Table of Contents

1.0 INTRODUCTION.............................................................................. Error! Bookmark not defined.

2.0 ELECTED OFFICERS ......................................................................................... 3

2.1 President........................................................................................................... 3

2.1.1 Selection method: ..................................................................................... 3

2.1.2 Term: ......................................................................................................... 3

2.1.3 Prerequisites: .......................................................................................... 3

2.1.4 Duties and Responsibilities: .................................................................... 3

2.1.5 Relationships: .......................................................................................... 3

2.2 Vice President / President-Elect ................................................................. 4

2.2.1 Selection Method: ..................................................................................... 4

2.2.2 Term: ......................................................................................................... 4

2.2.3 Prerequisites: .......................................................................................... 4

2.2.4 Duties and Responsibilities: .................................................................... 4

2.2.5 Relationships: .......................................................................................... 4

2.3 Past-President ................................................................................................. 4

2.3.1 Selection Method: ..................................................................................... 4

2.3.2 Term: ......................................................................................................... 4

2.3.3 Prerequisites: .......................................................................................... 5

2.3.4 Duties and Responsibilities: .................................................................... 5

2.3.5 Relationships: .......................................................................................... 5

2.4 Secretary.......................................................................................................... 5

2.4.1 Selection Method: ..................................................................................... 5

2.4.2 Term: ......................................................................................................... 5

2.4.3 Prerequisites: .......................................................................................... 5

2.4.4 Duties and Responsibilities: .................................................................... 5

2.4.5 Relationships: .......................................................................................... 5

2.5 Treasurer ......................................................................................................... 6

2.5.1 Selection Method: ..................................................................................... 6

2.5.2 Term: ......................................................................................................... 6

2.5.3 Prerequisites: .......................................................................................... 6

2.5.4 Duties and Responsibilities: .................................................................... 6

2.5.5 Relationships: .......................................................................................... 6

3.0 EXECUTIVE BOARD ......................................................................................... 7

3.1 Composition: .................................................................................................. 7

3.2 Term: .............................................................................................................. 7

3.3 Duties and Responsibilities: .......................................................................... 7

3.4 Relationships: ............................................................................................... 7

4.0 ELECTIONS .................................................................................................... 7

4.1 Nominations: .................................................................................................. 7

4.2 Method of Voting: .......................................................................................... 8

5.0 STANDING COMMITTEES ............................................................................. 8

5.1 Education Committee: .................................................................................... 8

5.1.1 Composition: ............................................................................................ 8

5.1.2 Appointment Method: ............................................................................... 8

5.1.3 Term: ......................................................................................................... 8
5.4 Duties and Responsibilities: ......................................................................................... 8
5.5 Relationships: .............................................................................................................. 8
5.2 Membership Committee ................................................................................................. 8
  5.2.1 Composition: .............................................................................................................. 8
  5.2.2 Appointment Method: ............................................................................................... 8
  5.2.3 Term: ........................................................................................................................ 8
  5.2.4 Duties and Responsibilities: ...................................................................................... 9
  5.2.5 Relationships: .......................................................................................................... 9
5.3 Nominating Committee ................................................................................................. 9
  5.3.1 Composition: ............................................................................................................ 9
  5.3.2 Appointment Method: ............................................................................................... 9
  5.3.3 Term: ........................................................................................................................ 9
  5.3.4 Duties and Responsibilities: ...................................................................................... 9
  5.3.5 Relationships: .......................................................................................................... 100
5.4 Website Committee ....................................................................................................... 10
  5.4.1 Composition: ............................................................................................................ 10
  5.4.2 Appointment Method: ............................................................................................... 10
  5.4.3 Term: ........................................................................................................................ 10
  5.4.4 Duties and Responsibilities: ...................................................................................... 10
  5.4.5 Relationships: .......................................................................................................... 10
6.0 RELATIONSHIPS WITH OTHER ORGANIZATIONS ...................................................... 10
6.1 Representative to NAHSL (North Atlantic Health Sciences Libraries) ....................... 11
  6.1.1 Composition: ............................................................................................................ 11
  6.1.2 Appointment Method: ............................................................................................... 11
  6.1.3 Term: ........................................................................................................................ 11
  6.1.4 Duties and Responsibilities: ...................................................................................... 11
6.2 Representative to the LORI (OLIS) ILL Committee ..................................................... 11
6.3 Rhode Island Library Board .......................................................................................... 11
6.4 Karla Harry Special Legislative Commission .............................................................. 12
6.5 Coalition of Library Advocates (COLA) ......................................................................... 12
  6.5.1 Composition: ............................................................................................................ 12
  6.5.2 Term: ........................................................................................................................ 12
  6.5.3 Duties and Responsibilities: ...................................................................................... 12
6.6 HELIN .............................................................................................................................. 12
1.0 INTRODUCTION

