

HOUSTON COUNTY PUBLIC LIBRARY SYSTEM CONSTITUTION

ARTICLE I - NAME

The name of the system shall be the Houston County Public Library System.

ARTICLE II - HEADQUARTERS

The headquarters for the Houston County Public Library System shall be the Perry—Houston County Public Library, Perry, Georgia.

ARTICLE III — PURPOSE

The purpose of the Houston County Public Library shall be to offer a full program of library services to all citizens of the county to meet their informational, educational, and recreational needs; to acquire and purchase library materials; to circulate materials to the public from the headquarters library, and by other appropriate means of library extensions; to further develop the libraries in the cities of Warner Robins and Centerville as branches; to establish and develop other branch libraries, deposits, and bookmobile services as appropriate to the needs of the rest of the county; to build a reference collection which is adequate to provide current and reliable information of a reference nature as demanded by the needs of the communities of the area served; and to promote the use of libraries by means of instruction, library-centered programs, exhibits, and other public relations media. These library services will be furnished under the regulations governing public libraries as set forth by the State of Georgia.

ARTICLE IV - CONSTITUENCY

Any community or municipality within Houston County may become a part of the Houston County Public Library System, either by contract or agreement with the Board of Trustees of the Houston County Public Library System and by payment of an amount mutually agreeable to the Board of Trustees, the other contracting agencies, and the affiliate community or municipality. Contracting agencies participating as of the effective date of this constitution is the Board of Commissioners of Houston County. The Houston County Library System will serve all citizens of the county through libraries located in Centerville, Perry and Warner Robins.

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 August 27, 2001.

ARTICLE VI - GOVERNING BODY

SECTION I

The affairs of the Houston County Public Library System shall be entrusted to a Board of Trustees appointed by the funding agency, as specified in state law. Under the conditions set forth in the agreement establishing the Houston County Public Library System, the Board of Trustees shall be composed of 12 members. The Houston County Commissioners shall appoint twelve members from any area of Houston County. The operation of the County 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 4 years with the terms beginning in March of each year as set forth in the participation agreement. No member may serve on this board for more than 2 successive four-year terms of office.

SECTION 3

Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of Board members in state, regional and national library associations may be paid from operating funds.

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

Additional representatives shall be added from any governmental agencies which may, in the future, choose to financially support the library on a regular basis.

ARTICLE VII - OFFICERS

SECTION 1

The officers of the Board of Trustees shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer elected from those serving on the Board. There shall be no limit to the number of terms officers 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 either a nomination committee or nominations made from the floor. The Chairman and/or the Director may serve as one of the members of the nominating committee.

SECTION 3

The officers shall be elected at the March 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 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 the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia.

SECTION 5

All federal, state and local funds used for the operation and improvement of the services and facilities of the County Library System shall be received by the Treasurer and shall be used in accordance with the budget approved by the Board.

ARTICLE VIII - EXECUTIVE COMMITTEE

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.

ARTICLE IX - STANDING COMMITTEES

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 Houston County Public 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 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 and federal laws, regulations, or other agreements, contracts, or Library Board policies.

ARTICLE XI - CONTRACTS

The Houston County Library System is authorized to make and enter into such contracts or agreements, for all or any part of the County 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. (20-5-49)

ARTICLE XII - 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. However, this constitution may not be amended to change the headquarters for the Houston County Public Library System from the Perry—Houston County Public Library, Perry, Georgia, without affirmative vote of at least 5/6 of the Board of Trustees. Further, this Constitution may not be amended to change this 5/6 affirmative vote requirement without the affirmative vote of at least 5/6 of the Board of Trustees. Further, notice for either such change must be given as hereinabove set forth. All amendments to the Constitution will be filed with the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia immediately upon adoption.

