

CONSTITUTION
STEWART COUNTY LIBRARY
(A member of the Chattahoochee Valley Libraries)

ARTICLE I – Name

The name of the library shall be the Parks Memorial Public Library.

ARTICLE III – Purpose

The purpose of the Parks Memorial Public Library shall be to offer a full program of library service to all citizens of Stewart County to meet their informational, educational, and recreational needs; to circulate materials to the public through the library or by other appropriate means of library extension; to develop the existing library, and to establish and develop deposits and bookmobile service as appropriate to the needs; and to promote the use of the library by means of instruction, library centered programs, exhibits, and other public relations media. There is to be no conflict between provisions of this Constitution and Bylaws and those of the Chattahoochee Valley Libraries. If inadvertent conflict occurs, the regional Constitution and Bylaws shall govern.

ARTICLE IV – Constituency

The Stewart County Library Board, which operates the Parks Memorial Public Library has membership in the Chattahoochee Valley Libraries under the terms of the participating agreement. Membership in the Chattahoochee Valley Libraries provides the citizens of Stewart County with reciprocal borrowing privileges in all libraries in the system.

ARTICLE V – Governing Body -- Advisory

Section 1. County Board of Trustees: per OCGA§20-5-41, the Stewart County Library Board is advisory. Governing authority resides with the Chattahoochee Valley Libraries with which the Stewart County Library Board is affiliated.

Section 2. Membership. Terms of office shall be for three years and no member may be appointed to serve more than two consecutive terms without the lapse of one year.

The Stewart County Library Board of Trustees shall be composed of seven citizens appointed by the governmental agencies financially supporting the Library on a regular basis. The County Commissioners shall appoint two county at-large members; the Richland City Council shall appoint three members; and the Stewart County Board of Education shall appoint two members; as specified in the Bylaws and State Law.

Section 3. Officers. Officers of the Board of Trustees shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer. The term of office shall be for one year. An officer

may succeed himself. The treasurer shall be bonded for an amount commensurate with the amount of funds handled, and a copy of the bond filed with the Georgia Public Library Service.

Section 4. There are no Standing Committees. Committees will be appointed by the Board Chair on an as needed basis.

Section 5. Any person appointed to the Stewart 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 6. 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 7. Removal. Board members shall be removed for cause or for failure to attend three consecutive meetings.

Section 8. 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 9. The Stewart County Library Board shall appoint one of its members to represent it as a member of the Chattahoochee Valley Libraries Board. He/She shall be entrusted with representing and interpreting the interests of the Stewart County Library Board to the Chattahoochee Valley Libraries Board.

ARTICLE VI – Duties

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

Section 1. To approve local budgets prepared by the branch manager and/or library system director and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies;

Section 2. To attend local board meetings;

Section 3. To establish local policies governing library programs, where there is no regional policy governing that area of service, including rules and regulations governing the use of the library;

Section 4. To set local policy for the administration of gifts of money and property;

Section 5. To present financial and progress reports to governing officials and to the public;

Adopted July 10, 1989

Amended and Adopted February 12, 2015

Section 6. To notify the appropriate authorities of a vacancy on the board so that a person may be appointed to complete unexpired or full terms

Section 7. The County Library Board of Trustees is the group from which are drawn the members of the Chattahoochee Valley Libraries Board, the governing body of the Chattahoochee Valley Libraries;

Section 8. To notify the library system director, in advance, of all meetings of library boards and board committees;

ARTICLE VII – Amendment of Constitution

This Constitution 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 prior to the meeting, and provided that a quorum is present. All amendments to the Constitution will be filed with the Director of the Chattahoochee Valley Libraries and the Georgia Public Library Service immediately upon adoption. Georgia Public Library Service recommends a 10-day waiting period prior to a vote. *Roberts Rules of Order Newly Revised* recommends “the next regular meeting date for second reading and vote.