

Constitution of Warren P. Sewell Memorial Library of Bremen

ARTICLE I. NAME

The name of the library shall be the Warren P. Sewell Memorial Library of Bremen.

ARTICLE II. PURPOSE

These Constitution and Bylaws are companion documents to the Haralson County Library Board and the West Georgia Regional Library System and are intended to clarify local practices and the relationship of the local library to the county library board and the regional system. There is to be no conflict between provisions of these Constitution and Bylaws and those of the Haralson County Library Board or the West Georgia Regional Library System. If inadvertent conflict occurs between the Warren P. Sewell Memorial Library of Bremen Constitution and Bylaws and the Haralson County Library Board Constitution and Bylaws, the County Constitution and Bylaws shall govern. If inadvertent conflict occurs between the county Constitution and Bylaws and the Regional Constitution and Bylaws, the Regional Constitution and Bylaws shall govern. The Warren P. Sewell Memorial Library of Bremen shall furnish library service to the people of the City of Bremen and Haralson County as set forth in the Constitution and Bylaws of the West Georgia Regional Library, and under the regulations governing public libraries as set forth by the State of Georgia. The Warren P. Sewell Memorial Library of Bremen shall offer a full program of library service to all citizens of Bremen and Haralson County to meet their informational, educational, and recreational needs.

ARTICLE III. CONSTITUENCY

The Warren P. Sewell Memorial Library of Bremen is a member of the West Georgia Regional Library System. Membership in the West Georgia Regional Library provides the citizens of Bremen and Haralson County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Warren P. Sewell Memorial Library of Bremen lends materials to citizens of all other counties within the Regional Library System.

ARTICLE IV. BOARD OF TRUSTEES

Section 1. The Warren P. Sewell Memorial Library of Bremen Board of Trustees shall be composed of ~~six~~ ^{seven} (7) members appointed by the City of Bremen as specified in the Bylaws and the state law.

Section 2. The term of office shall be three (3) years, with starting and ending dates corresponding to the state's fiscal year. Members' terms of office shall be staggered, with two members' terms of office ending each year except every third year, when three members' terms of office shall end.

Section 3. Any person appointed to the Warren P. Sewell Memorial Library of Bremen Board must be a resident of the City of Bremen. If he moves his legal residence outside the city, 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 the terms of any bequest or gift.

Section 6. The Warren P. Sewell Memorial Library of Bremen Board shall appoint one (1) of its members to represent it as a member of the Haralson County Library Board. He shall be entrusted with representing and interpreting the interests of the Warren P. Sewell Memorial Library of Bremen to the Haralson County Library Board.

ARTICLE V. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice Chairman, and a Secretary elected from those serving on the Board. These officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by the Regional Library Board.

Section 2. Officers are elected for a one (1) year term. They may be re-elected by vote of the governing body.

Section 3. The officers shall be elected at the July meeting to serve for one (1) 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.

* Section 4. If the Regional Board delegates to the County Board the activity of receiving gifts, the County Board must appoint a treasurer from among its members, who shall serve the same terms and on the same conditions as other officers of the County Board.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. 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. COMMITTEES

Section 1. 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 simple majority vote of the members present, provided that a quorum is present. All amendments to the Constitution will be filed with the Director of the West Georgia Regional Library and the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.

Bylaws of the Warren P. Sewell Memorial Library of Bremen

ARTICLE I. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

Section 1. The Warren P. Sewell Memorial Library of Bremen Board of Trustees is one of the groups from which the members of the Haralson County Library Board of Trustees is drawn. The Haralson County Library Board of Trustees, in turn, is one of the groups from which the members of the West Georgia Regional Library Board of Trustees, the governing body of the West Georgia Regional Library System, is drawn.

Section 2. The Warren P. Sewell Memorial Library of Bremen Board of Trustees shall set local policies and practices when there is no Haralson County Library Board or Regional Library System policy governing that area of service.

Section 3. The Warren P. Sewell Memorial Library of Bremen Board of Trustees shall approve the Warren P. Sewell Memorial Library of Bremen budget prepared by the Branch Manager and shall present the library's fiscal needs to the City of Bremen.

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 Warren P. Sewell Memorial Library of Bremen. He shall notify the City of Bremen of vacancies which may occur on the Warren P. Sewell Memorial Library of Bremen Board. He shall report changes of membership to the Director.

Section 4. If the Regional Board delegates to the local board the activity of receiving gifts, the local board must appoint a treasurer, who shall receive and disburse funds in keeping with system board authorization and the budget balance. *Checks must bear the signatures of both the Treasurer and the Branch librarian/manager. 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.

Jim Norton?

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Section 5. The Treasurer shall be bonded for an amount commensurate with the amount of funds handled, determined by the Warren P. Sewell Memorial Library of Bremen Board and entered in the minutes, and a copy of the bond filed with the Regional headquarters office and the Division of Public Library Services of the Georgia State Department of Education.

ARTICLE III. MEETINGS

* Section 1. The Warren P. Sewell Memorial Library of Bremen 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 fourth ~~Monday~~^{Monday} in the months of January, ~~March~~^{April}, May, July, ~~September~~, and October at 5:30 p.m. at the library, or at some other location as designated by the Chairman.

Section 2. Prior to each regular or called meeting the Chairman of the Warren P. Sewell Memorial Library of Bremen Board shall notify each member of the date, time, and place of the Board meeting.

Section 3. Four (4) members of the Board of Trustees constitute a quorum. No official business may be conducted without a quorum. 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 Warren P. Sewell Memorial Library of Bremen shall submit all reports requested by the Regional Library System to provide the 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 by the secretary to the affected Board member and to the appointing authority responsible for his appointment. The local appointing 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 simple majority vote of the members present provided that a quorum is present. All amendments to these Bylaws shall be filed with the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.

Warren P. Sewell Memorial Library

BRANCH OF WEST GEORGIA REGIONAL LIBRARY

HAMILTON AVENUE - BREMEN, GEORGIA 30110

KATHY SHROPSHIRE, Librarian

Telephone: 537-3937

AMENDMENT:

ARTICLE 11 DUTIES OF OFFICERS

Section 4: If the Regional Board delegates to the local board the activity of receiving gifts, the local board will appoint the Branch Manager who will receive and disburse funds. Checks must bear the signatures of both the Branch Manager and a Board Member.