

# CONSTITUTION OF DECATUR COUNTY-GILBERT H. GRAGG LIBRARY BOARD

## ARTICLE I. NAME

The name of this library is the Decatur County-Gilbert H. Gragg Library which also serves as the headquarters library for the Southwest Georgia Regional Library System.

## ARTICLE II. PURPOSE

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Southwest Georgia Regional Library System and are intended to clarify local practices. There is to be no conflict between provisions of this Constitution and Bylaw and those of the Southwest Georgia Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The library shall furnish library service to the people of Decatur County as set forth in the Constitution under the regulations governing public libraries as set forth by the State of Georgia. The library shall offer a full program of library service to all citizens of the county to meet their informational, educational, and recreational needs.

## ARTICLE III. CONSTITUENCY

The library is a member of the Southwest Georgia Regional Library System under the terms of the participating agreement. Membership in the Southwest Georgia Regional Library provides the citizens of Decatur County with reciprocal borrowing privileges in all libraries in the system. Likewise, the library lends materials to citizens of all other counties within the regional library system.

## ARTICLE IV. COUNTY LIBRARY BOARD OF TRUSTEES

Section 1. The Decatur County-Gilbert H. Gragg Library Board of Trustees shall be composed of twelve members from the governmental agencies financially supporting the library on a regular basis.

Section 2. The term of office shall be three years, with starting and ending dates corresponding to the state fiscal year. No member may serve on this board for more than three successive three-year terms of office (nine years).

Section 3. Any person appointed to the Decatur County-Gilbert H. Gragg Library Board must be a resident of the county. If he moves his legal residence outside the county, he shall be replaced on the Board.

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. Board members shall receive no compensation. They may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business or if stipulated in terms of any bequest or gift.

Section 6. The Decatur County-Gilbert H. Gragg Library Board shall appoint or elect six of their members to represent the Decatur County-Gilbert H. Gragg Library Board as members of the Southwest Georgia Regional Library Board. They shall be entrusted with representing and interpreting the interests of the Decatur County-Gilbert H. Gragg Library Board to the Regional Board.

#### ARTICLE V. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, Vice-Chairman, and a Secretary elected from those serving on the Board. These officers shall perform the duties prescribed by the Bylaws.

Section 2. Nominations shall be made by a committee of three board members appointed by the Chairman of the Board. The chairman and/or the director may serve as one of the three members on the nominating committee. An officer is elected for a two-year term.

Section 3. The nominating committee shall present a slate of officers for the coming year every January to be elected in April and take office in July. If a vacancy occurs during the year the nominating committee shall recommend person(s) for that position.

#### ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. 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 VII. STANDING COMMITTEES

Section 1. Standing committees shall be the building committee, finance committee, and the nominating committee, and the committee on constitution and bylaws. Other special committees may be appointed by the chairman as needed.

#### ARTICLE VIII. 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 (14 days) prior to the meeting, and provided that a quorum is present. All amendments to the constitution will be filed with the director of the Southwest Georgia Library System and the Office of Public Library Services of the State Board of Regents immediately upon adoption.

## BYLAWS FOR DECATUR COUNTY-GILBERT H. GRAGG LIBRARY BOARD

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

Section 1. The Decatur County-Gilbert H. Gragg Library Board of Trustees is the group from which the Decatur County-Gilbert H. Gragg Library Board members of the Southwest Georgia Regional Library Board of Trustees, the governing body of the Southwest Georgia Regional Library System, are drawn.

Section 2. The Decatur County-Gilbert H. Gragg Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.

Section 3. The Decatur County-Gilbert H. Gragg Library Board of Trustees shall discharge those duties delegated to it by the Southwest Georgia Regional Library Board of Trustees. All formal actions of the Decatur County-Gilbert H. Gragg Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 4. The Regional Library System director shall be notified 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 library. He shall notify the proper appointing authorities of vacancies which may occur on the Decatur County-Gilbert H. Gragg Library Board. The secretary shall send copies of the minutes of all meetings to the director of the Southwest Georgia Regional Library System. He shall report changes of membership to the director.

### ARTICLE III. MEETINGS

Section 1. The Decatur County-Gilbert H. Gragg 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 third Wednesday in the

months of January, April, July and October at 5:00 p.m. at the headquarters library, or at some other location as designated by the chairman.

Section 2. Prior to each regular or called meeting the director of the regional library system shall notify each member of the date, time, and place of the county board meeting.

Section 3. Eight members of the board of trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VI 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 IV. REPORTS

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

#### ARTICLE V. ATTENDANCE

A board member shall be removed for just cause or for failure to attend three consecutive regularly scheduled meetings.

#### ARTICLE VI. 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 (14 days) prior to the meeting, and provided that a quorum is present. All amendments to these bylaws shall be filed with the Office of Public Library Services of the State Board of Regents immediately upon adoption.

#### ARTICLE VII. EX-OFFICIO MEMBERS

The president of the Friends of Decatur County-Gilbert H. Gragg Library and the chairman of the Decatur County-Gilbert H. Gragg Library Foundation Board shall be invited to attend the Decatur County-Gilbert H. Gragg Library Board meetings. As there is no regular funding from these organizations, they would not be voting members.

Adopted November 1, 1989

Revised April 17, 1991

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Revised October 9, 1991

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