

# **Greater Clarks Hill Regional Library Board Constitution and Bylaws**

## *Constitution*

### **Article I. Name**

Section 1. The name of the system shall be the Greater Clarks Hill Regional Library System.

Section 2. References hereinafter to the "board" or "Board," "Board of Trustees," "Board of Library Trustees," "Library Board," "System Library Board," shall mean the governing Board of Trustees of the Greater Clarks Hill Regional Library System.

Section 3. References hereinafter to "boards of trustees," "county board," "county library board," "County Board of Trustees," "local County Library Board," shall mean the Board of Trustees of one or more participating member counties of the Greater Clarks Hill Regional Library System.

### **Article II. Headquarters**

Section 1. The Headquarters for the Greater Clarks Hill Regional Library System shall be in the Columbia County Evans Library, 7022 Evans Town Center Blvd., Evans, GA, 30809.

### **Article III. Purpose**

Section 1. The purpose of the Greater Clarks Hill Regional Library system shall be to offer a full program of library service to all citizens of the participating counties to meet their informational, lifelong learning, and recreational reading, listening, and viewing needs; to acquire and purchase current library materials and electronic resources; to circulate library materials to the public through the branch libraries; to build an in-house and electronic reference collection adequate to provide current and reliable information; to provide computer access for the public; and to promote the use of libraries by means of instruction, outreach, library centered programs, exhibits, and other public relations activities..

### **Article IV. Constituency**

Section 1. The Greater Clarks Hill Regional Library System shall serve all citizens of Columbia, Lincoln, and Warren Counties, and such other counties and municipalities as may become part of the region, through the headquarters services, branch libraries, and outreach services. Membership in the Great Clarks Hill Regional Library System provides the citizens of Columbia, Lincoln, and Warren Counties with reciprocal borrowing privileges in all libraries in the system.

Section 2. Service Agreements stipulating specific services and funding allocations are made between the Greater Clarks Hill Regional Library Board and each constituent county. Allocations of state funded personnel grants shall be one position for each county represented in the region. Any additional positions will serve in the best interest of the Region. All state grant funded positions, System Services Grants, and Materials Grants are dependent on annual state appropriations which may affect funding to member

counties.

Section 3. Any county or municipality which is not served by a regional library system, or is not eligible to receive state aid for public libraries, may become a part of the Greater Clarks Hill Regional Library System. Charter Counties comprising the Greater Clarks Hill Regional Library System at the official adoption of this constitution consist of Columbia, Lincoln, and Warren Counties. The Charter members have the right to approve and/or disprove new members by six (6) affirmative votes provided that notice is made in writing at least two weeks prior to the meeting.

#### **Article V. Legal Authority**

Section 1. 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.

Section 2. All policies not addressed by the Greater Clarks Hill Regional Library Board shall be delegated to the County Library Boards.

#### **Article VI. Governing Body**

Section 1. The governing body of the Greater Clarks Hill Regional Library System shall consist of a Board of Library Trustees serving on member County Library Boards who are appointed to the Regional Library Board by each County Commission Chair and ratified by the full commission board, as specified in the Bylaws. The Greater Clarks Hill Regional Library System shall consist of five (5) members from the Columbia County Library Board, one (1) member from the Lincoln County Library Board, and one (1) member from the Warren County Library Board shall be appointed as members of the Greater Clarks Hill Regional Library Board. The operation of the Greater Clarks Hill 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 term of office shall be two years, with starting and ending dates corresponding to the calendar year (January 1-December 31). No member of this board may serve for more than three successive two-year terms of office (six years). The first Board of Trustees, three (3) members are one year terms, consequently two (2) year terms. The one year members are Ann Scott, Lincoln County, Rosemary Duehring, Columbia County, and Tom Werner, Columbia County.

Section 3. Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Fees or individual memberships of board members in state, regional and national library associations may be paid from library operating funds.

Section 4. Vacancies shall be filled in the same manner in which appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the County Board of Commission Chairs shall appoint a replacement to complete the unexpired term.

Section 5. In the event a member of the Greater Clarks Hill Regional Library Board ceases, for any reason, to be a member of his/her local library board, his/her term on the Regional

Board shall end at the same time.

