ARTICLE I: Name
The name of this Organization shall be the Health Science Libraries and Information Consortium of Maine, also known as HSLIC and herein and after shall be referred to as HSLIC.

ARTICLE II: Objectives
The purpose of HSLIC is to coordinate cooperative efforts among health science libraries in Maine. HSLIC's primary goals are:

A. To promote health science libraries and librarianship.
B. To share knowledge and experiences in library operations and resources.
C. To provide continuing development of the framework for resource sharing within Maine.
D. To provide opportunities for the continuing education of health science librarians and support personnel.
E. To provide support to other HSLIC members in the event of emergency absence or in the case of catastrophic loss of access to materials, either print or electronic.

ARTICLE III: Members
Section 1: Eligibility
A. Institutional Members: The membership of HSLIC shall be composed of institutions or associations in the State of Maine which have an interest in health science library resources and which meet the following requirements:
   1. have a designated library manager.
   2. actively engage in collection development.
   3. use Docline actively if eligible for full Docline participation status and provide free reciprocal ILL. Libraries not eligible to use Docline may contract with a HSLIC library for Loansome Doc service.
   4. enter serial holdings in SERHOLD and revise holdings annually if eligible to participate in Docline.
   5. subscribe to the HSLIC e-mail discussion list and, if applicable, keep their Associate Members informed of news and announcements.
6. request a HSLIC mentor as needed.
7. have at least one staff member serve on the Executive Board at least once every five years.
8. send a representative to the spring and fall HSLIC Meetings.
9. support other HSLIC members in the event of emergencies or disasters.

B. Associate Members: Those institutions with or without a physical library onsite that receive library resources and services through an Institutional Member (as described above.)

C. Individual Members: Any individual interested in HSL resources may apply for individual membership in HSLIC.

Section 2: Dues
A. The Executive Board shall review the dues structure annually. Dues shall be determined by majority vote at the Annual Meeting after discussion and amendment of any proposed change in the dues. Annual dues shall be payable at the beginning of each HSLIC fiscal year. Notice of a proposed change in dues shall be sent to each member at least thirty (30) days before the next Annual Meeting.
B. Institutional Members are responsible for coordinating dues payments for all of their Associate Members.

Section 3: Rights and Privileges
A. Institutional Members: Member institutions shall have voting privileges, interlibrary loans, eligibility for HSLIC scholarships, free copies of HSLIC publications, free or reduced fee access for HSLIC sponsored educational programs or workshops.
   1. One individual per member institution/LIBID shall be designated by the institution to represent the same at any HSLIC general business meeting. Each member organization shall have one vote at all general business meetings.
B. Associate Members
   1. Associate Members have the same rights and privileges as Institutional Members. They are encouraged to have a representative serve on the HSLIC Executive Board at least once every five years and subscribe to the HSLIC e-mail discussion list.
C. Individual Members:
   1. Individual Members may serve on HSLIC committees and the HSLIC Executive Board.
2. Individual membership will not include interlibrary loan privileges or voting rights on interlibrary loan issues.
3. Individual membership will include attendance privileges at HSLIC meetings and conferences as well as access to the HSLIC Newsletter.
4. Maine-based Individual Members may apply for and receive HSLIC scholarships.

Section 4: Membership Application and Approval
A. Application for membership shall be made, on forms provided for the purpose, to the Treasurer. Applicants meeting the requirements set forth in these Bylaws shall be entitled to all rights and privileges of membership contingent upon the payment of dues.
B. Individuals may be Honorary Affiliates upon nomination and subsequent election by the entire membership. Honorary Affiliates will not be assessed a membership fee and will not have voting privileges. The advice and consultation of Honorary Affiliates will be sought for specific problems and they may be invited to serve on committees. They are extended the privilege of attending regular or special meetings and may be invited to Executive Board meetings as needed.

Section 5: Fiscal Year
A. The fiscal year of HSLIC shall be January 1-December 31.

Section 6: Suspension and Reinstatement
A. Dues shall be considered in arrears if unpaid two months after the renewal date. Failure to pay dues shall result in the suspension of all rights and privileges.
B. Suspended members may be reinstated upon payment of dues. If a member who has been suspended for unpaid dues does not restate within a twelve-month period following suspension, a new application for membership must be made.

ARTICLE IV: EXECUTIVE BOARD
A. The HSLIC Executive Board shall be comprised of the elected and appointed officers.
B. All personnel of member institutions are eligible to hold office, but no more than two persons from one institution may hold an elected office at the same time.
C. The Executive Board shall be the policy-making body of HSLIC and shall have the responsibility for the affairs of HSLIC between its regular and/or special meetings; recommend the annual membership dues rate to the membership at the Annual Meeting for ratification by the HSLIC membership at the Annual Meeting; authorize the disbursement of funds in accordance with the general budget ratified by the HSLIC membership at the Annual Meeting; fix the hour and place of meetings; and perform other duties specified by these Bylaws.

D. Regular meetings of the Executive Board shall be held. Special meetings of the Executive Board may be called by the Chair of HSLIC or upon the request of three members of the Board. The Executive Board and its committees may conduct business by electronic or conventional means, including mail, telephone, fax, computer, video, or other appropriate means, provided that a quorum is present and all members of the Executive Board have access to the information and/or debate through one or more of the means listed.