The purpose of this Manual is to assist both the Association of Rhode Island Health Sciences Libraries (ARIHSL) Executive Board and the general membership in the planning and management of the Association's programs and services. It is meant to provide ongoing practical guidance as well as to supplement and elaborate on the Association's Bylaws. The Executive Board will review and update the Manual annually or as needed, to reflect changes in the Association or within the health care environment that might affect ARIHSL activities. This Manual is meant to be a work in progress that adapts readily to these changes.

2.0 ELECTED OFFICERS

2.1 President

2.1.1 Selection method:

1. The President is elected by the ARIHSL membership.

2.1.2 Term:

1. The one-year term as President is the second of a three-year commitment.
2. The President serves a one-year term as Vice President / President-Elect and a one-year term as Past-President.

2.1.3 Prerequisites:

1. The President must be a voting member of ARIHSL.

2.1.4 Duties and Responsibilities:

1. Presides over all meetings of the ARIHSL membership and of the ARIHSL Executive Board.
2. Schedules, prepares agendas, and sends out meeting notices for Executive Board meetings.
3. Serves as the primary representative of the Association.
4. Submits a report of the Association’s annual goals and objectives to members at September meeting.
5. Prepares and presents an Annual Report to the ARIHSL membership at the June Meeting.
6. Appoints committee chairpersons with the approval of the Executive Board.
7. Acts as a liaison between the Executive Board and ARIHSL committees.
8. Ensures that the Association sets annual goals.
9. Ensures that the activities of ARIHSL are consistent with the established goals and objectives of the organization.
10. Keeps the ARIHSL banner and gavel, and passes them to the incoming President at the June Annual Meeting.
11. Provides the backup signature for access to ARIHSL bank accounts, on a rotating basis every third year; (i.e. the Vice President/President Elect will serve as a cosigner and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)

2.1.5 Relationships:

1. Executive Board: For conducting the business of the organization and for setting goals and objectives.
2. ARIHSL Membership: For channeling communication about members’ needs and interests to the Executive Board and for sharing information about ARIHSL activities with the membership.

3. Treasurer: To provide the backup signature for access to ARIHSL bank accounts, on a rotating basis. (See 2.1.4.11)

2.2 Vice President / President-Elect

2.2.1 Selection Method:
1. The Vice President / President-Elect is elected by the ARIHSL membership.

2.2.2 Term:
1. The one-year term as Vice President / President-Elect is the first of a three-year commitment.
2. The Vice President / President-Elect serves a one-year term as President and a one-year term as Past-President.

2.2.3 Prerequisites:
1. The Vice President / President-Elect must be a voting member of ARIHSL.

2.2.4 Duties and Responsibilities:
1. Serves as President whenever the President is unable to do so, presiding over any meeting in the President’s absence.
2. Becomes President if the President is unable to complete the term of office.
3. Attends all ARIHSL Executive Board and business meetings.
4. Schedules and plans the programs for the four business meetings.
5. Invites emeritus members to the June Business meeting.
6. Provides the backup signature for access to ARIHSL bank accounts, on a rotating basis (every third year; i.e. the Vice President/President Elect will serve as a co-signer and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)
7. Presents the outgoing President with a certificate of appreciation at the June meeting.

