

**RABUN COUNTY PUBLIC LIBRARY**  
**CONSTITUTION**  
**and**  
**BY-LAWS**

Approved October 10, 1989  
Revision A July 14, 1992  
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Revision B April 3, 2003  
Approved by Regional Board  
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# **CONSTITUTION AND BY-LAWS FOR RABUN COUNTY PUBLIC LIBRARY**

## **ARTICLE I. NAME**

The name of the Library shall The Rabun County Public Library.

## **ARTICLE II. PURPOSE**

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

## **ARTICLE III. CONSTITUENCY**

The Rabun County Library is a member of the Northeast Georgia Regional Library System. Membership in the Northeast Georgia Regional Library System provides the citizens of Rabun County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Rabun County Library lends materials to citizens of all other counties within the Regional Library System.

## **ARTICLE IV. LEGAL AUTHORITY**

The legal authority of public libraries and Boards of Trustees is described in Article 2, Chapter 5, Title 20, of the *Official Code of Georgia Annotated*, Amended March 26, 1984.

## **ARTICLE V. COUNTY BOARD OF TRUSTEES**

Section 1. Board of Trustees. Members of the Rabun County Public Library Board of Trustees shall be appointed in writing by the government agencies who directly support the library program financially on a regular basis. Trustees shall consist of at least one appointee from each government agency that supports the library program on a regular basis. The term for the appointments shall be Four (4) years. No member shall serve more than three (3) consecutive terms. Appointments to fill unexpired terms will be for the period of the term. The Board Secretary must notify the appropriate appointing agencies when a trustee's term is ending or a vacancy occurs.

Further, any trustee who fails to attend three (3) consecutive meetings of the Board of Trustees shall be considered as ineligible to serve and the appointing agency shall be so advised in writing by the secretary. The Board of Trustees may upon unanimous vote and upon good cause being shown waive the attendance required one time for any Board member. The Board shall not waive the attendance requirement except in cases of extreme emergency.

Section 2. Members of the Board of Trustees shall receive no compensation; however, they may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds. (*Georgia Code*, Article 2, Chapter 5, Title 20, Section 20-5-44)

Section 3. Officers. Officers of the Board of Trustees shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer. The office of Treasurer may be combined with the office of the Secretary. All officers shall be elected annually and any officer may succeed himself, provided that the chairman shall not serve more than two (2) consecutive terms. The Treasurer shall be bonded by the Region for an amount commensurate with the amount of funds utilized.

Section 4. Any person appointed to the Rabun County Library Board must be a resident of Rabun County. If he moves his legal residence outside the county, he shall be replaced on the Board.

Section 5. The Rabun County Library Board of Trustees shall appoint four of its members to represent it as a member of the Northeast Georgia Regional Library System. They shall be entrusted with representing and interpreting the interests of the Rabun County Library Board to the Regional Board.

Section 6. Committees. An Executive Committee composed of the officers of the Board of Trustees shall be entrusted to govern in the name of the Board between regular meetings of the Board. Standing Committees shall consist of a Finance Committee, a Building and Grounds Committee, and a Committee on Constitution and By-laws. Other Committees may be appointed as needed.

The Chairman may appoint any and all committees that may be needed.

## **BY-LAWS OF THE RABUN COUNTY LIBRARY BOARD**

Section 1. Meetings. There shall be four (4) regular meetings of the Board of Trustees in a twelve month period. Regular meetings shall be held on the second Thursday of January, April, July, and October (or on an advertised change of date) at 5:30 at the Rabun County Public Library or such place as may be designated by the Board with proper notification given to the public. A majority of the Board constitutes a quorum. Special meetings may be called at the discretion of the Chairman.

The Director of the Northeast Georgia Regional Library shall be notified in advance of all meetings.

The Library Manager of each county library unit and the Regional Director or his representative shall attend all meetings of the Board.

Appointments from the Board of Trustees to the Northeast Georgia Regional Library Board shall be reviewed annually at the April meeting of the Board of Trustees of Rabun County.

Section 2. Agenda. The Agenda for the Meetings shall be:

- Call to Order
- Approval of Minutes
- Approval of Treasurer's Report
- Recognition of Visitors
- Report from the Library Manager
- Reports from Committees
- Report from the Director
- Communications
- Unfinished Business
- New Business
- Other Discussions-Comments
- Adjournment

The Chairman may add to the Agenda.

Section 3. Officers. A Nominating Committee shall be appointed at the January meeting and officers shall be elected at the April meeting.

The Chairman shall preside at Board meetings, appoint committees and perform such other duties as generally pertain to that office.

The Vice-Chairman shall preside and perform the duties of Chairman in the latter's absence.

The Secretary shall keep a record of attendance at Board meetings, record the official actions of the Board and have custody of its official books which shall be housed in the library headquarters at all times with a copy kept at the branch library.

The Treasurer shall be the Library Branch Manager. The Treasurer shall receive and deposit all monies in the depository designated by the Board to the Library's account. The Treasurer shall pay all bills approved by the Board and prepare an itemized quarterly statement of funds to be presented for approval at each Board meeting. 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. All checks shall be written and recorded by the treasurer.

The Treasurer shall be bonded by the Region and shall pay all bills. Official copies of all financial reports and the books of accounts shall be kept at the library at all times. The Secretary or Treasurer may delegate secretarial and/or financial duties to the Branch Manager.

Section 4. Duties-Board of Trustees. (*Georgia Code*, Article 2, Chapter 5, Title 20, Section 20-5-43)

The Board of Trustees shall have duties and responsibilities which include, but are not limited to, the following:

1. To appoint the Library Manager and such other staff members as are recommended by the Director of the Regional Library System; provided, however, that the Board shall be authorized to delegate employment of staff members to the Library System Director or to the Library Manager. This activity has been delegated by the Regional Board.
2. To approve budgets prepared under the direction of the Library System Director and assume responsibility for the presentation of the Library's fiscal needs to the supporting agencies. This activity has been delegated by the Regional Board.
3. To attend Board Meetings.
4. The Rabun County Library Board of Trustees shall set local policies and practices when there is no Regional Library System policy governing that area of service.
5. To set policy for the administration of gifts of money and property. This activity has been delegated by the Regional Board.
6. To present financial and progress reports to governing officials and to the public.

7. To notify the Library System Director, in advance, of all meetings of the Library Board and Board Committees.

Section 6. Amendments. The Constitution and By-laws of the Rabun County Public Library may be amended at the discretion of the Board of Trustees. An amendment to the Constitution and By-laws must be submitted in writing to the membership at least two (2) weeks prior to voting on the amendment. A two-thirds vote of the Trustees present is required to pass any amendment, provided that a quorum is present.

This Constitution and By-laws of the Rabun County Public Library cannot conflict with the Constitution and By-laws of the Northeast Georgia Regional Library. Should any such conflict occur, then the Constitution and By-laws of the Northeast Georgia Regional Library will take precedence.

This Constitution and By-laws of the Rabun County Public Library adopted by the Board of Trustees supersedes any and all other previous Constitution and By-laws of the Rabun County Public Library.