

CONSTITUTION FOR THE CONYERS-ROCKDALE LIBRARY SYSTEM

Adopted January 24, 1989

Amended April 25, 1989

Amended May 11, 1989

Amended January 25, 2000

Amended July 23, 2013

ARTICLE I. Name and Location

Section 1. Name

The name of the system shall be the Conyers-Rockdale Library System, herein referred to as the Library System. It is a tax exempt organization under the laws of the State of Georgia and an exempt organization under Section 115 of the Internal Revenue Code.

Section 2. Location

The headquarters for the libraries in Rockdale County shall be the Nancy Guinn Memorial Library located within the City of Conyers, Georgia.

ARTICLE II. Purpose

The purpose of the Library System shall be to provide materials and services that meet the educational, informational, cultural, and recreational needs of Rockdale County residents and to encourage a lifelong interest in reading and literacy. Any Rockdale County resident shall be able to avail themselves of the services of any public library in the County.

ARTICLE III. Governing Body

Section 1. Conyers-Rockdale Board of Trustees

The Library System shall be governed by the Conyers-Rockdale Board of Trustees, herein referred to as the "Board." (O.C.G.A. § 20-5-41)

Section 2. Membership of the Board

The Board shall consist of nine (9) voting members.

Section 3. Appointment

The Rockdale County Board of Commissioners shall appoint all nine members. Two of the nine members shall be selected for appointment from recommendations provided by the President of the Conyers Civic League, in recognition of the League's establishment of the County's first public library. Three of the nine members may be selected for appointment from recommendations provided by the City of Conyers. The Director shall serve as a non-voting advisor of the Board.

Section 4. Term of Office

The term of each member shall be for three (3) years' duration and a member shall be eligible to succeed themselves twice, serving no more than nine (9) consecutive years. Terms shall be staggered so that no more than three (3) of the appointed terms expire in any one year. Terms shall begin January 1 and end December 31.

Section 5. Duties of the Board

The Board shall have duties and responsibilities which include but are not limited to the following:

- a. To employ a Library Director who meets state certification requirements and such other employees as necessary upon the recommendation of the Library System Director; provided, however, that the Board shall be authorized to delegate employment of staff members to the Library System Director; (O.C.G.A. § 20-5-43)
- b. To approve budgets prepared by the Library System Director and assume responsibility for the presentation of the Library's fiscal needs to the supporting agencies; (O.C.G.A. § 20-5-43)
- c. To attend Board meetings; (O.C.G.A. § 20-5-43)
- d. To establish policies governing Library programs, including rules and regulations governing the use of the Library; (O.C.G.A. § 20-5-43)
- e. To set policy for the administration of gifts of money and property; (O.C.G.A. § 20-5-43)
- f. To present financial and progress reports to governing officials and to the public; (O.C.G.A. § 20-5-43)
- g. To notify the appropriate authorities of a vacancy on the Board so that a person may be appointed to complete unexpired or full terms; (O.C.G.A. § 20-5-43)
- h. To notify the Library System Director, in advance, of all meetings of Library Boards and Board committees; (O.C.G.A. § 20-5-43)
- i. To maintain approved minutes in the files at the Library System headquarters;
- j. To maintain a current bond for an adequate amount determined by the Board and recorded in the minutes on the Director, the Treasurer, and other officials and employees authorized to handle funds; and
- k. To make all Board decisions as a collective group. No one Board member may make decisions unless authorized to do so by a vote of the Board members.

Section 6. Compensation

Members of the Board shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or national library associations may be paid from library operating funds. (O.C.G.A. § 20-5-44)

Section 7. Board Member Removal

An appointed Board member may be removed for cause or for failure to attend three (3) consecutive meetings. However, a member's absence may be excused by a two-thirds (2/3) vote of the members.

Section 8. Vacancies

Vacancies on the Board shall be filled for the unexpired term by the Rockdale County Board of Commissioners.

ARTICLE IV. Officers

At the January regular meeting, the members of the Board shall elect one of its members to be Chairman, one of its members to be Vice-Chairman, and one of its members to be Treasurer. The Director or appointed alternate shall serve as Secretary. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next meeting of the Board after the vacancy occurs. The Board may create any other officers deemed necessary for the operation of that body.

ARTICLE V. Executive Committee

An Executive Committee composed of the Chairman, Vice-Chairman and Treasurer of the Board, with the counsel of the Director, shall be entrusted to govern in the name of the Board between meetings, and at the next meeting shall report to the full Board any action taken.

ARTICLE VI. Contracting Authority

The Library System, through the Board of Trustees, is authorized to make and enter into such contracts or agreements as are deemed necessary and desirable. (O.C.G.A. § 20-5-49)

ARTICLE VII. Interlibrary Cooperation

The Library System, through its Board of Trustees, may enter into cooperative endeavors with other library systems, provided the resulting cooperative endeavor is conducive to mutual growth and development of each library system.

ARTICLE VIII. Amendments

Any Board member may request an amendment to this Constitution. This Constitution may be amended at any regular meeting of the Board with two-thirds (2/3) majority approval, provided that the proposed amendment is made in writing to the members 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 Georgia Public Library Services of the Board of Regents of the University System of Georgia immediately upon adoption.

BY LAWS OF THE CONYERS- ROCKDALE LIBRARY SYSTEM

Adopted	January 24, 1989
Amended	April 25, 1989
Amended	April 23, 1991
Amended	January 24, 1995
Amended	April 25, 2000
Amended	July 23, 2013

ARTICLE I Library Board of Trustees Officer Duties

Section 1. Chair

The Chair shall preside at all Board meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of the presiding officer. The Chair votes only in case of a tie.

