ARTICLE I
PURPOSE

The policies and procedures shall address the duties of the officers, representatives, and committees, and delegates. They shall provide for replacement of position in the event of resignation or removal of the current office holder.

ARTICLE II
DUTIES OF OFFICERS

Section 1. The Chair shall:
A. preside at all general meetings of HSLIC and of the HSLIC Executive Board;
B. develop the agenda for each meeting;
C. report to the membership on the status and activities of HSLIC at the annual Fall Meeting;
D. be an ex-officio member of all committees except the Nominating Committee;
E. appoint all committee Chairs;
F. appoint all delegates to the Board;
G. communicate with the general membership after each Board meeting;
H. perform other duties customarily assumed by the Chair;
I. ensure Board officers and appointees are performing their assigned duties.

If the Chair resigns, the Vice Chair will assume the office.

Section 2. The Vice Chair shall:
A. preside at all general meetings of HSLIC and of the Executive Board in the absence of the Chair
B. assume the Chair in case of the resignation of the Chair, serve in this
position for the remainder of the term of the prior Chair and, at the earliest opportunity appoint a member to complete the term of the Vice Chair.

C. perform administrative duties as delegated by the Chair and other duties customarily assumed by the Vice Chair.

D. serve as Chair of the Nominating Committee;

E. act as parliamentarian, bringing a print copy of the HSLIC Manual and Robert’s Rules of Order to each meeting; and

F. solicits nominations for the annual Cairns Award and makes arrangements for the award to be ordered in time to present at the Spring Meeting.

Section 3. The Secretary shall:

A. keep a record of the proceedings of all meetings for HSLIC and the Executive Board;

B. distribute the minutes of the meetings of HSLIC and the Executive Board to the membership;

C. initiate and respond to HSLIC correspondence as directed by the Chair;

D. perform other duties customarily assumed by the Secretary

E. submit meeting minutes directly to the website administrator.

If the Secretary resigns, the Chair will appoint an individual to serve in the office for the remainder of the term.
Section 4. The Treasurer shall:
A. be responsible for collection and disbursement of HSLIC funds as directed by the Bylaws and the Executive Board, and shall maintain all accounts;
B. collect membership fees, maintain an up-to-date membership list, keep the Membership Chair informed of members’ status;
C. make and present a written annual report at the Fall Meeting;
D. prepare a proposed general budget for the upcoming year which will be presented to the membership for its ratification at the Fall Meeting;
E. arrange for the HSLIC mailbox;
F. handle travel reimbursement requests (per Appendix B);
G. keep HSLIC financial records according to the Treasurer’s Handbook (see Section 10);
H. perform other duties customarily assumed by the Treasurer;
I. update the Check Request form on the HSLIC website.
J. maintain a current database of membership information and inform members when they are in arrears of dues payment.
K. forward membership renewal forms to the Automation Chair for the purpose of updating the membership directory on the HSLIC website.

If the Treasurer resigns, the Chair shall appoint an individual to serve the office for the remainder of the term.

Section 5. The Area Representatives shall:
A. represent the needs and interests of their geographical areas of the State;
B. serve as a contact to new library managers or potential new members in their areas;
C. recognize members’ life events as directed by the Board:
   1. When a person from a HSLIC library dies, HSLIC will recognize this individual by donating a book to the library. The Area Representative will purchase and deliver the book. The cost of the book will not exceed $50.00. The same policy will apply in the death of an immediate family member (spouse, parent, child, sibling or grandparent).
   2. When a person from a HSLIC library retires, leaves the profession, has or adopts a baby, marries, or incurs serious illness, HSLIC will send a book or gift certificate, the cost of which
will not exceed $50.00. The Area Representative will make the arrangements.

3. If the person who experiences a life event is an Area Representative, the Executive Board will designate a member to handle the recognition procedure.

4. serve on the HSLIC Education/Program Committee;

5. collect area news quarterly and submit it to the Public Relations Chair for inclusion in the HSLIC newsletter perform other duties as requested by the Chair.

In case an Area Representative resigns, the Chair shall appoint an individual from the same geographic area to serve in the office for the remainder of the term.

ARTICLE III
COMMITTEES

Section 1. Standing committees: The standing committees of HSLIC shall be Automation, Education/Program, Scholarship, Resource Sharing, Nominating, Membership, Public Relations.

