CONSTITUTION AND BYLAWS FOR THE CRISP COUNTY LIBRARY

CONSTITUTION

ARTICLE I. NAME

The name of the library shall be the Crisp County Library.

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 Crisp 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, and under the regulations governing public libraries as set forth by the State of Georgia. The Crisp County Library shall offer a full program of library service to all citizens of the county to meet their informational, educational, and recreational needs. There is one building in the Crisp County Library system, which is named the Cordele-Crisp Carnegie Library.

ARTICLE III. CONSTITUENCY

The Crisp 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 provides the citizens of Crisp County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Crisp 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 Crisp County Library Board of Trustees shall be composed of nine members from the governmental agencies financially supporting the library on a regular basis. The City of Cordele shall appoint all nine members, as specified in the Bylaws and the State law. It is understood that membership should be appointed in such a way that the entire County is represented on the Board.

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 Crisp County Library Board must be a resident of the county that he represents. 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 Crisp County Library Board are also 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 April 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.

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 Committees. 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 and the Office of Public Library Services at the State level.

Adopted May 24, 1972
Revision adopted October 8, 1987
Revision adopted April 6, 2000

BY-LAWS OF THE CRISP COUNTY LIBRARY

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 Crisp 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 Lake Blackshear 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 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 County Library. 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 4. 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 5. If the Treasurer of the Crisp 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 Office of Public Library Services at the State level.

ARTICLE III. MEETINGS

Section 1. Meetings of the Crisp 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 on the first Thursday in the months of January, April, July, and October at the Cordele-Crisp Carnegie 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 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 Office of Public Library Services at the State level.

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