Section 2. Vice-Chair

The Vice-Chair shall assist the Chair and perform the duties of the Chair in the Chair's absence.

Section 3. Secretary

The Director shall serve as Secretary. The Secretary of the Board shall keep a true and accurate account of the proceedings of the Board. Official copies of all minutes and correspondence with the Board shall be kept on file in the Library. The Secretary shall keep a record of attendance and provide notice to Board members of meetings. The Secretary shall print and distribute the agenda to members in advance of the Board meetings. The Secretary shall notify the Chairman of the Board of Commissioners at least sixty days prior to the expiration of a Board member's term.

Section 4. Treasurer

The Treasurer is responsible to ensure that adequate financial records are kept, accurate and timely financial reports are delivered to the board at each regular Board meeting, and that an audit of the finances is completed annually. The Treasurer should be aware of any previous audit findings. The Treasurer shall review monthly bank statements and promptly forward them to the Director. Official copies of all financial reports and the Treasurer's Report shall be kept in the Library headquarters at all times.

ARTICLE II. Fiscal Year

The fiscal year shall be July 1 through June 30.

ARTICLE III. Library Board of Trustees Meetings

Section 1. Time and Place

The Board shall have a minimum of four regular meetings in a calendar year. The regular meetings of the Board shall be in the Board room of the Nancy Guinn Memorial Library on the fourth Tuesday of January, April, July, and October. The time of day for the meeting will be set at the first meeting of the year.

Section 2. Notice of Meetings

Notice of meetings will be sent to Board members by the Secretary using email. Public notice of meetings will be placed in Rockdale County's legal organ and placed on bulletin board at the Library and at the site of the meeting.

Section 3. Open Meetings

All Board meetings and committee meetings are open to the public in conformance with the specifications of the Open Meetings Law. (O.C.G.A. § 50-14-1)

Section 4. Special Meetings

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

Section 5. Quorum

A quorum is needed to take official action at a Board meeting. A quorum shall consist of five Board members who are present either in person or via audio/video conferencing.

Section 6. Closed Session

A Board meeting may be closed to the public to discuss future acquisition of real estate, to consult with legal counsel pertaining to pending or potential litigation, or to deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee.

Section 7. Parliamentary Authority

The current edition of Robert's Rules of Order shall serve as parliamentary authority at all Board meetings.

Section 8. Order of Business

Board meetings should follow an established order of business as follows: Call to Order, Public Comment, Secretary's Report, Treasurer's Report, Committee Reports, Old Business, New Business, Adjournment.

ARTICLE IV. Committees

The Board is free to establish any standing committees it finds desirable and necessary.

Section 1. Executive Committee

The Executive Committee consists of the Chair, Vice-Chair and the Treasurer with the counsel of the Director. This committee is entrusted to govern in the name of the Board between meetings. Any action taken by this committee shall be on the Agenda at the next meeting for Board action to endorse. The Executive Committee also handles personnel issues and serves as the Personnel Committee. This committee develops standards and procedures for evaluating the Director's performance and annually reviews the Director.

Section 2. Finance Committee

This committee shall consist of the Treasurer who is the Chair of the committee, the Board Chair, and one other Board member. It is responsible for financial policy oversight, development of budgets, and all financial matters.

Section 3. Library Policy and Services Committee

This committee is composed of Board members who are responsible for policy and development related to Library services, including the collection and PINES. This committee also reviews and revises all Library policies.

Section 4. Building and Grounds Committee

This committee is composed of Board members who are responsible for issues and items concerning the physical plant.

Section 5. Resource Development Committee

This committee is responsible for fund raising, identifying in-kind support and partnerships, and developing opportunities to work with other traditional and non-traditional stakeholders.

Section 6. Nominating Committee

This committee is composed of three Board members appointed by the Chair. In the fall this committee shall develop a slate of proposed officers for the subsequent year, including Chair, Vice-Chair, and Treasurer, to be voted on by the full Board at the January meeting.

Section 7. Ad Hoc Committees

The Chair may provide for Ad Hoc committees assembled for a specific charge and for a set duration.

ARTICLE V. Library Director

The Director shall be appointed by the Board and shall be the administrative head of the Library, under the direction and review of the Board.

Section 1. Qualifications (O.C.G.A. § 20-5-45)

The Director shall hold at a Grade 5(b) Librarian's Professional Graduate certificate, as defined by the State Board for the certification of Librarians.

Section 2. Duties

The Director shall have duties and responsibilities which include but are not limited to the following:

- (a) To employ or terminate other staff members, as necessary, in compliance with applicable laws and the availability of funds as so authorized by the Board;
- (b) To attend all meetings called by the Georgia Public Library Services of the Board of Regents of the University System of Georgia or send a substitute authorized by the Director;
- (c) To prepare any local, state, or federal annual budgets;
- (d) To notify the Board and the Georgia Public Library Services of the Board of Regents of the University System of Georgia of any failure to comply with policies of the Board, criteria for state aid, state and federal rules and regulations, and all applicable local, state, or federal laws;
- (e) To administer the total Library program in accordance with policies adopted by the system Board of Trustees; and
- (f) To attend all meetings of the Board of Trustees or to designate a person to attend in his/her place.

ARTICLE VI. Amendments

Any Board member may request an amendment to these By Laws. By Laws may be amended at any regular meeting of the Board by a majority vote of the members present, providing announcement of the proposed change is made in writing to Board members at least two weeks prior to the meeting and provided a quorum is present. Any Amendments adopted shall be filed with the Georgia Public Library Services of the Board of Regents of the University System of Georgia immediately upon adoption.