BYLAWS OF THE HEALTH SCIENCE LIBRARY AND INFORMATION CONSORTIUM OF MAINE

Revised October 25, 1988

ARTICLE I

NAME

The name of this Organization shall be the Health Science Library and Information Consortium 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.

The mailing address of HSLIC is Box 395, VAMROC, Togus, ME 04330.

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, meeting the following conditions: having a designated library manager, providing evidence of resource improvement, providing inter-
library loan and document delivery, entering MULS when the opportunity is available, participating in committees, and actively attending meetings. Members may include, but are not limited to, hospitals, colleges and universities, and health agencies.

Section 2. Membership fees, as determined by the membership at the fall meeting, are payable in advance on or before May 1 of each year, the fiscal year being defined as May 1 through April 30. The Treasurer shall arrange for notification of members one month in arrears, and those whose dues are not paid by August 15 shall be 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.

Section 6. Membership benefits include voting privileges, interlibrary loans, eligibility to compete for HSLIC scholarships, free copies of HSLIC publications, free or reduced fee access for HSLIC-sponsored educational programs or workshops, and reciprocal borrowing.

Section 7. Membership may be terminated in HSLIC by giving written notice to the treasurer.

ARTICLE IV

SELECTION OF OFFICERS

Section 1. The officers of HSLIC, which comprise the Executive Board, 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. Each officer shall have one vote. These officers shall perform the duties described in the bylaws. Any personnel of member institutions is eligible to held office, but
no more than two persons from one institution may hold office at the same time.

Section 2. Delegates to the board may include the elected HSLIC representative to the NLM Region I advisory board, the NAHSL Education Committee representative, the Maine Consortium for Health Professions Education representative, the NAHSL representative for Maine, HSLIC standing committee chairs, and other delegates as appointed by the Chairperson. Delegates to the Board do not have voting privileges.

Section 3. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled, including the next year's Nominating Committee Chairperson, 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 should have given prior consent to their nomination. Officers must be drawn from member institutions.

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;

f.) appoint all delegates to the board

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

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

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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, or assumes the office of Chairperson, the Chairperson will appoint an individual to fill the office for the remainder of the term. By the next spring meeting, the Nominating Committee will be responsible for a full slate officers.

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, 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 prosed 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 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
DUTIES OF DELEGATES
Section 1. Delegates to the Board may include the elected HSLIC representative to the NLM Region I Advisory Board, the NAHSL Education Committee representative, the Maine Consortium for Health Professions Education representative, the NAHSL representative for Maine, and HSLIC standing committee chairs.

Section 2. Responsibilities of the delegates include:

a.) represent the wishes and opinions of the HSLIC membership; and

b.) report to the Executive Board all activities, policies, and decisions affecting HSLIC.

Section 3. Delegates are appointed by the Chairperson to fill the required term of office, except for the elected HSLIC representative to the NLM Region I Advisory Board. This representative shall be elected by the membership in a special election, or mail ballot, if necessary, when the position becomes vacant.

ARTICLE VII
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 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 VIII
EXECUTIVE BOARD

Section 1. The Executive Board shall be the policymaking body of HSLIC and shall be composed of the officers of HSLIC. 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.) recommend the annual membership dues rate to the membership at the fall meeting for ratification;

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.) 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.

ARTICLE IX

COMMITTEES

Section 1. Standing committees include program, resource sharing, education, nominating, scholarship, and archives.

Section 2. 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 3. 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 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.

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Section 4. 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 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. A Nominating Committee shall be formed immediately following the annual spring meeting. It shall be the duty of this committee to recruit a slate of officers and the next year's Nominating Committee Chairperson to be presented before the membership for election at the annual spring meeting. This committee shall be composed of three individuals. It shall be the responsibility of the Nominating Committee chairperson to ensure the prompt formation of this committee.

Section 7. A Scholarship Committee shall be formed immediately following the annual spring meeting. It shall be the duty of this committee to disperse allocated scholarship funds to HSLIC members applying for said funds. It shall be the responsibility of the chairperson to ensure the prompt formation of this committee.

Section 8. An Archives Committee shall be formed immediately following the annual spring meeting. It shall be the duty of this committee to maintain an historical collection of the minutes, correspondence, and publications of HSLIC. It shall be the responsibility of the chairperson to ensure prompt formation of this committee.

Section 9. 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 10. All committee chairpersons shall have authority in the disposition of their committee funds to fulfill committee objectives.

**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 amendment has been submitted in writing to the Executive Board thirty days prior to the meeting; and become effective immediately.