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COLUMBIA COUNTY LIBRARY SYSTEM CONSTITUTION AND BYLAWS

Constitution

Article I. Name

Section 1. The name of the system shall be the Columbia County Library System.

Section 2. References hereinafter to the "board" or "Board," "Board of Trustees," "Board of Library Trustees," "Library Board," "System Library Board," "CCLS Board," shall mean the governing Board of Trustees of the Columbia County Library System.

Article II. Headquarters

Section 1. The Headquarters for the Columbia County 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 Columbia County Library system shall be to offer a full program of library service to all citizens of Columbia County 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. Governing Body

Section 1. The Board of Trustees shall be composed of citizens from Columbia County who are appointed by the Columbia County Board of Commissioners. Appointments shall be made in writing and Board members shall serve staggered terms. The operation of the Columbia 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 Board shall consist of five (5) members. Of the initial appointees, three (3) shall serve a term on one (1) year and two (2) shall serve a term of three (3) years, as designated at the time of appointment, to establish staggered terms. Thereafter, all members shall serve terms of four (4) years, with starting and ending dates corresponding to the calendar year (January 1-December 31). The members will serve until the end of their term or until their replacement is appointed.

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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, as specified in Article 1 of the Bylaws. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term.

Section 5. Members of the governing authority financially supporting the library shall be eligible for appointment and service as members or as ex officio members of the board of trustees. No such governing authority shall appoint a majority of its members to the board of trustees nor shall a majority of the board of trustees consist of members of the governing authority of any single county or governmental agency. O.C.G.A. 20-5-42

Article V. Officers

Section 1. There shall be a Chairman, a Vice Chairman, and a Secretary/Treasurer. The office of Secretary/Treasurer may, at the discretion of the Board, be held by the Library Director or his/her designee. In the event the Library Director or his/her designee is elected to hold the office of Secretary/Treasurer, he/she will be an ex officio member of the board and will not be eligible to vote on board issues. 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. The limitation on consecutive terms shall not apply if the Board elects the Library Director or his/her designee to serve as Secretary/Treasurer.

Section 2. The Secretary/Treasurer, Library 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 Columbia County 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 VI. Committees

The Board may establish standing or ad hoc committees to assist in the governance and operations of CCLS. Such committees may include, but are not limited to, Personnel, Finance, Development, and any other committees deemed necessary by the Board. Each committee shall consist of at least two (2) Board members and may include non-Board members with relevant expertise, as determined by the

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Board. The Board shall define the scope, duties, and duration of each committee at the time of its creation.

Article VII. Interlibrary Cooperation

Section 1. The Columbia County 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 VIII. Contracts

Section 1. The Columbia County Library System is authorized to make and enter into such contracts or agreements, for all or any part of the 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 X. Amendment of Constitution

Section 1. This constitution may be amended at any regular meeting of the Board of Trustees by three (3) 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 Columbia County Library System Board of Trustees every three (3) years.

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Bylaws Of The Columbia County Library System

Article I. The Board of Trustees

Section 1. The Board shall consist of five (5) members. Of the initial appointees, three (3) shall serve a term on one (1) year and two (2) shall serve a term of three (3) years, as designated at the time of appointment, to establish staggered terms. Thereafter, all members shall serve terms of four (4) years, with starting and ending dates corresponding to the calendar year (January 1-December 31). The members will serve until the end of their term or until their replacement is appointed.

Section 2. Members of the governing authority financially supporting the library shall be eligible for appointment and service as members or as ex officio members of the board of trustees. No such governing authority shall appoint a majority of its members to the board of trustees nor shall a majority of the board of trustees consist of members of the governing authority of any single county or governmental agency. O.C.G.A. 20-5-42

Section 3. Members of the Board shall be covered by a blanket honesty Bond which also covers those members of the staff who handle money. Appropriate insurance will be carried to protect the library, officers and members of the Board.

