BYLAWS OF THE HEALTH SCIENCE LIBRARY AND INFORMATION COOPERATIVE OF MAINE

REVISED 5/10/85

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 (general business) meeting as spokesperson; each member institution shall have one vote only at all general business meetings.

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
SELECTION OF OFFICERS

Section 1. The officers of HSLIC shall be a Chairperson, a Chairperson-Elect, a Secretary, a Treasurer, the immediate Past Chairperson, and one Area Representative from each of the latest revised Maine Hospital Association areas, and the elected HSLIC representatives to the NLM Region 1 Advisory Board. Each officer shall have one vote. These officers shall perform the duties described in the bylaws. Any personnel of member institutions are eligible to hold office, but no more than two persons from one institution may hold office at the same time.

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 to the membership in the March issue of the HSLIC Newsletter each year. Before the election at the Annual Meeting in the Spring, additional nominations from the floor shall be permitted. All Nominees must be drawn from member institutions.

Section 3. 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;

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

g.) The HSLIC Chairperson will arrange for the central HSLIC mailing office.

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

Section 2. The Chairperson-Elect 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.) serve in this position until the end of the term of the Chairperson or for one year, at the end of which time the Chairperson-Elect shall assume the office of Chairperson;

d.) perform administrative duties as delegated by the Chairperson;

e.) perform the other duties customarily assumed by the Chairperson-Elect; and

f.) Chairperson-Elect shall serve as Chairperson for HSLIC Resource Sharing Committee.
In case the Chairperson-Elect 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 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 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.) make and present a detailed written annual report at the Spring 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; and

e.) 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 interests 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;

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

d.) serve on the HSLIC Education Committee; and

e.) 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.

Section 6. The elected NLM Region 1 Advisory Board representative shall:

a.) make known to RML 1 the wishes and opinions of the HSLIC membership; and

b.) report to the Executive Board all activities, policies, and decisions of RML 1

Section 7. The Immediate Past-Chairperson shall:

a.) arrange for publication of the HSLIC Newsletter;

b.) serve as advisor to the current Chairperson; and

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

In case the Past-Chairperson resigns the Chairperson will appoint an individual to arrange for publication of the Newsletter.

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 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 policymaking body of HSLIC and shall be composed of the officers of HSLIC and the immediate Past-Chairperson. No more than two persons from the same institution may serve on the Executive Board. Each officer shall have one vote at all Executive Board meetings.

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;

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 nonvoting capacity.

ARTICLE VIII
COMMITTEES

Section 1. 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 following the Annual HSLIC Spring Meeting. It shall be the duty of this Committee to select the site and plan the program of the Fall and Spring meetings of the full membership. It shall be the responsibility of the Chairperson to ensure the prompt formation of this committee.

Section 3. A Resource Sharing Committee shall be formed immediately following the annual HSLIC Spring meeting. The Chairperson of this committee will be the current Chairperson-Elect of HSLIC. It shall be the duty of this committee to investigate problems and recommend to the Executive Board action 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.

Section 5. An Educational Committee shall be formed immediately following the annual HSLIC Spring Meeting. It shall be the duty of this Committee to plan health science library educational programs within the State of Maine. This committee shall be composed of the five HSLIC Regional Representatives and the representative from Maine to the NAHSL Education Committee,
one of whom will chair this committee. This committee will also
have the responsibility for obtaining additional funds for
educational programs. It shall be the responsibility of the
Chairperson to ensure the prompt formation of this committee.

Section 6. Standing committee chairpersons shall have
authority in the disposition of their committee funds to fulfill
committee objectives.

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 or 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 amend-
ment has been submitted in writing to the Executive Board thirty
days prior to the meeting.