BYLAWS

of the

HEALTH SCIENCE LIBRARY AND INFORMATION COOPERATIVE OF MAINE

ARTICLE I

NAME

The name of this Organization shall be the Health Science Library and Information Cooperative of Maine, also known as HSLIC and herein and after shall be referred to as HSLIC.

ARTICLE II

PURPOSE

The purpose of HSLIC shall be to promote cooperation and provide coordination in the development of health science libraries and information resources in the state of Maine in the interest of:

a.) economic use, sharing, and distribution of material, financial, and personnel resources;

b.) ease of access to health science information by all actual and potential patrons regardless of geographical location;

c.) privileges and responsibilities of these libraries in the National Biomedical Communications Network and other professional organizations and networks; and

d.) the continuing education of health science library personnel.

HSLIC may elect to establish a Central Office to execute the above functions.

ARTICLE III

MEMBERSHIP

Section 1. The membership of HSLIC shall be composed of institutions or associations in the state of Maine with an interest in health science library resources including, but not limited to, hospitals, colleges and universities, and health agencies.
Section 2. Membership fees are payable in advance on or before January 1 of each year, the calendar year being the fiscal year. The Treasurer shall arrange for notification of members two months in arrears, and those whose dues are not paid two weeks before the Annual Meeting shall be automatically dropped from membership in HSLIC.

Section 3. One individual per member institution will be designated by the institution to represent the same at any HSLIC meeting as spokesperson; each member institution shall have one vote only.

Section 4. Member institutions will establish their own library policies.

Section 5. Individuals may be invited as 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 will be invited to Executive Board meetings as needed.

ARTICLE IV

OFFICERS

Section 1. The officers of HSLIC shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and one Area Representative from each of the latest revised Maine Hospital Association areas. These officers shall perform the duties described in the bylaws. Any personnel of member institutions are eligible to hold office.

Section 2. At the regular full meeting of HSLIC in the Fall season, a Nominating Committee of three individuals from member institutions shall be elected by the voting membership. It shall be the duty of this Committee to nominate candidates for the offices to be filled at the Annual Meeting in the Spring. The Nominating Committee shall report by letter by February 15 to the membership. Before the election at the Annual Meeting in the Spring, additional nominations from the floor shall be permitted. All Nominees should have given prior consent to their nomination. Officers must be drawn from member institutions.

Section 3. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting at which they are elected.

Section 4. No individual shall be eligible to serve more than two consecutive terms in the same office. No individual shall hold more than one office in HSLIC at the same time.
ARTICLE V
DUTIES OF OFFICERS

Section 1. The Chairperson shall:

a.) preside at all general meetings of HSLIC and of the Executive Board;

b.) determine the agenda for each meeting;

c.) report to the membership on the conditions and status of HSLIC at the annual Spring meeting;

d.) be an ex officio member of all committees except the Nominating Committee;

e.) appoint all committee Chairpersons; and

f.) perform other duties customarily assumed by the Chairperson.

In case the Chairperson resigns, the Vice-Chairperson shall assume the office.

Section 2. The Vice-Chairperson shall:

a.) preside at all general meetings of HSLIC and of the Executive Board in the absence of the Chairperson;

b.) assume the chair in the case of resignation of the Chairperson;

c.) succeed to the chair at the end of the term of office of the Chairperson;

d.) serve in this position for the term of one year;

e.) perform administrative duties as delegated by the Chairperson; and

f.) perform the other duties customarily assumed by the Vice-Chairperson.

In case the Vice-Chairperson resigns, at least two consenting candidates will be nominated by the Chairperson and a mail vote of the entire membership will elect an individual to fill the office for the remainder of the term.
Section 3. The Secretary shall:

a.) keep a record of the proceedings of all meetings of 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 Chairperson; and

d.) perform other duties customarily assumed by the Secretary.

