

Connecticut Association of Health Sciences Librarians Bylaws

Adopted: October 16, 1973

Revised: November 13, 1985

September 1989

March 12, 1991

June 10, 1993

April 8, 1996

May 11, 1998

January 13, 1999

May 12, 1999

June 29, 2000

June 14, 2001

April 8, 2003

December 16, 2003

December 16, 2004

January 21, 2009

September 3, 2009

December 8, 2011

September 29, 2015

June 9, 2017

Article I: NAME

The name of this organization shall be "Connecticut Association of Health Sciences Librarians". Hereafter it shall be referred to as "the Association".

Article II: PURPOSE

The purpose of the Association shall be to stimulate interest in, and strengthen health sciences librarianship and libraries in Connecticut. This will be accomplished by:

Promoting an understanding of the health sciences librarian's role and unique abilities in the management of knowledge-based information and eliciting strong support within Connecticut's health care system for the mission of health sciences libraries.

Continually developing and strengthening the knowledge and skills needed by member librarians to meet the patient care, research, and educational needs of Connecticut's health care providers. This will be done by providing continuing education and professional development programs.

Fostering and strengthening the Association's current system of information exchange and shared resources, both among Association members and within the larger consortia and organizations of which the Association is a part.

Article III: MEMBERSHIP

Section 1. Membership and Qualifications

There shall be four categories of membership:

Individual: Those with an MLS and an interest in health sciences librarianship. This category constitutes the voting body of the organization. Associate: Non-MLS holders with an interest in health sciences librarianship. Student: Students with an interest in health sciences librarianship who are currently enrolled in a masters program in library science. Honorary/Emeritus: Awarded to members who have made outstanding contributions to the Association.

Section 2. Dues

The voting members shall determine the dues. A change in the amount of membership dues can be made once a year at any meeting provided an announcement of the proposed change shall have been made to the membership at least two weeks prior to the meeting.

Chapter dues shall be payable upon joining the Association and every year thereafter on January 1st.

Section 3. Fiscal Year

The fiscal year of the Association shall be from January 1 through the following December 31.

Section 4. Membership Requirements and Suspension

Annual dues shall be due and payable at the beginning of the fiscal year. 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. Individuals who have not paid dues by March 15th, may not vote, be nominated for or hold office, or hold a seat on any committee. When the treasurer receives dues from a new member, all rights and privileges of the Association shall be granted to that new member. In order to promote professionalism, new members shall be required to fill out a credentials form which will be kept on file by the Membership Chair.

Article IV: OFFICERS

Section 1. Officers

The officers of the Association shall be President, President-Elect, Past President, Secretary, and Treasurer. Only voting members of the Association shall be eligible to hold office.

Section 2. Election of Officers

The officers shall be nominated and elected as provided by Article VI of the Bylaws. Each officer shall take office at the close of the annual meeting at which that officer is elected and shall serve until a successor shall have been duly chosen or qualified, or until that member will have resigned.

Section 3. Term of Office

The term of office for President is a three year commitment as President Elect, President, and then Past President. Secretary shall be one year; Treasurer shall be for two consecutive years.

Section 4. Re-election

No one may serve more than two consecutive terms in the same office, but may be re-nominated for the office after a period of one year.

Section 5. President

The President shall preside at all meetings of the Association and of the Executive Committee and shall perform all duties pertaining to the office. The President shall be responsible for submitting an annual report compiled with the assistance of the Executive Committee. The President, with the approval of the Executive Committee, shall appoint chairpersons and members of standing committees, except the Nominating Committee. The President shall be an exofficio member of all committees. The President, with the approval of the Executive Committee, shall appoint any other committees as necessary to conduct the business of the Association.

Section 6. Vice-President/President Elect

In the absence of the President or at the President's request, the Vice-President/President Elect shall perform the duties and exercise the functions of the President.

Section 7. Secretary

The Secretary shall take minutes of the Executive Committee meetings and the Association meetings. The Secretary shall conduct the official correspondence of the Association and shall retain copies of all correspondence and communications.

Section 8. Treasurer

The Treasurer shall be responsible for the collection and disbursement of all funds belonging to the Association. It is the Treasurer's responsibility to submit reports on the financial status of the Association at each regular meeting as well as submit an annual report.

Article V: EXECUTIVE COMMITTEE

Section 1. Membership

The Executive Committee shall consist of the four officers, the immediate Past President and the chairpersons of the standing committees.

Section 2. Duties

The Executive Committee shall conduct the business of the Association subject to review by the general membership. Issues may be brought before the Executive Committee by any general member. Recommendations shall be based on a majority vote of the Executive Committee. Recommendations of the Executive Committee may be appealed to the general membership.

Section 3. Meetings

The Executive Committee shall meet a minimum of four (4) times a year including the annual meeting.

Article VI: NOMINATION AND ELECTION OF OFFICERS

Section 1. Elections

The officers shall be elected at the annual meeting and their terms shall begin at the close of the meeting.

Section 2. Vacancies

In the event that an elected officer resigns from his/her position before the close of the term of office, a new officer will be appointed to fill the vacancy by the President, with the advice and consent of the Executive Committee. The interim officer will remain in the position until a new officer is elected at the next annual meeting.

Section 3. Nominations

The Nominating Committee shall consist of the Past President, as Chair, and at least two (2) members in good standing. At least one month prior to the annual meeting the Nominating Committee shall nominate at least one person each for the offices of Vice-President/President Elect and Secretary. In alternate years, the Nominating Committee shall nominate at least one person for the office of Treasurer. The nominees must be members in good standing. The Nominating Committee will present its suggested slate of officers at the annual meeting at which time nominations will also be accepted from the floor.

Article VII: STANDING COMMITTEES

Section 1. Work

The work of all standing committees shall be under the direction of the Executive Committee. No committee may commit the Association to a policy or incur any financial obligation without the approval of the Executive Committee.

Section 2. Chairs

Only voting members of the Association may chair a standing committee.

Section 3. Term of Office

A standing committee chair shall serve for one year. Chairs shall not serve for more than two consecutive terms.

Section 4. Capacity

Intentionally left blank.

Section 5. Vacancies

Vacancies occurring mid-term shall be filled in a manner determined by the Executive Board and in some cases may exceed the term of office and capacity.

Section 6. Meetings

The standing committees shall meet as often as necessary to conduct the business of the Association.

Article VIII: MEETINGS

Section 1. Annual Meeting

The annual meeting shall be held in June of each year.

Section 2. Regular Meetings

There shall be at least four (4) meetings each year as called by the Executive Committee.

Section 3. Special Meetings

At any time in the interval between regular meetings, special meetings may be called by the President, with the approval of the Executive Committee.

Section 4. Quorum

At all meetings of the Association where voting on issues will take place, those eligible voting members who are present will constitute a quorum. It will be up to the discretion of the Executive Committee to determine whether there are enough voting members present to constitute a quorum.

Section 5. Programming

Having an interest or affiliation with a corporate organization shall not prevent a speaker from making a presentation, but the relationship must be disclosed to the audience in advance.

Article IX: AMENDMENTS

These bylaws may be amended at any meeting by a two-thirds majority of the members present and voting, provided an announcement of the proposed amendment shall have been made to all members at least two weeks prior to the meeting. Special voting may be conducted by email vote in the event that waiting until the next regularly scheduled meeting would result in a delay of the function of CAHSL. If a special email vote is required, issues shall be decided by

a simple majority of those responding to the email within a reasonably defined time period determined by the Executive Committee.

Article X: PARLIAMENTARY AUTHORITY

For procedures not covered by the bylaws of the Association, Roberts Rules of Order, current edition, shall be the reference for the Association.