2.2.5 Relationships:
1. Executive Board: To advise and assist in setting and carrying out goals and objectives.
2. Membership Committee Chairperson: Receives emeritus member names and contact information from the Membership Committee Chair.
3. Treasurer: Provides the backup signature for access to ARIHSL bank accounts, on a rotating basis. (See 2.2.4.6)

2.3 Past-President

2.3.1 Selection Method:
1. The Past President is an ex officio member of the Executive Board.

2.3.2 Term:
1. The one-year term as Past-President is the third year of a three-year commitment.
2. The Past-President serves a one-year term as Vice President / President-Elect and a one-year term as President.
2.3.3 Prerequisites:
   1. The Past-President must be a voting member of ARIHSL.

2.3.4 Duties and Responsibilities:
   1. Serves as President whenever the President or Vice President / President-Elect are unable to do so, presiding over meetings in their absence.
   2. Provides the backup signature for access to ARIHSL bank accounts, on a rotating basis (every third year; i.e. the Vice President/President Elect will serve as a cosigner and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)
   3. Serves as the chairperson of the Nominating Committee.

2.3.5 Relationships:
   1. Executive Board: To advise and assist in setting and carrying out goals and objectives.
   2. Treasurer: Provides the backup signature for access to ARIHSL bank accounts, on a rotating basis. (See 2.3.4.2)
   3. COLA: Serves as ARIHSL’s representative.

2.4 Secretary

2.4.1 Selection Method:
   1. The Secretary is elected by the ARIHSL membership.

2.4.2 Term:
   1. Term is one year.

2.4.3 Prerequisites:
   1. The Secretary must be a voting member of ARIHSL.

2.4.4 Duties and Responsibilities:
   1. Attends all ARIHSL meetings, general and executive.
   2. Takes the minutes at all ARIHSL Executive Board and ARIHSL meetings.
   3. Sends a draft of the minutes to the President for changes or notations.
   4. After the minutes have been approved, the Secretary marks them as “Corrected and Approved on [Date]”.
   5. Distributes the minutes to the Executive Board and to the membership in a timely fashion.
   6. Forwards the approved minutes to the ARIHSL Webmaster for posting and notifies the membership.
   7. Maintains an organized record of current ARIHSL minutes, correspondence, and other pertinent materials.
   8. Orders and distributes ARIHSL stationery.
   9. Sends pertinent correspondence, cards, flowers, etc., for various significant events acknowledged by ARIHSL according to the following guidelines:
      - Professional milestones, such as the receipt of a special award or retirement may be recognized with a gift, e.g. flowers or gift certificate, not to exceed $60.00.
      - Personal life events, such as birth/adoptions, marriage, illness/hospitalization, or death may be recognized with a greeting card.
      - Immediate family will be recognized, as appropriate.
2.4.5 Relationships:

1. Executive Board: To advise and assist in setting and carrying out goals and objectives.

2.5 Treasurer

2.5.1 Selection Method:

1. The Treasurer is elected by the ARIHSL membership.

2.5.2 Term:

1. Term is two years.

2.5.3 Prerequisites:

1. The Treasurer must be a voting member of ARIHSL.

2.5.4 Duties and Responsibilities:

1. Attends all ARIHSL meetings, general and executive.
3. Establishes the current Treasurer’s signature on file at the bank, as soon after election as possible.
4. Arranges for back-up signatures for access to ARIHSL bank accounts (Every third year, the Vice President/President –Elect will serve as cosigner and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)
5. Possesses Association’s bank account numbers and checkbook, online account access security codes and challenge questions, and deposit stamp.
6. Maintains a record of ARIHSL’s Federal Employee Identification Number (FEIN) and W-9 form
7. Maintains up-to-date financial records of the Association.
8. Maintains an up-to-date Excel spreadsheet of checking account transactions and balance on hand.
10. Maintains and possesses paper records including receipts for reimbursement in files for one calendar year plus previous year.
11. Receives and disburses ARIHSL monies.
12. Reports on the status of the treasury at Executive Board meetings and regular business meetings.
13. Prepares, maintains, and monitors ARIHSL budget information.
14. Reports income and expenses from all ARIHSL meetings to the Executive Board.
15. Serves as a member of the Membership Committee.
16. Prepares appropriate budget analysis for the Executive Board.
17. Submits an Annual Report and budget to the Executive Board.
18. Advises the Executive Board on all financial decisions.
19. Arranges a smooth transition for the incoming Treasurer.

