Regional Library System.

Section 9. Each member of the Library Board shall have one vote. The Chair, as representative of the Library Board which made the appointment to the Regional Library Board, is authorized to vote on all issues. The Executive Director attends all meetings, but serves as non-voting staff to the Board.

Section 10. Except as noted in the article dealing with amendments, a majority affirmative vote of the members present at the time shall be necessary to approve any action before the Library Board.

Section 11. The Library Board shall adopt such other rules and regulations as provided by law and as it may deem necessary for the efficient and orderly transaction of business and the conduct of its meetings.

ARTICLE VI – PUBLIC PARTICIPATION AT MEETINGS

The Library Board and Library Staff welcome and encourage citizens of the system to attend its board meetings. By attending, the public may become better acquainted with the operation and programs of the library system.

Any individual wishing permission to be placed on the board meeting agenda to speak to an item not on the agenda is requested to submit a letter to the Executive Director six days prior to the meeting stating who he/she is and why he/she wishes to speak. If a person wishes to address an item on the agenda, he/she shall notify the Executive Director prior to the meeting. The Library Board may restrict, in accordance with State law, public participation in meetings to any extent necessary to allow it to carry on its business. The Library Board can adopt an agenda and confine public discussion to matters contained on the agenda or dispense with the visitor comments portion of the meeting altogether. If the Library Board grants permission for one to speak, the procedures listed below must be followed:

1. Any person concerned with an administrative question should exhaust all administrative channels before presenting same to the Executive Director and/or the Library Board.
2. Any individual desiring to speak is requested to give his/her name, address, and the group, if any, that he/she is representing. The individual should speak to the Library Board, not to individuals in attendance.
3. The presentation should be brief, as brief as possible, yet should include all information considered important by the speaker. Unless an extension of time is granted, each speaker shall not exceed five (5) minutes.
4. If one spokesperson has presented a matter, it is not necessary for others to repeat the same ideas. Others speaking on the same subject shall usually be limited to one (1) minute each.
5. Questions, suggestions, proposals, or criticisms which have been presented verbally should also be submitted, when practical, in writing and should be signed by the individual or spokesperson of the group appearing before the Library Board.
6. Persons appearing before the Library Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters.
7. Any complaints concerning library personnel must be in writing and shall have exhausted all administrative channels before being presented to the Library in executive session.

8. No profane and/or vulgar language or personal abuse against any person will be permitted.

The Library Board vests in its chair, or other presiding officer, authority to terminate the remarks of any individual when he/she does not adhere to the rules established.

A majority vote of the Library Board is necessary to allow unscheduled participation. If such is allowed, the basic procedures of public participation shall be adhered to.

ARTICLE VII - 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, personnel and other reports necessary to obtain funds or meet requirements of the law or Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia shall be filed with each funding agency.

ARTICLE VIII - ATTENDANCE

Section 1. A library 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 provided by the Secretary to the affected Board member and to the Library Board responsible for the appointment. The Library Board in charge of the appointment shall be asked to immediately appoint another representative to fill that member's unexpired term.

ARTICLE IX - PENALTIES

Employees or agents of the Flint River Regional Library System may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Flint River Regional Library System or its members; 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 X - DISSOLUTION OF OR WITHDRAWAL FROM THE FLINT RIVER 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 Library Board of Trustees and the Regional Executive 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; Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia 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 Executive Director of the Regional Library System, and Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia.

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 budgets for the current fiscal year.

ARTICLE XI - ORDER OF BUSINESS

The order of business for meetings of the Flint River Regional Library System Board shall be:

- a) Call to order.
- b) Approve minutes of the previous regular meeting.
- c) Public comments.
- d) Financial report
- e) Executive Director's report.
- f) Report of the representative to the Flint River Regional Library Board.
- g) Report of committees.
- h) Unfinished business.
- i) New business.
- j) Announcements
 - a. Next regularly schedule board meeting (date, time, location).
- k) Adjournment.

ARTICLE XII: AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws of the Flint River Regional Library System may be amended at any regular meeting of the Library Board by a majority 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.

Section 2. An amendment shall become effective immediately upon its adoption by the Regional Library Board unless otherwise specified.

Section 3. All amendments to these Bylaws shall be filed by the Executive Director with Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia, immediately upon adoption.

I, Chair of the Board of the Flint River Regional Library System, hereby certify that the above foregoing Bylaws were adopted by a majority vote of the members at a regular meeting held on the 14th day of April, 2009, in Griffin, Georgia.

Barbara Jo Cook, Chair
Flint River Regional Library Board