BYLAWS
HEALTH SCIENCE LIBRARIES AND INFORMATION CONSORTIUM OF MAINE

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:
1. To promote Health Science Libraries and Librarianship.
2. To share knowledge and experiences in library operations and resources.
3. To provide continuing development of the framework for resource sharing within Maine.
4. To provide opportunities for the continuing education of health science librarians and support personnel.

ARTICLE III: Members
Section 1: Eligibility
A. 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. having a designated library manager;
2. providing resource improvement
3. providing free reciprocal interlibrary loan and document delivery subject to DOCLINE cell hierarchies as determined by the HSLIC Resource Sharing Committee;
4. entering serial holdings in the Maine Union List of Serials (MULS);
5. having a computer with modem or daily access to one;
6. using DOCLINE actively;
7. requesting a HSLIC mentor as needed; and
8. actively participating in HSLIC activities. Specifically, all HSLIC member libraries will have at least one staff member representative on a HSLIC committee or as an officer within each 5 year period beginning with the year 1995 or risk having membership revoked. Each member library will have a representative in attendance at either the spring or fall HSLIC meeting.

B. One individual per member institution 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.

Section 2: Dues
A. The Executive Committee 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 changes in dues shall be sent to each member at least thirty (30) days before the next Annual Meeting.
Section 3: Rights and Privileges
A. Member institutions shall establish their own library policies.

B. Membership benefits include 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.

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 Committee meetings as needed.

Section 5: Fiscal Year
A. The fiscal year of HSLIC shall be May 1 - April 30.

Section 6: Suspension and Reinstatement
A. Dues shall be considered in arrears if unpaid two months after the renewal date. Failure to respond to an overdue notice 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 reinstate within a twelve month period following suspension, a new application for membership must be made.

ARTICLE IV: Elected Officers
Section 1: Executive Board
A. The elected 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. These elected officers comprise the Executive Board. All 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.

B. 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; 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.

C. Each elected member of the Executive Committee shall have one vote at all Executive Committee meetings.

D. Regular meetings of the Executive Committee shall be held. Special meetings of the Executive Committee may be called by the Chairperson of upon the request of three members of the Committee.
E. One half of the members of the Executive Board shall constitute a quorum at any Executive Committee meeting.

Section 2: Terms of Office
A. Elected officers shall take office at the close of the Annual Meeting and shall serve, unless they resign, become incapacitated or are removed, until the close of the next Annual Meeting or until successors are elected and assume their duties.

B. The Chairperson-Elect shall be elected annually.

C. The Chairperson shall assume the office of Immediate Past Chairperson at the close of the term as Chairperson. A member shall wait three years from the completion of the term as Immediate Past Chairperson before again being eligible to serve as Chairperson-Elect.

D. The terms of the Secretary and of the Treasurer shall be three years.

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

Section 3: Vacancies in Elected Offices
A. Vacancies in elected positions shall be filled according to the designated Parliamentary Authority. (See Article VIII)

Section 4: Duties of Elected Officers
A. The duties of the Elected Officers shall follow those duties outlined in the Parliamentary Authority and any other duties determined by the Executive Committee.

B. The duties shall be outlined in the policy and procedure manual of the organization.

ARTICLE V: Appointed Officers
Section 1: Delegates
A. Delegates to the Executive Committee may include the Maine representative to the North Atlantic Health Science Librarians (NAHSL) Executive Committee; the Maine representative to the NAHSL Education Committee; the Standing Advisory Committee on Continuing Education (SACCE) representative; a member of the Maine Library Commission and other delegates as invited by the Chairperson.

B. Delegates are appointed by the Chairperson to fill the required term of office. These terms are for a maximum period of three years.

C. A vacancy arising in a Delegate position shall be filled by the Executive Committee.

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

Section 2: Committee Chairpersons
A. Committee Chairpersons shall be appointed by the Chairperson of HSLIC. These terms are for a maximum period of three years.
B: Duties of the Chairpersons shall follow those duties outlined in the Parliamentary Authority and any other duties determined by the Executive Committee.

C. The duties shall be outlined in the policy and procedure manual of the organization.

D. Chairpersons are non-voting members of the Executive Committee.

Section 3: Archivist
A. An archivist shall be appointed by the Executive Committee to perform the duties as outlined in the policy and procedure manual. The length of term is indeterminate.

ARTICLE VI: Meetings
Section 1: Semi-Annual Meetings
A. The organization shall hold semi-annually, in the Spring and Fall, regular meetings of the members for the transaction of general business. The Spring meeting is designated the Annual Meeting.

Section 2: Special Meetings
A. In the interval between Semi-Annual Meetings, Special Meetings of the members shall be called by the Chairperson if requested in writing by a majority of the voting members of the Executive Committee, or by twenty percent of the voting members of the Organization. Only business specified in advance notice of such meetings shall be transacted.

Section 3: Quorum
A. Eleven voting members of HSLIC shall constitute a quorum at any regular or special meeting.

ARTICLE VII: Committees
Section 1: Administrative Committees
A. There shall be the following administrative committees with composition and duties as prescribed by these Bylaws: Nominating Committee and Executive Committee.

B. The nominating committee shall be appointed immediately following the regular Fall meeting. This committee shall consist of three members, chaired by the Immediate Past Chairman. This slate shall be presented to the membership for election at the Annual Meeting.

Section 2: Standing Committees
A: The Executive Committee shall establish standing committees to consider matters of HSLIC that require continuity of attention by the members. The Executive Committee shall recommend the name and size of each such committee.

B: The HSLIC Chairperson shall appoint the Chairperson of Standing Committees.

Section 3: Ad Hoc Committees and Task Forces
A: There shall be such other committees and task forces appointed by the Executive Committee as deemed necessary to carry on the work of HSLIC. The Chairperson shall designate the chairpersons of all Ad Hoc Committees and Task Forces. The life of an Ad Hoc Committee or Task Force shall be limited to two years, unless the Executive Committee shall otherwise provide.
Section 4: Publication of Rosters

A: A list of all the Organization’s committees, panels and task forces, together with their members, chairs and charges, as well as a list of representatives to allied organizations with their term of appointment, shall be published annually by the Secretary.

Section 5: HSLIC Business

A: The work of all committee, 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 Chairman on behalf of the Board.

Section 6: Meetings

A: Meetings of all committee and task forces shall be open to any member of the Organization, except that advance notice to the membership shall not be required and except that Executive sessions may be held to discuss matters requiring discretion.

ARTICLE VIII: 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 IX: 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 Committee shall be sent to each voting member at least 30 days before the date of the next regular meeting. The notice shall indicate the time and place of the next regular meeting where the proposed amendments will be considered.

Section 2: Consideration at Regular Meeting

A. Opportunity shall be given at the Regular 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.