E. Five members of the Executive Board shall constitute a quorum at any Executive Board meeting. One of the five must be Chair or Vice-Chair.

F. A current list of Executive Board members will be maintained on the HSLIC website.

G. The work of all committees, task forces and representatives shall be under the charge of the Executive Board, and none shall commit the Organization to a policy or action without prior approval of the Executive Board or the Chair on behalf of the Board.

Section 1: Elected Officers

A. The elected officers of HSLIC shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer.

B. Each elected member of the Executive Board shall have one vote at all Executive Board meetings with the exception that individual members shall not vote on interlibrary loan issues.

C. Terms of Office

1. Elected officers shall take office the following January 1st after the Annual Meeting and shall serve until the following December 31st or until they resign, become incapacitated or are removed, or until successors are elected and assume their duties.
2. The Chair, Vice-Chair, and Secretary shall be elected annually. The Treasurer shall be elected every two years.

3. An individual must have served on the Board at some time during the previous three five years to be eligible to run for Chair.

4. No individual shall be eligible to serve more than three consecutive terms in the same office. No individual shall hold more than one elected office in HSLIC at the same time.

5. Vacancies in elected positions shall be filled according to the designated Parliamentary Authority. (See Article VI.)

D. Duties of Elected Officers

1. The duties of the Elected Officers shall follow those duties outlined in the Parliamentary Authority and any other duties determined by the Executive Board.

2. The duties shall be outlined in the Policies & Procedures section of the HSLIC Manual.

Section 2 : Appointed Officers

A. Committee Chairs

1. Committee Chairs shall be appointed by the Chair of HSLIC. These terms are for a maximum period of 3 years.

2. The duties shall be outlined in the Policies & Procedures section of the HSLIC Manual.

3. Committee Chairs are voting members of the Executive Board.

B. Archivist

1. An Archivist shall be appointed each year by the Chair of HSLIC to perform the duties as outlined in the Policies & Procedures section of the HSLIC Manual.

2. The Archivist may be reappointed with no term limit.

3. The Archivist is a voting member of the Executive Board.

C. Delegates

1. Delegates to the Executive Board may include the Maine representative to the North Atlantic Health Science Librarians (NAHSL) Executive Board; a member of the Maine Library Commission (appointed by the Governor); and other delegates as invited by the Chair.

2. Delegates (with the exception of the Maine Library Commission) are appointed by the Chair to fill the required term of office. These terms are for a maximum period of 3 years.
3. A vacancy arising in a delegate position (with the exception of the Maine Library Commission) shall be filled by a member appointed by the Executive Board.

4. Duties of the delegates shall be to represent the wishes and opinions of the HSLIC membership; and to report to the Executive Board all activities, policies and decisions that affect HSLIC and its member organizations.

5. Delegates are non-voting members of the Executive Board.

Section 3: Ad Hoc Committees and Task Forces
A. There shall be such other committees and task forces appointed by the Executive Board as deemed necessary to carry on the work of HSLIC. The Chair shall designate the Chairs of all ad hoc committees and task forces. The life of an ad hoc committee or task force shall be limited to 2 years, unless the Executive Board shall otherwise provide.

ARTICLE V: MEETINGS
Section 1: General Membership Meetings
A. The organization shall hold semi-annually, in the spring and fall, general membership meetings of the members for the transaction of general business. The Fall Meeting is designated the Annual Business Meeting.

B. One-third of the voting members shall constitute a quorum at these semi-annual general meetings.

Section 2: Special Meetings
A. In the interval between semi-annual meetings, special meetings of the members shall be called by the Chair if requested in writing by a majority of the voting members of the Executive Board, or by 20 percent of the voting members of the Organization. Only business specified in advance notice of such meetings shall be transacted.

Section 3: Attendance
A. Any HSLIC meeting (Executive Board, committee, ad hoc, etc.) shall be open to all HSLIC members. Advance notice to the membership of committee and ad hoc meetings is not required. Executive sessions may be held to discuss matters requiring discretion.
ARTICLE VI: Parliamentary Authority
Section 1: Rules
A. The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Organization 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 Organization may adopt.

ARTICLE VII: AMENDMENT OF THE BYLAWS
Section 1: Notification
A. The Bylaws may be amended or rescinded by two-thirds of those voting on any properly proposed and considered amendment as specified in this Article.
B. Notice of proposed amendment recommended by the Executive Board shall be sent to each voting member at least 30 days before the date of the next General Membership Meeting. The notice shall indicate the time and place of the next General Membership Meeting where the proposed amendments will be considered.

Section 2: Consideration at General Membership Meetings
A. Opportunity shall be given at a General Membership Meeting for debating and amending any properly proposed amendments to any part of the Bylaws.

Section 3: Effective Date
A. The Bylaws and any future amendments thereto shall become effective immediately following the meeting in which they have been adopted.

ARTICLE VIII: DISSOLUTION
In the event of dissolution of HSLIC, the Treasurer shall, after paying or making provisions for the payment of the liabilities of the Organization, distribute the remaining funds to current HSLIC Institutional Members. The HSLIC archives will be donated to NAHSL.

HSLIC BYLAWS
Revised May 1992                      Revised May 2009
Revised Oct 1994                      Revised May 2011
Revised Apr 1999                      Revised May 2013
Revised Jun 2001
Revised May 2002
Revised May 2003
Revised May 2004
Revised June 2006