2.5.5 Relationships:

1. Executive Board: To advise and assist in setting and carrying out goals and objectives.
2. President: The president and treasurer work together to sign checks.
3.0 EXECUTIVE BOARD

3.1 Composition:

1. The Executive Board consists of all officers and all committee chairpersons.
2. The ARIHSL President, with Executive Board approval, appoints committee chairpersons.
3. All elected officers and committee chairpersons must be ARIHSL voting members.

3.2 Term:

1. Term of office varies with the position. For specific length of terms for officers and standing committee chairpersons, see the entry for each position.

3.3 Duties and Responsibilities:

1. Meets four (4) times per year or at the discretion of the President
2. Formulates yearly goals and objectives in keeping with ARIHSL’s mission.
3. Develops a list of yearly goals and objectives before the September Meeting.
4. Reviews the ARIHSL Bylaws annually.
5. Recommends Bylaws changes as needed.
6. Conducts the business of ARIHSL between regular membership meetings.
7. With President, appoints Standing, Ad Hoc and Task Force committees and liaisons to other organizations as needed.
8. Determines policies and procedures for ARIHSL based on recommendations of an appropriate committee.
9. Maintains appropriate treasury funds.
10. Recommends any changes in dues and notifies members at least 14 days prior to either the March, June or September business meeting.
11. Approves expenditures of ARIHSL funds.
12. Approves a stipend of one “conference-only” early bird member rate registration to the Medical Library Association Annual Meeting. This stipend is offered to an Executive Board member. If no one on the Executive Board uses the stipend, regular ARIHSL members who are also voting MLA members will be invited to apply. One name will be “pulled from a hat.” If the stipend is not used for MLA conference registration, then the stipend can be used for another conference or professional development activity approved by the Executive Board.

3.4 Relationships:

1. The Executive Board maintains relationships with ARIHSL members and other organizations through its officers, committee chairpersons, and liaisons.

4.0 ELECTIONS

4.1 Nominations

1. The Nominating Committee is responsible for finding and nominating one or more candidates for each of the ARIHSL offices. For additional information, see Section 5.3 – Nominating Committee.
2. The slate of candidates shall be presented by the Nominating Committee Chairperson to the membership at the March Business Meeting for information only. No vote is taken.
3. The slate of candidates shall be presented by the Nominating Committee Chairperson to the membership at the June Business Meeting.
4. After presenting the slate, the Nominating Committee Chairperson shall call for additional nominations from the floor.
5. Nominations for officers are called for in the order in which the officers are listed in the Bylaws.
6. All nominations from the floor shall be completed and nominations closed for each office before voting for each office takes place.

4.2 Method of Voting
   1. A motion is made for the Secretary to cast one vote for the entire slate.

5.0 STANDING COMMITTEES

5.1 Education Committee

5.1.1 Composition:
   1. The Committee consists of a Chairperson.

5.1.2 Appointment Method:
   1. The Education Committee Chairperson is appointed by the ARIHSL President.
   2. The Chairperson may call on other ARIHSL members for assistance, when needed.

5.1.3 Term:
   1. Term is unlimited.

5.1.4 Duties and Responsibilities:
   1. Selects and plans one or more continuing education programs for ARIHSL members each year.
   2. Informs ARIHSL membership about continuing education programs in NAHSL, MLA, SLA, etc.
   3. The Education Chairperson is a member of the NAHSL CE Committee.
   4. The year NAHSL holds its annual meeting in Rhode Island, the Chairperson is liaison between the NAHSL CE Committee and the local planning committee.

5.1.5 Relationships:
   1. Executive Board – Reports and makes recommendations regarding continuing education programs.
   2. NAHSL – The Chairperson is a member of the NAHSL CE Committee.

5.2 Membership Committee

5.2.1 Composition:
   1. The Committee consists of a Chairperson and the Treasurer.

5.2.2 Appointment Method:
   1. The Membership Committee Chairperson is appointed by the ARIHSL President.
   2. Committee members volunteer to serve or the Chairperson may call on other ARIHSL members for assistance, when needed.