#### **Article VII. Officers**

- Section 1. The initial officers of the Board of Trustees shall consist of a Chair, being a Columbia County Representative, appointed from those serving on the Columbia County Library Board. The Greater Clarks Hill Regional Library Board shall appoint a Vice Chair and a Secretary/Treasurer at the time the Chair is elected. These officers shall perform the duties prescribed by the Greater Clarks Hill Regional Library System and by the parliamentary authority adopted by the Board.
- Section 2. Officers shall be elected at the fourth quarter (October) meeting of the Regional Board in even numbered fiscal years, to serve a two-year term. Officers may not be re-elected to successive terms for the same office, except for the office of Secretary/Treasurer. The term of office shall commence January 1.
- Section 3. The Secretary/Treasurer and Director and any staff members 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 Georgia Public Library Service of the Board of Regents of the University System of Georgia.
- Section 4. All federal, state, and local funds used for the operation and improvement of the services and facilities of the Greater Clarks Hill Regional Library System shall be received 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 VIII. Executive Committee**

- Section 1. An executive committee composed of the Chair, Vice Chair and Secretary/Treasurer of the Greater Clarks Hill Regional Library System Board shall be empowered to govern in the name of the Board of Trustees between meetings of the Board.
- Section 2. In the event that a member of the Executive Committee ceases, for any reason, to be a member of his/her local library board, his/her service on the Executive Committee shall end at that time, and the Regional Board Chair shall appoint a replacement.

#### **Article IX. Committees**

Committees shall include but not limited to:

- Section 1. The Personnel Committee, charged with participating in the annual evaluation of the Library Director among other duties, will be a standing committee.
- Section 2. The Finance Committee, composed of equal representation from each county and charged with development and presentation of the annual budget, will be a standing committee.
- Section 3. The Board Development Committee, charged with identifying and developing board members and with nominations for officers, will be a standing committee.
- Section 4. Ad Hoc committees shall be appointed by the Chair as needed.

## **Article X. Interlibrary Cooperation**

Section 1. The Greater Clarks Hill Regional Library System may enter into cooperative endeavors with other library systems for the purpose of sharing personnel for training and instruction, 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**

Section 1. The Greater Clarks Hill 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 Title 20, Chapter 5, Article 2 of the Official Code of Georgia Annotated.

## **Article XII. Amendment of Constitution**

Section 1. This constitution may be amended at any regular meeting of the Board of Trustees by six (6) affirmative votes, provided that the notice is made in writing at least two weeks prior to the meeting. All amendments to the Constitution will be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption. All amendments must be consistent with applicable laws and regulations.

This constitution shall be reviewed and updated as deemed by the Greater Clarks Hill Regional Library Board every three (3) to five (5) years.

**Adopted by the Greater Clarks Hill Regional Library Board,  
Amended**

## **Bylaws**

# **BYLAWS OF THE GREATER CLARKS HILL REGIONAL LIBRARY SYSTEM**

### **Article I. Duties and Responsibilities of Board Members**

The Greater Clarks Hill Board of Trustees is the legal governing body of the Greater Clarks Hill Regional Library system. It shall be the duty and responsibility of members of the Board of Trustees:

- a. To assist and participate in the selection of a Director for the Greater Clarks Hill Regional Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Library Director. Authority for the PINES administration and supervision of the libraries in the system shall be vested in the Greater Clarks Hill Regional Library System Director.
- b. To receive budgets prepared by the Greater Clarks Hill Regional Library System Director and, together with the local library 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 be responsible for reviewing material that has been challenged by patrons.
- e. To establish policies governing circulation, fines, meeting rooms, collection development, etc.
- f. To set policy for the receipt and administration of gifts of money and property.
- g. To present financial and progress reports to governing officials and to the public.
- h. To notify the Greater Clarks Hill Regional Library System Director in a timely fashion in advance of all meetings of the Board of Trustees or committees of the Board.

### **Article II. Officers' Duties**

Section 1. The Chair shall preside at all regular or called board meetings. He/she shall appoint all committees and shall serve as a voting 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/Treasurer shall record the official actions of the Board, keep a record of attendance at Board meetings, and have the custody of the official records, which shall be housed in the System Headquarters. He/she shall notify the Georgia Public Library Service of the Board of Regents of the University System of Georgia of changes of membership in the Greater Clarks Hill Regional Library Board. The Secretary/Treasurer shall present financial reports generated by the Columbia County Finance Department who serves as the official Regional Board fiscal agent. The Regional Library Board accounts shall be audited at the direction of the Board and in accordance with the State Aid Criteria and other State and/or Federal laws and regulations. Official copies of all financial reports and the books shall be kept in the System Headquarters at all times.