In case the Secretary resigns, the Chairperson 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 these bylaws and the Executive Board, and shall maintain all accounts;

b.) collect membership fees, arrange for notification of members in arrears, maintain up-to-date membership lists, and compose an annual membership list to be presented at the annual Spring meeting;

c.) present a written report at each Executive Board Meeting on the state of the Treasury;

d.) make a detailed written annual report at the Spring Meeting;

e.) prepare a proposed general budget for the upcoming year which will be presented to the membership for its ratification at the Fall meeting; and

f.) perform other duties customarily assumed by the Treasurer.

In case the Treasurer resigns, the Chairperson shall appoint an individual to serve in the office for the remainder of the term.

Section 5. The Area Representatives shall:

a.) represent the needs and interest of their geographical areas of the state;

b.) serve as public information officers to the membership concerning the resources and services available in their areas;
Section 5. cont'd.

c.) serve as public information officers to their area members concerning the resources and services available in the state, and

d.) perform other duties as requested by the Chairperson.

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

ARTICLE VI

MEETINGS

Section 1. Two regular meetings of HSLIC shall be held yearly, one in the Spring and one in the Fall, unless otherwise ordered by HSLIC or by the Executive Board.

Section 2. The Annual Meeting shall be the regular meeting in the Spring, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. The regular meeting in the Fall shall be for election of a Nominating Committee, ratification of the general proposed budget, and for any other business that may arise.

Section 4. Special meetings can be called by the Chairperson or by the Executive Board and shall be called upon the written request of ten HSLIC members. The purpose of the meeting shall be stated in the call. Except for cases of emergency, at least three days' notice shall be given.

Section 5. One-third of the membership of HSLIC shall constitute a quorum at any regular or special meeting.

ARTICLE VII

EXECUTIVE BOARD

Section 1. The Executive Board shall be the policy-making body of HSLIC and shall be composed of the officers of HSLIC and the immediate Past Chairperson.

Section 2. The Executive Board shall:

a.) have the general supervision of the affairs of HSLIC between its regular and special meetings;

b.) establish the annual membership dues rates;
Section 2. cont'd.

c.) authorize the disbursement of funds in accordance with the general budget ratified by HSLIC at the Fall meeting;
d.) fix the hour and place of meetings;
e.) make recommendations to HSLIC;
f.) share with any grant executors the supervision of the operations of a Central Office and its employees; and
g.) perform such other duties as are specified in these bylaws.

The Board shall be subject to the orders of HSLIC, and none of its acts shall conflict with action taken by HSLIC.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board will be held each month. Special meetings of the Board can be called by the Chairperson and shall be called upon the request of three members of the Board.

Section 4. One half of the members of the Executive Board shall constitute a quorum at any Executive Board meeting.

Section 5. If there is an Executive Director, this individual may be invited to the Executive Board meetings in a non-voting capacity.

ARTICLE VIII

COMMITTEES

Section 1. All standing committees shall be composed of three individuals from member institutions, one Executive Board member, and the Executive Director. The HSLIC Chairperson shall appoint the Chairperson of each standing committee immediately after the Annual Spring Meeting. Each standing committee Chairperson shall select individuals from HSLIC member institutions to serve for one year or until their successors are appointed.

Section 2. A Program Committee shall be formed immediately after the Annual Spring Meeting. It shall be the duty of this committee to plan the programs of the regular meetings and to plan other educational sessions.

Section 3. A Resource Sharing Committee shall be formed immediately after the Annual Spring Meeting. It shall be the duty of this committee to investigate problems and recommend actions concerning interlibrary loans, union lists, acquisitions, and other items or services as applicable.
Section 4. Other committees, standing or special, shall be formed as the Organization or the Executive Board deem necessary to carry on the work of HSLIC. The Chairperson of each of these committees shall be appointed by the HSLIC Chairperson.

**ARTICLE IX**

**CENTRAL OFFICE**

Any sections within these bylaws which pertain to a Central Office or an Executive Director will only be in effect when such director is employed and such an office is operational.

**ARTICLE X**

**PARLIAMENTARY AUTHORITY**

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 XI**

**AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular or special meeting of HSLIC by a two-thirds vote, provided that the amendment has been submitted in writing to the Executive Board thirty days prior to the meeting.

**PROVISO**

These bylaws shall become effective at the end of the next meeting after the approval of the membership.