HOUSTON COUNTY PUBLIC LIBRARY SYSTEM BYLAWS

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

The County Board of Trustees is the legal government of Houston County Library System. It shall be the duty and responsibility of members of the Board of Trustees:

- (a) To employ a Director for the County Library System who meets state certification requirements and such other employees necessary upon the recommendation of the County Library System Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the County Library System Director.
- (b) To approve budgets prepared by the County Library System Director and to 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, money and property.
- (f) To present financial and progress reports to governing officials and to the public.
- (g) To notify the County Library System Director in advance of all meetings of the Board or Committees.

ARTICLE II. DUTIES OF THE OFFICERS

SECTION 1

The Chairman shall preside at all regular or called board meetings. He shall appoint all committees and shall be an ex-officio member of all committees.

SECTION 2

The Vice Chairman shall preside in the absence of the Chairman. All other duties of the Vice Chairman shall be assigned by the chairman.

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 County Library headquarters. He shall notify the proper appointing authorities of vacancies which may occur on the County Library Board. He shall report changes of membership to the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia. The secretary shall send copies of the annual report of activities, income, and expenditures to each funding agency.

SECTION 4

The Treasurer shall deposit all monies received in a bank or banks approved by the Board of Trustees. He shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. He shall pay all bills which have been approved by the Director who shall make all purchases and who shall countersign all checks. An account of all receipts and expenditures must be kept and a report made at each board meeting. The accounts shall be audited at the direction of the Board according to State Aid Criteria and other state regulations. Official copies of all financial reports and the Treasurer's books shall be kept in the County Library headquarters at all times.

ARTICLE III. DUTIES OF THE DIRECTOR

SECTION 1

The Director of the County Library System must hold at least a Grade 5(b) Librarians Professional Graduate Certificate as defined by the State Board of 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 recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds, and to employ and terminate other staff members if so authorized by the County Board.

(b) To attend all meetings called by the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia or send a substitute authorized by the Division Director.

(c) To prepare any local, state, or federal annual budgets.

(d) To notify the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia 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 Houston County Library System.

(f) To attend all meetings of the Board of Trustees of the County Library, or any affiliated Boards, or to designate a person to attend in his place.

ARTICLE IV. MEETINGS

SECTION 1

The Houston County Library Board shall hold monthly meetings on the second Thursday of each month at 7:00 P.M. These meetings will be rotated among the three libraries in the county. The board will meet in the Perry Library in January, April, July, and October, in the Centerville Library in February, May, August, and November, in the Warner Robins Library in March, June, September, and December.

SECTION 2

Special meetings may be called by the Chairman or upon the written request of three 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 Director of the County Library System shall notify each member and the public of the date, time, and place of the County Library Board meeting.

SECTION 4

Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meetings of the full County Library Board.

SECTION 5

All meetings must be open to the public and the news media, in accordance with Official Code of Georgia Annotated 50--14--1 et seq.

SECTION 6

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

SECTION 7

Each member of the County Library Board shall have one vote. The use of proxies by board members is not permitted. The chairman shall not vote except in the case of a tie vote, at

which time the Chairman shall vote to break the tie.

SECTION 8

Seven members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII of this document, a simple majority affirmative vote of the quorum present and voting shall be necessary to approve any action before the Board.

ARTICLE V. REPORTS

The County Library System is responsible for all reports as deemed necessary by local, state and federal funding agencies. An annual report of activities, income and expenditures, and any other reports necessary to obtain funds or meet requirements of the law or the Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia, shall be filed with each funding agency.

ARTICLE VI. ATTENDANCE

SECTION 1

A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings. The Board may grant exceptions to this attendance requirement in its discretion, for good cause shown.

SECTION 2

A letter reporting the removal and specifying the cause shall be sent by the secretary to the affected Board member and to the funding agency responsible for his appointment. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. PENALTIES

Employees or agents of the Houston County Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Houston County 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 VIII. 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 Georgia Public Library Service (GPLS) a unit of the Board of Regents of the University System of Georgia immediately upon adoption.

Amended January 2002