



NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, INC.

BYLAWS

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BYLAWS
NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, INC.,
A CHAPTER OF THE MEDICAL LIBRARY ASSOCIATION, INC.
Revised 2015

ARTICLE I. Name and Boundaries

Section 1. Name

The name of this organization shall be the North Atlantic Health Sciences Libraries, Inc. (NAHSL), a Chapter of the Medical Library Association, Inc. (MLA).

Section 2. Boundaries

The boundaries of the Chapter shall include the states of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island.

ARTICLE II. Purpose

The purpose of this Chapter shall be to promote health sciences libraries and librarianship; to strengthen the delivery of health information services within the Chapter boundaries; and to actively support the mission and standards of the MLA.

ARTICLE III. Membership

Section 1. Members

Membership shall be open to all persons interested in health sciences libraries and librarianship. Both members and nonmembers of the MLA may belong to this Chapter. Living or working within the boundaries of the Chapter is not required for membership.

Section 2. Rights and Privileges

All members of NAHSL are voting members. Only voting members of the MLA shall be qualified to move or to vote on recommendations to the MLA Chapter Council (hereafter referred to as "Chapter Council") regarding MLA policies or actions; to vote on the selection of a candidate for the MLA Nominating Committee; or to vote on the selection of the Chapter's Representative and Alternate Representative to the Chapter Council.

Section 3. Dues

A. Dues shall be determined by a majority vote of NAHSL members. Dues shall be assessed on an annual basis for the period of one fiscal year. Chapter dues shall not exceed MLA membership dues. Following their approval, dues changes shall go into effect at the beginning of the next fiscal year.

- B.** Chapter dues shall be payable upon joining NAHSL and every year thereafter on January 1st.
- C.** The fiscal year of NAHSL shall be from January 1 through the following December 31.
- D.** For renewing members, if dues are unpaid by March 15, the dues shall be considered to be in arrears, and without further notice, the member shall be suspended from all rights and privileges.

ARTICLE IV. Elective Officers

Section 1. Elective Officers and Term of Office

- A.** Elective officers of the Chapter shall be a Chair, a Chair-Elect, a Past Chair, a Secretary, a Treasurer, a Representative to the Chapter Council, and an Alternate Representative to the Chapter Council. All officers shall be current members of NAHSL and voting members of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter, except as noted in Section 4A of this article.
- B.** The term of office of Chair shall be, in succession, one year as Chair-Elect, the second year as Chair, and the third year as Past Chair. An individual may not serve more than one successive term as Chair-Elect/Chair/Past Chair.
- C.** The terms of office of the Secretary and Treasurer shall be three (3) years. An individual may not serve more than one successive term as Secretary or Treasurer.
- D.** The terms of office of the Representative to the Chapter Council and the Alternate Representative to the Chapter Council shall be three (3) years, except that if the Representative's term is made shorter by action of the Council or the MLA Bylaws, the term will coincide with that action. An individual may not serve more than two successive terms as Representative to the Chapter Council or Alternate Representative to the Chapter Council.
- E.** Elected officers, with the exception of the Treasurer, Representative to the Chapter Council, and Alternate Representative to the Chapter Council, shall take office at the close of the NAHSL Annual Meeting following their election and serve until the close of the NAHSL Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties. The Treasurer shall take office on January 1 following his/her election, and serve through December 31 at the end of the term of office or until a successor is elected and assumes the duties. The Representative to the Chapter Council and the Alternate Representative to the Chapter Council shall take office at the close of the MLA Annual Meeting following the NAHSL Annual Meeting at which they were elected.
- F.** No individual shall hold more than one elected office concurrently.

Section 2. Duties

A. The duties of the elected officers shall include those described below, as well as all other duties prescribed by these Bylaws, by the Executive Board Handbook, and by the parliamentary authority adopted by the Chapter.

B. The duties of the Chair shall be to preside over all meetings, to represent the Chapter at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint non-elective Chair-appointed officers, and to submit an Annual Report to MLA Headquarters by the date requested.

C. The duties of the Chair-Elect shall be to serve as Chair whenever the Chair is not able to do so, and to become Chair if the Chair is unable to complete term of office.

D. The duties of the Past Chair shall be to serve as Chair whenever the Chair or Chair-Elect are unable to do so, to provide advice and assistance to the Chair, and to serve as Chair of the Nominating Committee.

E. The duties of the Secretary shall be to handle all incoming and outgoing correspondence, to take minutes of NAHSL meetings and to distribute them to the Executive Board in a timely manner, and to maintain an organized record of NAHSL meeting minutes, correspondence, and other pertinent materials.

F. The duties of the Treasurer shall be to receive and account for all monies due to the organization, to maintain NAHSL's financial accounts, to monitor the NAHSL budget and advise the Executive Board on all financial decisions, and to prepare and submit an annual budget to the Executive Board.

