

**BYLAWS FOR THE
CHATTAHOOCHEE VALLEY LIBRARIES**

Adopted July 20, 1989
Amended October 22, 1998
Amended July 20, 2006
Amended January 18, 2007
Amended July 19, 2007
Amended October 9, 2008
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ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Chattahoochee Valley Libraries Board of Trustees is comprised of seven (7) members: four (4) members from the Muscogee County Library Board, one (1) member from the Chattahoochee County Library Board, one (1) member from the Marion County Library Board and one (1) member from the Stewart County Library Board.

Section 2. The Board of Trustees is the legal governing body of the Chattahoochee Valley Libraries. It shall be the duty and responsibility of Members of the Board of Trustees:

- (a) To employ a Director for the Chattahoochee Valley Libraries who meets state certification requirements and such other employees as necessary upon the recommendation of the Director. Authority for the technical administration and supervision of the libraries in the system shall be vested in the Director.
- (b) To approve budgets prepared by the Director and, together with the local Boards of Trustees, assume responsibility for the presentation of the library system's fiscal needs to the supporting agencies.
- (c) To attend board meetings.
- (d) To establish policies governing library programs.

- (e) To set policy for the receipt and administration of gifts of money and property.
- (f) To present financial and progress reports to governing officials and to the public at least annually.
- (g) To notify the Director 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 Chattahoochee Valley Libraries Headquarters. He shall notify the proper appointing local library boards of vacancies, which may occur on the Chattahoochee Valley Libraries Board. He shall report changes of membership to the Georgia Public Library Service of the Board of Regents. The Secretary shall send copies of the minutes of all meetings to the Chairmen of the county library boards.

Section 4. The Treasurer shall report at each regular Board meeting the state of the Library's funds. Official copies of all financial reports shall be kept at the Library at all times. The Treasurer's office of the Muscogee County School District shall handle receipt of all monies and pay all bills for the Library. Accounts shall be audited according to State Aid Criteria and other State and/or Federal laws or regulations.

Section 5. The Finance Committee shall make a careful study annually of the library's needs and assist the Director in the preparation of a budget to be presented to the Board of Trustees at the April meeting. The Finance Committee shall recommend the need for increases in library appropriations; negotiate with the appropriating agencies from time to time as needed to provide for the library's welfare and support. The committee shall report any negotiations or transactions as needed to the Board of Trustees.

Section 6. The Committee on Constitution and Bylaws shall periodically review the library's constitution and bylaws, and bring to the Board's attention any matters that need revision in order to maintain a progressive organization and to insure that the library's official documents are up to date. The committee will report as needed to the Board of Trustees.

ARTICLE III.

DUTIES OF THE DIRECTOR

Section 1. The Director of the Chattahoochee Valley Libraries must hold at least a Grade 5 (b) Librarian’s Professional Graduate Certificate as defined by the State Board of Certification and Librarians.

Section 2. The Director shall be the administrative head of the library system under the direction and review of the Board.

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

- (a) To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds, and to employ and terminate other staff members if so authorized by the Board of Trustees and in compliance with Muscogee County School District rules.
- (b) To attend all meetings called by the Georgia Public Library Service of the Board of Regents or send a substitute authorized by the Division Director.
- (c) To prepare any local, state or federal annual budgets.
- (d) To notify the Board of Trustees and the Georgia Public Library Service of the Board of Regents of any failure to comply with:
 - i. Policies of the Board
 - ii. Criteria for State Aid
 - iii. State and federal rules and regulations
 - iv. All applicable local, state or federal laws
- (e) To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the Board of Trustees of the Chattahoochee Valley Libraries.
- (f) To attend all meetings of the Boards of Trustees of the Chattahoochee Valley Libraries and of the local libraries in the region, or to send a substitute.

ARTICLE IV.

MEETINGS

Section 1. The Board of Trustees shall hold no less than four regular meetings during each fiscal year, including no less than one each calendar quarter.

Section 2. Special meetings may be called by the Chairman or upon the written request of three Board members, for the transaction of 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 Chattahoochee Valley Libraries shall be responsible for assuring each member is notified of the date, time, and place of the Board meeting.

Section 4. Meetings of the Executive Committee may be called by the Chairman to transact any business requiring attention between regular meetings of the full Board of Trustees. The Executive Committee shall consist of the officers of the Board. A quorum shall consist of three members.

Section 5. All meetings must be open to the public and the news media. (**Official Code of Georgia Annotated 50-14-1 et seq.**). The Board of Trustees may enter into a closed session for the discussion with its attorney of proposed or pending litigation; deliberation on acquisition or sale of real property; or hearings or discussions on the appointment; discipline or dismissal of an individual employee without restricting the employee's right to a public hearing if requested. If the Board enters into a closed session, no formal action will be taken. All decisions must be formally moved and adopted in an open Board meeting to be legally binding.

Section 6. The latest edition of *Robert's Rules of Order (Revised)* when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Chattahoochee Valley Libraries.

Section 7. Each member of the Board of Trustees shall have one vote. The Chairman shall not vote except in the case of a tie vote. The Chairman may vote to break or create a tie.

Section 8. A majority of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. Except as stated in Article VIII 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 V. REPORTS

The Chattahoochee Valley Libraries is responsible for all reports as deemed necessary by local, state and federal funding agencies. All annual report of activities, income and expenditures shall be filed with each funding agency. All other reports necessary to obtain funds or meet requirements of the law shall be filed with the Georgia Public Library Service of the Board of Regents.

ARTICLE VI. 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 local Board responsible for his appointment. The local board shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII. DISSOLUTION OF OR WITHDRAWAL FROM THE CHATTAHOOCHEE VALLEY LIBRARIES

Section 1. The Chattahoochee Valley Libraries may be dissolved by reversal of the procedures followed in its original organization. A majority of the Board members in a majority of the counties must agree to the dissolution of the system.

Section 2. One county may withdraw from the system if a majority of the County Board members vote to do so. Notice of withdrawal must be sent to the Chairman of the Board of Trustees and the Director at least six months prior to withdrawal from the system. This notice must include reasons for the withdrawal and the method by which the decision was reached. Georgia Public Library Service of the Board of Regents must be notified of the receipt of this letter of intent within five working days.

Section 3. The Chattahoochee Valley Libraries may elect to expel a member county upon the following conditions:

- (a) Failure of the county to maintain the agreed level of support to the regional system as in the most recent system participating agreement; or
- (b) Failure of the county to meet criteria, which may jeopardize the system's eligibility for state or federal funds.

Section 4. Notice of expulsion shall be sent no less than six months prior to expulsion from the System to the Chairman of the County Board of Trustees, all funding agencies party to the participating agreement, the Director of the Chattahoochee Valley Libraries, and the Georgia Public Library Service of the Board of Regents.

Section 5. In the event of the withdrawal of one county from a regional system, all equipment and materials purchased with state or federal funds for use in the library or libraries in that county shall remain in those libraries. After the notice of withdrawal has been received by the Chattahoochee Valley Libraries Board of Trustees, there is no obligation on the part of the Chattahoochee Valley Libraries to purchase books, equipment, supplies, or other items for the use of the library or libraries in the withdrawing county, other than the fair share of items in the existing Materials and the Maintenance and Operations budgets for the current year.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended at any 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 these Bylaws shall be filed with the Georgia Public Library Service of the Board of Regents immediately upon adoption.