Article II. Officers of the Board

There shall be a Chairman, a Vice Chairman, and a Secretary/Treasurer. The office of Secretary/Treasurer may, at the discretion of the Board, be held by the Library Director or his/her designee. In the event the Library Director or his/her designee is elected to hold the office of Secretary/Treasurer, he/she will be an ex officio member of the board and will not be eligible to vote on board issues. 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. [The limitation on consecutive terms does not apply if the Board elects the Library Director or his/her designee to serve as Secretary/Treasurer.]

Article III.

Duties and Responsibilities of the Board

The Columbia County Library System Board of Trustees is the legal governing body of the Columbia County Library System. The Board of Trustees shall have duties and responsibilities which include but are not limited to the following:

1. To employ a Library Director for the Columbia County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the Library Director; provided, however, that the board shall be authorized to delegate employment of staff members to the Library Director.

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2. To receive budgets prepared by the Columbia County Library System Director and assume responsibility for the presentation of the library system's fiscal needs to the Columbia County Board of Commissioners.
3. To attend board meetings.
4. To be responsible for reviewing material that has been challenged by patrons.
5. To establish policies governing library programs, including rules and regulations governing the use of the library.
6. To set policy for the receipt and administration of gifts of money and property.
7. To present financial and progress reports to governing officials and to the public.
8. To notify the Columbia County Library System Director in a timely fashion in advance of all meetings of the Board of Trustees or committees of the Board.

Article IV. Duties and Responsibilities of the Officers

Section 1. The Chair shall preside at all regular or called board meetings and will vote at all meetings on all issues. 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 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 Columbia County Library Board. The Secretary/Treasurer shall present financial reports generated by the Columbia County Finance Department who serves as the official CCLS fiscal agent. The CCLS 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 V. Duties of the Director

Section 1. The Director of the Columbia County 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 CCLS Board of Trustees.

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

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1. To supervise and oversee library staff members, as necessary, in accordance with approved Columbia County Board of Commissioners personnel policies, applicable laws, and the availability of funds.
2. 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.
3. To prepare any local, state, or federal annual budgets in cooperation with the appropriate Boards of Trustees.
4. 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:
 - a. Policies of the Board
 - b. Criteria for State Aid
 - c. State and federal rules and regulations
 - d. All applicable local, state or federal laws
5. To administer the total library program, including all affiliated and branch libraries, in accordance with policies adopted by the Board of Trustees of the Columbia County Library System.
6. To attend all meetings of the Board of Trustees of the Columbia County Library System, or to designate a staff member to attend in his/her place, and to make recommendations and reports as needed to CCLS Board of Trustees.

Article VI. Meetings

Section 1. The Columbia County 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 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 Columbia County Library System shall notify each member in a timely fashion of the date, time, and place of the CCLS Board meeting.

Section 4. Meetings will be held in accordance with the Georgia Open Meetings law, Georgia Code Annotated, 50-14-et.seq.

Section 5. 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 CCLS Board Chair.

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

Section 8. A quorum shall consist of three (3) of the duly appointed members of the Board of Trustees including the Chairman. No official business may be conducted without a quorum. Except as stated in Article XII 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 VII. Reports

The Columbia County 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 VIII. Attendance

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly-scheduled or called meetings pursuant to the CCLS Constitution and Bylaws.

Section 2. A letter reporting the removal and specifying the cause shall be sent to the Columbia County Board of Commissioners, who will be asked to appoint another representative to fill that member's unexpired term.

Article IX. Penalties

Employees or agents of the CCLS may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books and other property owned by the Columbia County 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 X. Service Agreements

A Service Agreement between CCLS and Columbia County Board of Commissioners shall be entered into on an annual basis. The Service Agreement shall contain a detailed listing of services and annual funding appropriations.

Article XI. Dissolution

The Columbia County Library System may be dissolved by reversal of the procedures followed in its original organization.

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Article XII. Amendments

These Bylaws may be amended at any regular meeting of the Columbia County Library Board of Trustees by three (3) 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 CCLS and applicable state laws and regulations.

These bylaws shall be reviewed and updated as deemed necessary by the Columbia County Library Board every three (3) years.

In the event of a conflict between the CCLS Constitution/Bylaws with state and federal laws and regulations, the CCLS Constitution/Bylaws will be deemed modified to no so conflict.