

Allendale-Hampton-Jasper Regional Library Board of Trustees BYLAWS

Approved by the Board of Trustees on July 13, 2023

PREAMBLE

A nine-member board of trustees governs your Library. The regional library board shall be appointed in the following manner and hold three-year terms: three members shall be elected by the board of the Allendale County Library; three members by the board of the Hampton County Libraries and three members by the board of the Jasper County Libraries. Successors shall be elected by the respective county library boards.

ARTICLE I: OFFICERS

Section 1

The officers of the AHJ Regional Library Board of Trustees shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer, and other officers as may be deemed necessary. These officers shall be elected by the AHJ Regional Board for a period of two years and are eligible for re-election for one additional two-year term.

The Secretary shall keep records pertaining to the above, advising members of their status.

Section 2

Chair: The Chair, the chief executive officer of the AHJ Regional Library Board of Trustees, shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and perform all duties associated with the office.

Vice-Chair: In the absence of the Chair, or in his/her inability to act, the Vice-Chair shall assume the duties and functions of the Chair.

Secretary: The Regional Director shall serve continuously as the Secretary. The Secretary shall keep the minutes of all meetings, prepare copies of the quarterly Agendas and minutes. The Secretary shall snail mail and email each member of the Regional Board the Agenda, minutes of the previous meeting, and the current budget. The Secretary shall also issue notice of all regular and special meetings of the Regional Board by email, post in each library, and post on the library's website under the Trustee's webpage. The notice should be sent at least one week in advance. The Secretary shall perform other duties that are associated with that office.

Treasurer: The Treasurer shall be the disbursing officer of the Board, co-signing checks along with the Regional Director, and shall perform such duties as generally delegated upon the office. The Treasurer will always be a member of the budget committee. He/she and the Regional Director shall be bonded in an amount as may be required by a resolution of the Regional Board. In the absence or inability of the Treasurer, these duties shall be performed by any member of the Regional Board that is designated by the Board Chair.

Section 3

A nominating committee, appointed by the Chair, prior to the regular April meeting of the Board, shall present a slate of officers at the July meeting.

ARTICLE II: MEETINGS

Section 1

The regular meetings of the AHJ Regional Library Board of Trustees shall be held on the 4th Tuesday in January, April, July, and October, the exact hour to be set by the Board.

Section 2

A recommendation from the S.C. State Library authorities' states, "the Regional Director will be expected to attend all Regional Library Board meetings, although the director will not be a voting member." Other staff members ordinarily will not attend the Regional Board meetings, except on invitation to make a special report.

Section 3

A quorum is defined as a simple majority of members or as few as three people if each county is represented.

Section 4

Any AHJ Regional Library Board of Trustees member who fails to attend or send an alternate from his/her respective County Library Board of Trustees for four successive regular meetings of the Regional Board shall be subject to removal for cause by the Board. The member, the Regional Board, and the respective County Library Board should be informed by the Secretary of his/her absences before the fourth meeting.

Section 5

The regular July meeting of the AHJ Regional Library Board of Trustees shall be deemed an annual meeting to consider the slate of officers presented by the nominating committee (appointed at the April meeting), to review and adopt annual report(s), and to transact any other business as may come before it. No later than the regular October meeting, the Board will be presented with the proposed budget to consider needs for the upcoming fiscal year.

Section 6

Special meetings may be called by the Chair upon the request of three trustees for the transaction of business as stated in the Call for the meeting. In the absence of the Chair, a special meeting may be called by the Vice-Chair or the Regional Director.

Section 7

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

- (a) Roll call of members
- (b) Disposition of minutes of the previous regular meetings and any intervening special meeting
- (c) Financial report
- (d) Progress and service report of the Regional Director
- (e) County library reports provided by county board chairs
- (f) Correspondence
- (g) Unfinished business
- (h) New business
- (i) Adjournment.

Section 7

Calendar of Events for AHJ Regional Library Board of Trustees:

- (a) July – nominate officers, annual meeting, mid-year re-evaluation of Regional Director
- (b) October – preliminary /current budget approved
- (c) January – budget discussion for the following year; begin evaluation of Regional Director
- (d) April – appoint a nominating committee.