Section 2. Committee Chairs: The HSLIC Chair shall appoint the Chairs of the Automation, Education/Program, Scholarship, Resource Sharing, Nominating, Membership, Public Relations committees immediately after the annual Fall Meeting. Each standing committee Chair shall select individuals from HSLIC member institutions to serve for one year or until their successors are appointed.

Section 3. Education/Program Committee:
A. The chair of the committee shall be appointed by the HSLIC Chair immediately following the annual HSLIC Fall Meeting. The committee membership will include the HSLIC Area Representatives and the appointed Chair. It shall be the responsibility of the committee Chair to ensure the prompt formation of this committee.

B. The duties of the committee shall be to:
   1. select the date, site, and programs of the fall and spring meetings of the full HSLIC membership, plan educational programs of
interest to the HSLIC membership, and take the responsibility for obtaining additional funds for such programs if need be.

**Section 4. Resource Sharing Committee:**
A. The chair of the committee shall be appointed by the HSLIC Chair immediately following the annual HSLIC Fall Meeting. The committee should be formed immediately after the HSLIC Fall Meeting. Committee membership must include the Archivist.
B. The duties of the committee shall be to
   1. facilitate the sharing of all resources by the membership of HSLIC with particular attention to issues involving interlibrary loans, union lists, acquisitions and licensing agreements.
   2. recommend purchases for the HSLIC Library to the Archivist, who will circulate the materials to the membership upon request.
   3. update the Reference and Resources webpage of the HSLIC website.

**Section 5. Nominating Committee:**
The Vice Chair selects members for a Nominating Committee, one of which is the Membership Chair. This committee prepares a slate of officers and area representatives that is presented to the Board by the September Board Meeting. The Committee Chair will supply potential candidate(s) with a list of officer duties before candidate is placed on the slate. This committee also collects nominations for the annual Cairns Award and makes arrangements for the award to be ordered in time to present at the Fall Meeting.

**Section 6. Scholarship Committee:**
The Board Chair shall appoint a committee Chair. The Scholarship Committee shall be formed immediately following the annual Fall Meeting. It shall be the duty of this committee to disperse allocated scholarship funds to HSLIC members applying for said funds according to the form in Appendix A, and to update the Scholarship Request Form on the HSLIC website. It shall be the responsibility of the Chair to ensure the prompt formation of this committee.

**Section 7. Membership Committee:**
The chair of the committee shall be appointed by the HSLIC Chair. This
committee shall be responsible for all matters pertaining to institutional and individual membership, including maintaining a current database of membership information and informing members when they are in arrears of dues payment. This committee works in cooperation with the Treasurer to ensure compliance with the membership agreement for both new and existing members, as well as identifies and recruits potential new member institutions. The Membership Chair will inform the Automation Chair of any non-renewing members so they may be removed from the HSLIC List. The Membership Chair also serves on the Nominating Committee.

Section 8. Automation Committee:
A. The chair of the committee shall be appointed by the HSLIC Chair immediately following the annual HSLIC Fall Meeting. The committee membership will include as many people as the Automation Chair deems necessary to carry out the responsibilities of the committee. It is the responsibility of the committee Chair to ensure prompt formation and organization of this committee. The Public Relations Chair shall serve on this committee.
B. The duties of the committee shall be to
   1. oversee all parts of the HSLIC web page and the HSLIC electronic discussion list.
   2. perform a quarterly review (June, September, December, March) of the content of the HSLIC website with the exception of the Manual.
   3. maintain the disaster resource list
C. The Automation Chair will
   1. inform other committee chairs when updates are needed in their sections of the website.
   2. notify HSLIC members when new content has been added to the HSLIC website.
   3. maintain the subscription to the HSLIC.org domain name.

Section 9. Public Relations Committee:
A. The HSLIC Chair shall appoint the committee Chair.
B. The Public Relations Committee shall
   1. oversee all publicity of HSLIC news, activities, and events both within the HSLIC membership and reaching out to the librarians, healthcare professionals, and citizens of Maine. Committee duties shall include:
2. production of a quarterly newsletter for the HSLIC website,
3. maintenance of the consumer sites and calendar pages of the HSLIC website; and
4. coordination with the appropriate HSLIC representatives and committee chairs to create and manage exhibits for various conferences, as directed by the Executive Board.

