

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.²

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. 3

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.

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