5.2.3 Term:
   1. Term is unlimited.
5.2.4 Duties and Responsibilities:

1. Reviews the list of applicants and/or existing members to ensure that they have fulfilled the criteria listed in Article III, Section 1 of the Bylaws and are, in fact, eligible for membership in the Association.
2. Advises the Executive Board regarding those who have not met the criteria for membership so that the Board may take suitable action.
3. Organizes the membership renewal process.
4. Updates renewal form by September 1st.
5. Sends e-mail message about renewals in September via the listserv.
6. Sends second e-mail reminder in November.
7. Identifies non-renewing members. In mid-January, targets specific individuals/institutions, and sends reminders.
8. Follows up in early February with personal phone calls.
9. Sends notification to all members when they have completed the application process.
10. Gives membership renewal checks to the Treasurer.
11. Reviews membership categories and dues structure, and brings recommendations to the Board.
12. Creates and maintains the master membership list to include complete contact information for all.
13. Forwards edited lists of all members to the ARIHSL Webmaster for posting on the website. The website posting will not include any personal addresses, phone numbers or email addresses.
14. Provides outreach to other libraries and corporate agencies.
15. Maintains contact with emeritus members who are not on the listserv.
16. Forwards names and contact information of emeritus members to the Vice President so that invitations to the June Business Meeting can be sent.

5.2.5 Relationships:

1. Executive Board – Makes recommendations regarding membership issues.
2. Treasurer – submits membership checks to the Treasurer.

5.3 Nominating Committee

5.3.1 Composition:

1. The Committee consists of a Chairperson.

5.3.2 Appointment Method:

1. The Past-President serves as the Chairperson of the Nominating Committee.

5.3.3 Term:

1. Term is one year.

5.3.4 Duties and Responsibilities:

1. Solicits one or more nominees for the office of Vice President / President-Elect, and as necessary, one or more nominees each for the office of Secretary and Treasurer. The nominees must be members in good standing whose current dues are paid at the time of the nomination. The list of candidates shall not include the current Chairperson of the Nominating Committee.
Consults the President and Vice President / President-Elect regarding the nominees. Presents the slate of nominees at the March Business Meeting, and posts it on the ARIHSL listserv. Makes recommendations to the President to fill vacancies as they may occur. Presides over elections at the June Business Meeting.

5.3.5 Relationships:
1. Executive Board – Reports on nominations.

5.4 Website Committee.

5.4.1 Composition:
1. The Committee consists of a Chairperson, the Webmaster.

5.4.2 Appointment Method:
1. The Website Committee Chairperson is appointed by the ARIHSL President.
2. The Chairperson may call on other ARIHSL members for assistance, when needed.

5.4.3 Term:
1. Term is unlimited.

5.4.4 Duties and Responsibilities:
1. Revises and updates website information. This includes upcoming events, membership lists, membership information, the Bylaws and Policy and Procedures documents, meeting minutes, continuing education, and any other information that is beneficial to the membership.
2. Receives Executive Board and Business Meeting reports from the officers and committee chairs and posts these to the website prior to the meetings.
3. Receives Executive Board and Business Meeting minutes from the Secretary, both as DRAFT and FINAL, and posts these to the private (members only) pages of the website.
4. Keeps the home page updated with current information and events so that the membership can rely on it as a key resource.
5. Notifies the membership of changes to the website.
6. Reports on website issues to the Executive Board and membership.
7. Manages the domain name www.arihsl.org, coordinating with the Treasurer for payment when due. The domain is currently managed at www.GoDaddy.com.

5.4.5 Relationships:
1. Executive Board – receives meeting documents for posting.
2. Secretary – receives DRAFT and FINAL minutes for posting.
3. Membership – receives suggestions for website additions and modifications and incorporates these as appropriate.
4. Treasurer – coordinates payment to GoDaddy for domain name.
5. Other EB members may edit as well as contribute content to the website.

6.0 RELATIONSHIPS WITH OTHER ORGANIZATIONS
The ARIHSL Executive Board recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organizations within the geographic
boundaries. To this end, ARIHSL may voluntarily enter into projects or activities of mutual benefit with NAHSL or other state health sciences library associations.

