



Address 123 North Main Street, Fitzgerald, Georgia 31750 | **Phone** (229) 426-5080 | **Fax** (229) 426-5084 | **Website** www.fbhcl.org

Bylaws

Adopted by Board of Trustees July 1989, amended November 2003

Article I

The County Board of Trustees is the legal governing body of the Fitzgerald-Ben Hill County Library. It shall be the duty and the responsibility of members of the Board of Trustees:

- a. To employ a Director for the Fitzgerald-Ben Hill County Library System who meets state certification requirements and such other employees as necessary upon the recommendation of the County Library System Director.
- b. To approve budgets prepared by the Fitzgerald-Ben Hill County Library System Director and to assume responsibility for the presentation of the library system fiscal needs to the supporting agencies.
- c. To attend board meetings.
- d. To establish policies for 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.
- g. To notify the Fitzgerald-Ben Hill County Library System Director in advance of all meetings of the Board or committees.

ARTICLE II

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 take roll and keep record of the proceedings at each meeting. All other duties of the secretary shall be assigned by the Chairman.

Section 4.

An account of all receipts and expenditures must be kept and a report made at each meeting by the Director. The accounts shall be audited at the direction of the Board and according to State Aid Criteria and other State regulations. Official copies of all financial reports and the books shall be kept in the Fitzgerald-Ben Hill County Library headquarters at all times.

ARTICLE III

Section 1.

The Director of the Fitzgerald-Ben Hill County Library System must hold at least a Grade 5 (b) Librarian's Professional Graduate Certificate as defined by the State Board of the Certification of 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 Fitzgerald-Ben Hill County Library Board.
- b) To attend all meetings called by the Georgia Public Library Service of the Board of Regents of the University System of Georgia or send a substitute authorized by the GPLS 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, and federal laws
- e) To administer the total library program, including all affiliated libraries, in accordance with the policies adopted by the Board of Trustees of the Fitzgerald-Ben Hill County Library.
- f) To attend all meetings of the Board of Trustees of the Fitzgerald-Ben Hill County Library or any affiliated Boards, or to designate a person to attend in his place.

ARTICLE IV

Section 1.

The Fitzgerald-Ben Hill County Library Board shall meet not less than quarterly and call more frequent meetings as necessary during the fiscal year.

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 Fitzgerald-Ben Hill County Library System shall notify each member of the date, time, and place of the County Library 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 Fitzgerald-Ben Hill County Library Board.

Section 5.

All meetings must be opened to the public and the news media, in accordance with Code of Georgia Annotated 50-14-1 through 50-14-6.

Section 6.

The latest edition of Roberts Rules of Order (Revised), when not in conflict with this Constitution and Bylaws, shall govern the proceedings of the Board of Trustees of the Fitzgerald-Ben Hill County Library.

Section 7.

Each member of the Fitzgerald-Ben Hill County Library Board shall have one vote. The Chairman shall not vote except in case of a tie vote, at which time the Chairman shall vote to break the tie.

Section 8.

Four members 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.

Section 9.

The order of business for meeting shall be:

- Call to order
- Approval of minutes of previous meeting
- Financial report
- Director's report
- Reports of committees
- Unfinished business
- New business
- Adjournment

ARTICLE V

The Fitzgerald-Ben Hill County Library System is responsible for all reports as deemed necessary by local, state, and federal funding agencies. An annual report of activities, requirements of the law or the Georgia Public Library Service Board of Regents of the University System of Georgia, shall be filed with each funding agency.

ARTICLE VI

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 funding agency responsible for his appointment. The funding agency shall be asked to appoint another representative to fill that member's unexpired term.

ARTICLE VII

Employees or agents of the Fitzgerald-Ben Hill County Library may cause the arrest, fine, and imprisonment of persons who borrow, and fail to return, books, and other property owned by the Fitzgerald-Ben Hill County

Library; deface, damage, steal, or otherwise improperly use and/or abuse library property; or commit other violations as described in the Official Code of Georgia Annotated, Title 20, Chapter 5, Article 2.

ARTICLE VIII

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 these Bylaws shall be filed with the Georgia Public Library Service of the Board of Regents of the University System of Georgia immediately upon adoption.

ARTICLE IV, Section 1. Amended January 21, 1992

CONSTITUTION ARTICLE VI, Section 1. Amended November 4, 2003

BYLAWS ARTICLE I a. Amended November 4, 2003

BYLAWS ARTICLE I, b. Amended November 4, 2003

BYLAWS ARTICLE I, g. Amended November 4, 2003

BYLAWS ARTICLE II, Section 4. Amended November 4, 2003

BYLAWS ARTICLE III, Section 1. Amended November 4, 2003

BYLAWS ARTICLE III, Section 3, a. Amended November 4, 2003

BYLAWS ARTICLE III, Section 3, f. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 1. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 3. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 4. Amended November 4, 2003

BYLAWS ARTICLE IV, Section 7. Amended November 4, 2003

BYLAWS ARTICLE V. Amended November 4, 2003