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 know 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:
   a. To promote health science libraries and librarianship.
   b. To share knowledge and experiences in library operations and resources.
   c. To provide continuing development of the framework for resource sharing within Maine.
   d. To provide opportunities for the continuing education of health science librarians and support personnel.
   e. To provide support to other HSLIC members in the event of emergency absence or in the case of catastrophic loss of access to materials, either print or electronic.

ARTICLE III: Members
Section 1: Eligibility
   A. Institutional Members:
      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 deliver services to members subject to DECLINE cell hierarchies as determined by the HSLIC Resource
Sharing Committee
4. entering serial holdings in SERHOLD
5. using DOCLINE actively
6. subscribing to the HSLIC e-mail discussion list
7. requesting a HSLIC mentor as needed
8. HSLIC member libraries will have at least one staff member representative on a HSLIC committee or as an officer within a 5-year period or risk having membership revoked. Each member library will have a representative in attendance at either the spring or fall HSLIC Meeting.
9. One individual per member institution/LIBID 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.
10. supporting other HSLIC members in the event of emergency absence or in the case of catastrophic loss of access to materials, either print or electronic.

B. Individual Members:
Any individual interested in HSL resources may apply for individual membership in HSLIC.

Section 2: Dues
A. The Executive Board 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 change in dues shall be sent to each member at least thirty (30) days before the next Annual Meeting.

Section 3: Rights and Privileges
A. Institutional Members:
Member institutions shall have 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.

B. Individual Members:
1. Individual members may serve on HSLIC committees and the HSLIC Executive Board.
2. Individual membership will not include interlibrary loan privileges or voting rights on interlibrary loan issues.
3. Individual membership will include attendance privileges at HSLIC meetings and conferences as well as access to the HSLIC Newsletter.

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 Board 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, Chairperson-Elect, a Secretary, a Treasurer, the immediate Past Chairperson, and one Area Representative from each of the Maine Library Districts. 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 by the HSLIC membership at the Annual Meeting; 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 Board shall have one vote at all Executive Board meetings with the exception that individual members shall not vote on interlibrary loan issues.

D. Regular meetings of the Executive Board shall be held. Special meetings of the Executive Board may be called by the Chairperson of HSLIC or upon the request of three members of the Board.

E. One half of the members of the Executive Board shall...
constitute a quorum at any Executive Board 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 3 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 3 years.

E. The term of office for area representatives shall be 1 year.

F. 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 VII.)

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 Board.
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 Board may include the Maine representative to the North Atlantic Health Science Librarians (NAHSL) Executive Board; 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 3 years, except for the Maine Library Commission, which is a 5-year term.

C. A vacancy arising in a delegate position shall be filled by a member appointed by the Executive Board.

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

E. Delegates are voting members of the Executive Board.

Section 2: Committee Chairpersons
A. Committee Chairs shall be appointed by the Chairperson of HSLIC. These terms are for a maximum period of 3 years.

B. Duties of the Chairpersons shall follow those duties outlined in the Parliamentary Authority and any other duties determined by the Executive Board.
C. The duties shall be outlined in the Policy and Procedure Manual of the organization.

D. Chairpersons are voting members of the Executive Board.

Section 3: Archivist
A. An Archivist shall be appointed by the Executive Board 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 Board, or by 20 percent of the voting members of the Organization. Only business specified in advance notice of such meetings shall be transacted.

Section 3: Ad Hoc Committees and Task Forces
A. There shall be such other committees and task forces appointed by the Executive Board 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 2 years, unless the Executive Board shall otherwise provide.
Section 4: Publication of Rosters
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 committees, 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 Chairperson on behalf of the Board.

Section 6. Meetings
A. The work of all committees, task forces and representatives 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 VII: 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 VIII: 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 Board 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 Meetings  
A. Opportunity shall be given at a 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.

ARTICLE IX: DISSOLUTION  
In the event of dissolution of HSLIC, the Treasurer shall, after paying or making provisions for the payment of the liabilities of the Organization, distribute the remaining funds to current HSLIC institutional members. The HSLIC archives will be donated to NAHSL.

HSLIC BYLAWS  
Revised May 1992  
Revised Oct 1994  
Revised Apr 1999  
Revised Jun 2001  
Revised May 2002  
Revised May 2003  
Revised May 2004  
Revised June 2006