6.1 Representative to NAHSL (North Atlantic Health Sciences Libraries)

The North Atlantic Health Sciences Libraries, Inc. (NAHSL) was established in 1958 as a regional group representing Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. NAHSL is an organization of professional librarians and individuals interested in health sciences libraries.

6.1.1 Composition:
1. The Representative is a voting member of ARIHSL.
2. The Representative must also be a voting member of NAHSL.

6.1.2 Appointment Method:
1. The ARIHSL President appoints the Representative to NAHSL.

6.1.3 Term:
1. The NAHSL Representative serves for one year and may be appointed again on a yearly basis.

6.1.4 Duties and Responsibilities:
1. The NAHSL representative, or an alternate, attends all scheduled meetings of the NAHSL Executive Board.
2. NAHSL will reimburse the representative for travel costs to NAHSL Board meetings.
3. Provides communication between ARIHSL and NAHSL.
4. Reports to the NAHSL Executive Board concerning the current activities, decisions, projects, interests, concerns, and plans of ARIHSL.
5. Facilitates dissemination of information from the NAHSL Executive Board to individuals within ARIHSL.
6. May assist the NAHSL Board, when requested, in gathering input from the ARHISL Board and the general membership as well as other RI libraries and library organizations.
7. Sends news items to NAHSL for the NAHSL website.

6.2 Representative to the LORI (OLIS) ILL Committee

The Office of Library and Information Services (OLIS) is the state library agency for Rhode Island. The Library of Rhode Island (LORI) is the Rhode Island Library network, a virtual library consisting of the collected resources and services available from all Rhode Island libraries.

The main purpose of the LORI ILL Committee is to encourage resource sharing and multi-type library cooperation among RI libraries. The LORI ILL Committee’s composition includes a librarian from Special Libraries/Medical-Health Sciences, in consideration of the distinct nature of their professional practices. It is an appointed position by OLIS staff.

6.3 Rhode Island Library Board

The Library Board of Rhode Island is a statewide group composed of citizens and representatives from RI libraries of all types. The Board advises the Office of Library and Information Services (OLIS) on policy issues, supports legislative initiatives, and acts as an advocacy group on behalf of libraries. The Board appoints a representative from corporate or special libraries (e.g. health sciences libraries) and though this individual may be a member of
ARIHSL, they do not represent ARIHSL, nor is ARIHSL involved in the nomination of the person. However, it is customary for the person appointed as the corporate or special libraries representative to the Board, if an ARIHSL member, to share information with the ARIHSL membership.

6.4 Karla Harry Commission on Libraries in Rhode Island

A Special Legislative Commission to Study the Current Strengths and Weaknesses of Library Services in the State of Rhode Island, first proposed in 2004, was reintroduced and authorized in 2006 (2006-S2382; 2006-H7166). The Commission appoints a representative from a hospital library and though this individual may be a member of ARIHSL, they do not represent ARIHSL, nor is ARIHSL involved in the nomination of the person. However, it is customary for the person appointed as the hospital library representative to share information with the ARIHSL membership.

6.5 Coalition of Library Advocates (COLA)

The Coalition of Library Advocates (COLA) is a grass-roots library support group that seeks to improve the quality of life for Rhode Islanders by supporting libraries of all kinds. Through advocacy, education, and public awareness activities, COLA works to help improve library services throughout the state.

6.5.1 Composition:

1. The Past President serves as the ARIHSL COLA representative.
2. If the Past President is unable to attend meetings on a regular basis, the President will appoint a replacement.

6.5.2 Term:

1. One year.

6.5.3 Duties and Responsibilities:

1. Attends regular monthly COLA meetings September-June.
2. Facilitates dissemination of information from COLA to ARIHSL.

6.6 HELIN Consortium.

ARIHSL includes hospital library members who are affiliated with the HELIN Consortium. A librarian from among that group is invited by the HELIN Executive Board to attend their monthly meetings as a non-voting participant. Though this individual or their library may be members of ARIHSL, they do not represent ARIHSL, nor is ARIHSL involved in the selection of the person. However, it is customary for the person invited to the HELIN Board meetings to share related information with the ARIHSL membership, as appropriate.