Section 10. Other Committees:
Other committees, standing or special, shall be formed as the Organization or the Executive Board deems necessary to carry on the work of HSLIC. The Chair of each of these committees shall be appointed by the HSLIC Chair.

Section 11. Committee Funds:
Committee Chairs shall have authority in the disposition of their committee funds to fulfill committee objectives.
ARTICLE IV
APPOINTED OFFICERS AND REPRESENTATIVES

A: State Representative to NAHSL Executive Board

The NAHSL Executive Committee maintains a liaison with NAHSL members through state representatives. The major health sciences library group of each New England state in NAHSL's geographic area appoints a representative to serve on the NAHSL Executive Committee.

State representatives are selected according to the wishes of their respective state groups (i.e., by appointment, election, etc.) The length and dates of their terms are determined by the state association. Each representative must be a NAHSL member.

State Representatives are voting members of the NAHSL Executive Committee and have voting privileges on Executive Committee decisions. Travel reimbursement is provided for State Representatives from the NAHSL Treasury.

The State Representative or an alternate will attend all scheduled meetings of the NAHSL Executive Committee. The representative will provide communication between NAHSL and the State association by attending HSLIC Board meetings and submitting a report after each NAHSL meeting to the Automation Chair. State representatives are responsible for reporting to the NAHSL Executive Committee current activities, decisions, projects, interests, concerns, and plans of the State organization. They may facilitate dissemination of information from the NAHSL Executive Committee to individuals within their State, and may assist the Executive Committee in gathering input from individuals within their State or from the State organization's administration.

NAHSL does not exercise authority over any State health sciences library organization and is not obligated to support or subsidize activities and interests of the State organizations. Similarly, NAHSL is not obligated to support or subsidize activities and interests of non-NAHSL members within the New England states, regardless of their membership in a State association.
The NAHSL Executive Committee recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organization within the NAHSL geographic boundaries. To this end, NAHSL may voluntarily enter into projects or activities of mutual benefit with any State health sciences library association; the NAHSL Executive Committee may also choose to include non-NAHSL members in such projects or to extend benefits to them.

B. HSLIC Archivist:
The Archivist, as an appointed Board member exempt from any term limitation, shall:
1. house and maintain the archives in a safe place and an organized manner in accordance with recognized archival practices;
2. attend Executive Board Meetings and report on the condition and organization of the archives;
3. provide access to records in a timely fashion upon request;
4. house and maintain a record of the HSLIC library and submit an updated list to the Automation Chair for publication to the HSLIC website;
5. select, with the advice of the Resource Sharing Committee, and purchase additions for the HSLIC library;
6. serve on the Resource Sharing Committee;
7. archive important content from the HSLIC website including any manual changes in Sections II, III, IV, and IX; and
8. be responsible for the history segment of the HSLIC website.
APPLICATION FOR SCHOLARSHIP

APPLICANT
Name: ________________________________________________________
Institution: ____________________________________________________
Address: ______________________________________________________

Telephone # and Hours Available: __________________________________

PROGRAM
Title: ___________________________________________________________
Sponsor: _________________________________________________________
Location: _________________________________________________________
Date(s): _________________________________________________________
Relationship to applicant’s work: _________________________________

COSTS
Registration: _______________________________ Travel: ________________
Tuition: _________________________________ Lodging:____________________
Meals: ________________________________ Other: _______________________

TOTAL COSTS: _________________________________
Amount you and/or employer will pay: ____________________________
Amount needed from HSLIC: _________________________________

Notes & stipulations
A HSLIC Scholarship may be awarded toward registration, tuition, hotel, and travel costs of
the workshop/program attended. Scholarships are also limited to events of which total cost
exceeds $20.00. No scholarship will exceed $400.00 per institution per HSLIC fiscal year, $100.00
per individual member per fiscal year. It is the obligation of the scholarship recipient to submit a
completed “Report of Educational Program Attended” to the Chair of the Scholarship Committee
within 30 days of the event. Information gained from the event is to be shared with HSLIC
members, via the HSLIC NEWSLETTER, and as requested thereafter.

__________________________________________________________
Signature

__________________________________________________________
Date

Please send to: Current Scholarship Chair (see HSLIC Executive Board/webpage)

For Scholarship Committee Only: Date:
Approved ________ Date: __________ Committee Member: ______________________
Not Approved ______________ Why? ____________________________________________
Reimbursement Check Request

Examples of expenses that may be reimbursed: travel to Board meetings; gifts approved by the Board; other approved purchases made on behalf of HSLIC.

