

**CONSTITUTION AND BYLAWS
OF THE
DOOLY COUNTY LIBRARY**

CONSTITUTION

ARTICLE I. NAME

The name of the library shall be the Dooly County Library. The headquarters of the county library is in Vienna. The branches of the Dooly County Library are the Byromville Public Library in Byromville and the Elizabeth Harris Library in Unadilla.

ARTICLE II. PURPOSE

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Lake Blackshear Regional Library System and are intended to clarify local practices and the relationship of the local library to the regional system. There is to be no conflict between the provisions of this Constitution and Bylaws and those of the Lake Blackshear Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

The Dooly County Library shall furnish library service to the people of the county as set forth in the Constitution and Bylaws of the Lake Blackshear Regional Library System and under the regulations governing public libraries as set forth by the State of Georgia. The Dooly County 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 Dooly County Library is a member of the Lake Blackshear Regional Library System under the terms of the participating agreement. Membership in the Lake Blackshear Regional Library System provides the citizens of Dooly County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Dooly County Library lends material to citizens of all other counties within the Regional Library system.

ARTICLE IV. COUNTY LIBRARY BOARD OF TRUSTEES

Section 1. The Dooly County Library Board of Trustees shall be composed of nine (9) members from the governmental agencies financially supporting the library on a regular basis. The County Commissioners appoint five members; The Vienna City Council appoints 1 member; the Byromville City Council appoints 1 member; the City of Unadilla appoints 1 member; and the Dooly County Board of Education appoints 1 member, as specified in the Bylaws and the State law.

Section 2. The term of office shall be three years, with starting and ending dates corresponding to the state fiscal year.

Section 3. Any person appointed to the Dooly County 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. All members of the Dooly County Library Board shall be members of the Lake Blackshear Regional Library Board of Trustees.

ARTICLE V. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice Chairman, and a Secretary. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Regional Library Board.

Section 2. Nominations shall be made by a committee of three Board members appointed by the Chairman of the Board. The Chairman and/or Director may serve as one of the three members of the nominating committee. An officer is elected for a one-year term and may succeed himself provided that the chairman not serve more than two consecutive years.

Section 3. The officers shall be elected at the summer 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. If the Regional Board delegates to the County Board the ability to receive gifts, the County Board must appoint a treasurer from among its members, who shall serve the same terms and on the same conditions as other officers of the County Board.

ARTICLE VI. 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 VII. STANDING COMMITTEES

Standing Committees shall be the Finance Committee, the Building and Grounds Committee, and the Constitution and Bylaws Committee. 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 prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Director of the Lake Blackshear Regional Library System and the University System of Georgia Board of Regents immediately upon adoption.

Adopted October 30, 1972
Revision adopted July 18, 1988

DOOLY COUNTY LIBRARY

BYLAWS

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The County Library Board of Trustees is the group from which the members of the Lake Blackshear Regional Library Board of Trustees, the governing body of the Lake Blackshear Regional Library, are drawn.

Section 2. The Dooly County Library Board of Trustees shall set local policies and practices when there is no Regional Library policy governing that area of service.

Section 3. The County Library Board of Trustees shall discharge those duties delegated to it by the Regional Library Board of Trustees. All formal actions of the County 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 County Board of Trustees shall approve County Library budgets prepared by the Regional Library Director, and shall present the library's fiscal needs to its supporting agencies.

Section 5. The Regional Library 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 4. 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. He shall notify the proper appointing authorities of vacancies which may occur on the County Library Board. The Secretary shall send copies of the minutes of all meetings to the Director of the Lake Blackshear Regional Library. He shall report changes of membership to the Director.

Section 5. If the Regional Board delegates to the local Board the ability to receive gifts, the local board must appoint a Treasurer, who shall receive and disburse funds in keeping with system board authorization and the budget balance. The Secretary shall receive and disburse funds in keeping with system board authorization and the budget

balance. Checks must bear the signature of the Treasurer. A record of all receipts, deposits, and expenditures shall be forwarded to the regional board for its review, approval, and recording at the next meeting. Funds shall be audited annually in accordance with State Aid Criteria and other State regulations.

Section 6. If the Treasurer of the Dooly County Library Board is not covered by the bond held by the Lake Blackshear Regional Library Board, he shall be bonded for an amount commensurate with the amount of funds handled, determined by the County Library Board and entered in the minutes, and a copy of the bond filed with the Regional headquarters office and the Division of Public Library Services of the Georgia Department of Education.

ARTICLE III. MEETINGS

Section 1. Meetings of the Dooly County Library Board of Trustees shall be held according to the provisions stated in the Bylaws of the Lake Blackshear Regional Library.

Section 2. 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 at 4:00 on the third Tuesday in the months of January, April, July, and October at the Dooly County Library, or at some other location as designated by the Chairman.

Section 3. Prior to each regular or called meeting, the Chairman or Secretary of the County Library Board shall notify each member and the Regional Director of the date, time, and place of the County Board meeting.

Section 4. Five members of the Board of Trustees shall 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 County Library system shall submit all reports requested by the Regional Library system to provide 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

Section 1. A Board member shall be removed for cause or for failure to attend three consecutive regularly scheduled meetings.

Section 2. A letter reporting the removal and specifying the cause shall be sent to the affected Board member and to the appointing authority responsible for his appointment. That authority shall be asked to appoint another representative to fill that member's unexpired term.

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 prior to the meeting, and provided that a quorum is present. All amendments to the Bylaws shall be filed with the Director of the Lake Blackshear Regional Library and the Division of Public Library Services of the State Department of Education immediately upon adoption.

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