ARTICLE III: COMMITTEES

Section 1

In organizing to conduct business, the AHJ Regional Library Board of Trustees has elected to function as a committee of the whole group.

Section 2

The Chair shall appoint one standing committee, the Budget Committee is made up of two-four members of the Board and always include the Board Treasurer, and the Regional Director. The duties of this Budget Committee are as follows:

- (a) To study the proposed budget submitted by the Regional Director before the October meeting of the Regional Board, to suggest any changes that seem necessary in it, and to recommend appropriate action.
- (b) To report to the Regional Board at the local budget hearing to interpret the financial needs of the Regional Library as a whole.
- (c) To explore all ways of increasing the Regional Library's income.

Section 3

The Chair will appoint the nominating committee, personnel committee, and other temporary committees as may be considered appropriate.

Section 4

Since the Regional Director is the chief executive of the AHJ Regional Library charged with implementing the plans and policies adopted by the Board, he/she is an ex-officio member of all committees and usually attends meetings except when his/her employment, salary, or performance is under consideration.

Section 5

All committees shall be expected to make progress reports to the AHJ Regional Library Board of Trustees at each of the regular meetings of the Regional Board.

Section 6

The Budget Committee (any special committee the Chair may choose to appoint) will have no powers other than advisory ones unless, by suitable action of the Regional Board, it is granted specific powers to act.

ARTICLE IV: FUNDS

Section 1

The AHJ Regional Library system will be financed by public funds which shall be kept in the Regional Library fund in the custody of the Treasurer of the Regional Library Board, Regional Director, and disbursements made therefrom within the budget adopted by the AHJ Regional Library Board of Trustees.

Section 2

The Regional Library Director, the Treasurer of the Board, and the Bookkeeper shall be bonded.

Section 3

The financial records of the AHJ Regional Library shall be audited annually by a certified public accountant.

Section 4

Checks drawn upon said fund shall be signed by the Regional Director and counter-signed by the elected Treasurer.

Section 5

The funds of the AHJ Regional Library shall be deposited in a public depository insured with the F.D.I.C. and selected by the AHJ Regional Library Board of Trustees.

Section 6

Funds made available for the operation of the AHJ Regional Library system shall not be spent for the purchase of a building or real estate.

Section 7

No committee, officer, or individual member of a county library board shall have any authority to make a contract or incur any indebtedness of liability in the name of, or on behalf of, the AHJ Regional Library Board of Trustees without the Regional Board's authority and prior approval.

ARTICLE V: FISCAL YEAR

The fiscal year of the AHJ Regional Library shall begin July 1st and end June 30th of each calendar year.

ARTICLE VI: GIFTS

All gifts to the AHJ Regional Library, of either money or securities, shall be deposited in such bank as may be designated by the AHJ Regional Library Board of Trustees and shall be subject to checks signed by officers of the AHJ Regional Board in the same manner as checks are drawn against the appropriated funds of the Board in the regular course of business. All gifts of property, other than money or securities, shall be held or disposed of as may be directed by the Regional Board.

The AHJ Regional Library shall accept free materials which the Regional Director and the Regional Board of Trustees feel fit within the stated purposes of the system. The rules governing the acceptance shall be the same as those that apply to the acquisition of all other library materials.

Memorial Gifts: Memorial gifts shall also be accepted or rejected by the AHJ Regional Library Board of Trustees based on their suitability to the Library's purpose and needs. The Regional Director should be asked to present his/her evaluation of such gifts before the Regional Board makes its decision.

Gifts may be accepted in the name of individual county or branch libraries. Such gifts, including funds, may be used exclusively for the benefit of the designated library. The same rules of acceptance should apply to individual libraries as to the Regional Library system.

Rare books/Special Books: Rare books or special gifted books will be circulated only at the discretion of the local library board and the Regional Director.

ARTICLE VII: FRIENDS OF THE LIBRARY

Any charter for "Friends of the Library" organized in association with the AHJ Regional Library or any county or branch library must have the approval of their respective board.

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended at any regular meeting of the AHJ Regional Library Board of Trustees at which a quorum or more is present, by a unanimous vote of the members present. They may also be amended by a majority vote at a regular meeting, providing notice of the proposed amendment and of the language thereof, has been given at the last preceding regular meeting.