- Receipts should accompany a purchase or travel reimbursement, including receipts for tolls.
- Travel reimbursement may not be used in conjunction with a HSLIC scholarship award.
- Travelers attending meetings as a HSLIC representative are expected to make a report on the meeting to the Executive Board.
- Travel by automobile is reimbursed at $.55 per mile, NOT at the current IRS rate.
- Check requests should be submitted to the Treasurer within one month of the expenditure, or contact made with the Treasurer to explain why a delay is in order.

Date: ____________________________________________

Check payable to: ____________________________________________

Address: ____________________________________________

____________________________________________________________________________

Check Amount: ____________________________________________

Explanation of expenses (travel expenses should include date of travel, destination, and name of meeting):

____________________________________________________________________________

Send to:
HSLIC Treasurer
110 Marginal Way, #245
Portland, ME 04101

To be completed by the Treasurer:
Check number __________________________ Date __________________________
Accessing the HSLIC Webpage and E-mail List

1. To access the HSLIC homepage on the World Wide Web, use the following URL’s:
   
   http://www.hslic.org or http://library.umassmed.edu/hslic/

   Certain areas of the website will be password protected for members use only. To obtain the user ID and password for the site contact the Chair of the Automation Committee. The password for the members-only areas of the website may be changed as needed by the Automation Chair. The Chair will inform HSLIC members of the change via the electronic list.

2. To join the HSLIC E-mail List, contact the Automation Committee Chair. The Chair will receive the request and subscribe you to the list. The HSLIC List is a closed list for HSLIC members and approved guests.
Requesting a HSLIC Grant:

To support and encourage its mission of resource sharing, information dissemination, and library services promotion, HSLIC may grant requests for funds from its members according to the following criteria:

1.) Grants will not exceed $500.
2.) Members may request one grant per year.
3.) Project must be completed within one year.
4.) Projects eligible for grant funds may include:
   A.) Development of a new library service or expansion of an existing service to a new group of users (outreach projects, health literacy initiatives, etc.)
   B.) Promotion of library and library services or resources (exhibits, presentations, etc.)
   C.) Development of a training course or workshop for primary users, consumers, or librarians.
   D.) Educational visit to another library to assess a particular service or program.

**Projects not eligible for HSLIC grants include:
- collection development (unless part of a new or expanded service)
- purchasing new or upgrading equipment (new equipment related to a new service allowed)
- travel to workshops, courses (these go through the Scholarship request process)

5.) Grant requests will be submitted to the Chair of the Scholarship Committee via the HSLIC Grant Request Form found at the HSLIC website.

The Scholarship Committee will take into consideration the following when considering any grant request:

- Does the project support the mission of HSLIC and meet the eligibility
guidelines?
• Has the requesting library received a previous HSLIC grant?
• Have the designated grant funds been exhausted?

Any grant requests approved by the Scholarship Committee must then be submitted for final approval by the Executive Board.

Within six months of receipt of HSLIC funds, grant recipients will be required to submit a brief report to the Scholarship Committee Chair of how the grant monies were spent. The Scholarship Chair will present this report to Executive Board. Recipients will also submit a final project report to the Executive Board for publication in the HSLIC Newsletter.

6.) If the project is not completed as described or within the time allotted, all grant monies will be repaid to HSLIC within three months of the Executive Board’s reimbursement request.
I. **APPLICANT**
Name: ____________________________________________
Institution: _________________________________________
Address: ___________________________________________
_________________________________________________
Telephone # and hours available:________________________
E-mail address: _____________________________________

II. **PROJECT DESCRIPTION** (attach separate sheet if necessary)

III. **COSTS** (attach separate sheet if necessary)

TOTAL PROJECT COST:____________________________

Amount needed from HSLIC:________________________

IV. **GUIDELINES**
For a description of the grant request procedure see the HSLIC Manual, Section 9, Appendix D, “Requesting a HSLIC Grant.”

In signing this form the applicant agrees to abide by the HSLIC grant guidelines:

_________________________________________________  ____________________
Signature                                                      Date

Please send to: HSLIC Scholarship Committee Chair