### **Article III. Duties of the Director**

Section 1. The Director of the Greater Clarks Hill 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 Director shall be the administrative head of the library system under the direction of the Columbia County Board of Commissioners and in conjunction with the Regional Board of Trustees.

Section 3. It is the duty and responsibility of the Director:

- a. To supervise and oversee other State paid Regional 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 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 any local, state, or federal annual budgets in cooperation with the appropriate boards of trustees.
- d. To notify the Board of Trustees and the Georgia Public Library Service 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
- e. To administer the total library program, including all affiliated and branch libraries, in accordance with policies adopted by the Board of Trustees of the Greater Clarks Hill Regional Library System.
- f. To attend all meetings of the Board of Trustees of the Greater Clarks Hill Regional Library System and the meetings of the boards of trustees in the local county libraries comprising the System, or to designate a staff member to attend in his/her place, to make recommendations and reports as needed to local library boards.

#### **Article IV. Meetings**

Section 1. The Greater Clarks Hill Regional Library Board shall hold no fewer than four meetings during each fiscal year. Meetings will be scheduled once a quarter at a date, time, and location to be designated by the Chair.

Section 2. Special meetings may be called by the Chair or upon the written request of three Board members, for the transaction of specific 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 Greater Clarks Hill Regional Library System shall notify each member in a timely fashion of the date, time, and place of the Greater Clarks Hill 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. Meetings will be held in accordance with the Georgia Open Meetings law, Georgia Code Annotated, 50-14-et.seq.

Section 6. Citizens desiring to present items to the Board must request, in writing, to be placed on the agenda at least two business days prior to the scheduled meeting. Exceptions may be made at the discretion of the Regional Library Board Chair.

Section 7. The latest edition of Robert's Rules of Order (Revised), when not in conflict with the System's Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Greater Clarks Hill Regional Library System. The Board reserves the right to adopt modifications of Robert's Rules of Order as deemed necessary.

Section 8. Each member of the Regional Board shall have one vote.

Section 9. A quorum shall consist of 4 of the duly appointed members of the Board of Trustees. No official business may be conducted without a quorum. Except as stated in Article IX of this document, a simple majority affirmative vote of the members present and voting shall be necessary to approve any action before the Board.

#### **Article V. Reports**

The Greater Clarks Hill Regional Library System is responsible for all reports deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures shall be filed with each funding agency as required. All other reports necessary to obtain funds or meet requirements of State, and Federal laws, regulations and policies shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia.

#### **Article VI. Attendance**

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly-scheduled or called meetings. Such removal from the Regional Board will not constitute removal from the County Board to which the Board member was originally appointed.

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 or her appointment. The local board shall be asked to secure another appointment from the appointing agency.

#### **Article VII. Penalties**

Employees or agents of the 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 Greater Clarks Hill Regional 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. Service Agreements**

Service agreements between the Regional Library Board and constituent counties are entered into on an annual basis. The Service Agreements contain a detailed listing of services and annual funding appropriations.

#### **Article IX. Dissolution of or withdrawal from the Regional Library System**

Section 1. The Greater Clarks Hill Regional Library System may be dissolved by reversal of the procedures followed in its original organization. Charter members will approve or disprove the dissolution at any regular meeting of the Greater Clarks Hill Regional Library Board by six (6) affirmative votes provided that notice is made in writing at least two weeks prior to the meeting.

Section 2. One county may withdraw from the system if a majority of the local County Board members votes to do so, and approved by the local Board of Commissioners. Notice of withdrawal must be sent to the Chair of the Greater Clarks Hill Regional Board of Trustees and the 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 Georgia Public Library Service 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 Greater Clarks Hill Regional Library System may elect to expel a member county upon the following condition:

a. Any action on part of county, 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 Georgia Public Library Service 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 specifically 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 System Services budgets for the current year.

#### **Article X. Amendments**

These Bylaws may be amended at any regular meeting of the Greater Clarks Hill Regional Library Board of Trustees by six (6) affirmative votes provided that notice is made in writing at least two weeks prior to the meeting. All amendments to these Bylaws shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption. All amendments must be consistent with provisions of the Constitution of the Regional Library System and applicable state laws and regulations.

These bylaws shall be reviewed and updated as deemed necessary by the Greater Clarks Hill Regional Library Board every three (3) to five (5) years.

**Adopted by the Greater Clarks Hill Regional Library Board, \_\_\_\_\_(Date)**

**Amended**