

# CONSTITUTION FOR CATOOSA COUNTY LIBRARY

Revised and Approved April 4, 2013

## **ARTICLE I. NAME**

The name of the system shall be the Catoosa County Public Library.

## **ARTICLE II. HEADQUARTERS**

The headquarters for the Catoosa County Public Library shall be in Ringgold, Georgia.

## **ARTICLE III. PURPOSE**

The purpose of the Catoosa County Public Library shall be to furnish library service to the people of the county under the regulations governing public libraries as set forth by the state of Georgia.

The Catoosa County Library shall offer a full program of library service to all citizens of the county to meet their informational, educational and/or recreational needs in accordance with a strategic plan; acquire and purchase library materials; provide technological resources; circulate materials to the public through member libraries or by other appropriate means of library extension; develop existing libraries and establish and develop member libraries, deposits, and other services as appropriate to the needs of the service area; build a reference collection adequate to provide current and reliable information 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 Catoosa County Library shall serve all citizens of the county through the library located in Catoosa County, or other extension services and buildings that may be developed. Membership in the Catoosa County Library provides the citizens of Catoosa County with borrowing privileges in the library.

## **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 March 26, 1984.

## **ARTICLE VI. GOVERNING BODY**

Section 1. The governing body of the Catoosa County Library shall consist of a Board of Library Trustees composed of trustees who are appointed to the county library board by the Catoosa County Board of Commissioners or any other governmental agencies financially supporting the library on a regular basis, as specified in state law. The Board of Trustees shall be composed of five members. The operation of the Catoosa County Library is legally vested in this board under the provisions of the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

Section 2. The term of office shall be four years, with starting and ending dates corresponding to the library's fiscal year, with staggered terms. A member may be reappointed by the Board of Commissioners.

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 may be added from any library that may affiliate with the Catoosa County Library in the future.

## **ARTICLE VII. OFFICERS**

Section 1. The officers of the Board of Trustees shall be a chair, a Vice-Chair, and a Secretary/Treasurer elected from those serving on the board. 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 members of the nominating committee.

Section 3. The officers shall be elected at the October meeting to serve for two year(s) or until their successors are elected. 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.

Section 5. All federal, state and local funds used for the operation and improvement of the services and facilities of the County Library 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. COMMITTEES**

Standing committees or ad-hoc committees may be appointed by the chair as needed.

**ARTICLE X. INTERLIBRARY COOPERATION**

The Catoosa County 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 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**

The Catoosa County Library is authorized to make and enter into such contracts or agreements, for all or any part of the county library, 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**

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 Georgia Public Library Service immediately upon adoption.

Revised and Approved on April 4, 2013

# **BYLAWS FOR THE CATOOSA COUNTY LIBRARY**

Revised and Approved April 5, 2016

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

The county board of trustees is the legal governing body of the Catoosa County Library. It shall be the duty and responsibility of members of the board of trustees:

- a. To employ a Director for the County library who meets state certification requirements. The Board delegates responsibility for selection and supervision of staff to the Director, with the provision that the Director inform the Board of all personnel actions.
- b. To approve budgets prepared by the County Library Director and assume responsibility for the presentation of the library'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 County Library 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 and keep a record of attendance at board meetings. The official copy of all minutes and correspondence with the board shall be kept in a file in the Library at all times. The Secretary shall notify the proper appointing local boards of vacancies that occur on the County Library Board. The Secretary shall report changes of membership to the Georgia Public Library Service. The Secretary shall send copies of the minutes of all meetings to the participating agencies.

Section 4. The Treasurer or designated agent shall deposit all monies received in a bank or banks approved by the Library Board. He/She shall notify, in writing, any supporting agency whose appropriations are not paid promptly and in full. Bills must be approved by the Director and submitted to the designated agent with proper documentation for payment. An account of all receipts and expenditures must be kept, and a report made at each quarterly meeting of the Board of Trustees. The accounts shall be audited at the direction of the Board and according to requirements for state grants and other state and/or federal laws or regulations. Official copies of all financial reports shall be kept in the County Library headquarters at all times. (See proposed policy to designate Catoosa County Financial Officer as fiscal agent.)<sup>2</sup>

## **ARTICLE III. DUTIES OF THE DIRECTOR**

Section 1. The Director of the County Library 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 under the direction and review of the board.

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

- a. To employ or terminate other staff members, as necessary, in compliance with applicable laws and the availability of funds. The Director will inform the Board of these activities.
- b. To attend all meetings called by the Georgia Public Library Service or send a substitute authorized by the Division Director.
- c. To prepare any local, state or federal annual budgets.
- d. To notify the Board of Trustees and the Georgia Public Library Service 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 Catoosa County Library.
- f. To attend all meetings of the Board of Trustees of the County Library.

## **ARTICLE IV. MEETINGS**

Section 1. The County Library Board shall hold no less than four regular meetings during each fiscal year, [including no less than one each calendar quarter]. Meetings shall be held on the second Thursday in the months of January, April, July and October at the Catoosa County Library, unless another location is 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 business as 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. Three days prior to each regular or called meeting, the Director of the County Library shall post the notice of the meeting as required, including the date, time and place of the County 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 County Library Board.

Section 5. Meetings are open to the public and the news media, in accordance with the Official Code of Georgia Annotated 50-14-1 et seq. Executive (closed) sessions may be held according to the provisions of the code.<sup>3</sup>

Section 6. The latest edition of Robert's Rules of Order (Revised) shall govern the proceedings of the Board of Trustees of the Catoosa County Library.

Section 7. Each member of the County Library Board shall have one vote.

Section 8. Three 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 members present and voting shall be necessary to approve any action before the board.

#### **ARTICLE V. REPORTS**

The County Library shall submit all reports requested to provide the information necessary to complete reports required by state, federal or local laws or regulations or to enable the County Library to provide the information necessary to complete the county library reports in an efficient and business-like manner.

#### **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 by the Secretary to the affected Board member and to the appointing authority responsible for his/her appointment. The local appointing authority shall be asked to appoint another representative to fill that member's unexpired term.

#### **ARTICLE VII. PENALTIES**

Employees or agents of the Catoosa County Library may cause the arrest, fine and imprisonment of persons who borrow and fail to return books and other property owned by the Catoosa 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 the 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 immediately upon adoption.

Revised and Approved April 4, 2013