G. The duties of the Representative to the Chapter Council shall be to represent the Chapter on the Chapter Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, and to communicate Council business to the officers and membership of the Chapter.

H. The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so, to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

Section 3. Nominations and Elections

A. The Nominating Committee shall prepare annually a slate of nominee(s) for Chair-Elect and for each elective officer whose term expires.

B. Ballots shall be distributed to the NAHSL membership by the Nominating Committee at least 30 days prior to the Chapter's Annual Business Meeting and shall be received by the Nominating Committee by the date previously announced for counting ballots.

C. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect. If the election results in a tie for the highest number of votes, a run-off election shall be held until one candidate receives the most votes.

Section 4. Vacancies

A. An elected officer who no longer lives or works within the Chapter boundaries may, with the approval of a two-thirds (2/3) vote of the remaining members of the Executive Board, continue to hold that office until completion of the officer's term.

B. Vacancies not covered by these bylaws shall be filled in a manner determined by the Executive Board.

Section 5. Candidate for the MLA Nominating Committee

A. The name of one voting member of the MLA, chosen by the Nominating Committee and elected by the membership, shall be submitted each year to the Chapter Council as a potential candidate for membership on the MLA Nominating Committee. This submission shall be made to the Council before its final assembly at the MLA Annual Meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. The statement shall accompany the name submitted.

B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such a potential candidate or candidate from some other unit of the MLA. No candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of the MLA, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more than one term during a period of five (5) years.

D. The Candidate for the MLA Nominating Committee is not considered an elected officer, and is not a member of the NAHSL Executive Board. If this person is not elected to the MLA Nominating Committee, they have no further duties.

ARTICLE V. Meetings

Section 1. Annual Meeting

One meeting, known as the Annual Business Meeting, shall be held in each fiscal year. Additional meetings at which business may be conducted may be held, provided notice of such meetings has been sent to the membership at least thirty (30) days in advance of the meeting.

Section 2. Quorum

Thirty-five members shall constitute a quorum of this Chapter.

ARTICLE VI. The Executive Board

Section 1. Membership

A. The NAHSL Executive Board shall consist of the elected officers, committee chairs, state representatives, the Credentialing Liaison, any other liaisons, and the NN/LM-NER representative. With the exception of the Nominating Committee Chair, the NAHSL Chair shall appoint all committee chairs, one representative for each state within the geographic boundaries of the Chapter, and all liaisons. All members of the Executive Board may vote on Executive Board matters, with the exception of the liaisons and the NN/LM-NER representative.

B. All members of the Executive Board shall be current members of NAHSL and voting members of the MLA, and shall live or work in the area contained within the geographic boundaries of the Chapter, except as stipulated in Article IV, Section 4.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of the Chapter between its business meetings, fix the time and place of meetings, make recommendations to the membership, and shall perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the organization.

Section 3. Quorum

A quorum of the Executive Board shall consist of a majority of voting members of the Board, and must include a minimum of three elected officers, of which one shall be the Chair, Chair-Elect, or the Past Chair.

ARTICLE VII. Committees

Section 1. Nominating Committee

The Nominating Committee shall consist of the Past Chair and two members of the Chapter appointed by the Executive Board. The Past Chair shall serve as Nominating Committee Chair. This committee shall select annually one or more nominees for the office of Chair-Elect and a candidate for the MLA Nominating Committee, and every third year, or as necessary, one or more nominees for the offices of Secretary, Treasurer, and Representative to the Chapter Council and Alternate Representative to the Chapter Council.

Section 2. Other Committees

A. The Chair shall establish such other standing and special committees as are necessary, and shall appoint committee chairs with the advice and consent of the Executive Board. The Chair shall be an ex-officio member of all committees except the Nominating Committee.

B. Each committee shall submit an annual report of its activities to the Chapter Chair prior to the compilation of the Annual Chapter Report for submission to MLA Headquarters.

ARTICLE VIII. Dissolution

In the event of dissolution of this Chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Executive Board of the Chapter to one or more organizations that at the time qualify under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any United States internal revenue law. No funds shall benefit any individual member of the Chapter. If no consensus is met, remaining assets shall be distributed to the Medical Library Association, Inc. within six months as long as the Medical Library Association, Inc. shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code. The Chapter charters shall be returned to MLA Headquarters.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

ARTICLE X. Amendments

These bylaws may be amended by a two-thirds vote of the ballots cast, provided that the amendment has been submitted to the membership at least thirty (30) days prior to the vote being taken.

Revised 10/92, 10/94, 10/95, 10/96, 01/98, 08/2000, 2002, 2007, 2008, 2010, 2015