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1.0 INTRODUCTION

The purpose of this Manual is to assist both the Association of Rhode Island Health Sciences Libraries (ARIHSL) Executive Board and the general membership in the planning and management of the Association’s programs and services. It is meant to provide ongoing practical guidance as well as to supplement and elaborate on the Association’s Bylaws.

The Executive Board will review and update the Manual annually or as needed, to reflect changes in the Association or within the health care environment that might affect ARIHSL activities. This Manual is meant to be a work in progress that adapts readily to these changes.

2.0 ELECTED OFFICERS

2.1 President
2.1.1 Selection method:
2.1.1.1 The President is elected by the ARIHSL membership.
2.1.2 Term:
2.1.2.1 The one-year term as President is the second of a three-year commitment.
2.1.2.2 The President serves a one-year term as Vice President / President-Elect and a one-year term as Past-President.
2.1.3 Prerequisites:
2.1.3.1 The President must be a voting member of ARIHSL.
2.1.4 Duties and Responsibilities:
2.1.4.1 Presides over all meetings of the ARIHSL membership and of the ARIHSL Executive Board.
2.1.4.2 Schedules, prepares agendas, and sends out meeting notices for Executive Board meetings.
2.1.4.3 Serves as the primary representative of the Association.
2.1.4.4 Submits a report of the Association’s annual goals and objectives to members at September meeting.
2.1.4.5 Prepares and presents an Annual Report to the ARIHSL membership at the June Meeting.
2.1.4.6 Appoints committee chairpersons with the approval of the Executive Board.
2.1.4.7 Acts as a liaison between the Executive Board and ARIHSL committees.
2.1.4.8 Ensures that the Association sets annual goals.
2.1.4.9 Ensures that the activities of ARIHSL are consistent with the established goals and objectives of the organization.
2.1.4.10 Keeps the ARIHSL banner and gavel, and passes them to the incoming President at the June Annual Meeting.
2.1.4.11 Submits pertinent correspondence, minutes, and reports to the ARIHSL Archives.
2.1.4.12 Has access to the Archives, along with the Secretary and Past-President.
2.1.4.13 Provides the backup signature for access to ARIHSL bank accounts, on a rotating basis every third year; (i.e. the Vice President/President Elect will serve as a cosigner and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)
2.1.5 Relationships:
2.1.5.1 Executive Board: For conducting the business of the organization and for setting goals and objectives.
2.1.5.2 ARIHSL Membership: For channeling communication about members’ needs and interests to the Executive Board and for sharing information about ARIHSL activities with the membership.
2.1.5.3 Treasurer: To provide the backup signature for access to ARIHSL bank accounts, on a rotating basis. (see 2.1.4.13)

2.2 Vice President / President-Elect
2.2.1 Selection Method:
2.2.1.1 The Vice President / President-Elect is elected by the ARIHSL membership.
2.2.2 Term:
2.2.2.1 The one-year term as Vice President / President-Elect is the first of a three-year commitment.
2.2.2.2 The Vice President / President-Elect serves a one-year term as President and a one-year term as Past-President.
2.2.3 Prerequisites:
2.2.3.1 The Vice President / President-Elect must be a voting member of ARIHSL.
2.2.4 Duties and Responsibilities:
2.2.4.1 Serves as President whenever the President is unable to do so, presiding over any meeting in President’s absence.
2.2.4.2 Becomes President if the President is unable to complete the term of office.
2.2.4.3 Attends all ARIHSL meetings, general and executive.
2.2.4.4 Schedules and plans the programs for the four regular meetings.
2.2.4.5 Coordinates with the ARISHL webmaster on the maintenance of the website and ARISHL-L.
2.2.4.5.1 Receives and submits new or revised documents to the webmaster for posting.
2.2.4.5.2 Revises and updates website information, including calendar of events, membership and committee lists, etc., as needed, by forwarding changes to the webmaster.
2.2.4.5.2.1 Notifies the membership of changes to the website, etc.
2.2.4.5.3 Monitors ARISHL-L and the list of subscribers.
2.2.4.5.4 Reports on website and ARISHL-L issues to the Executive Board and membership.
2.2.4.6 Submits pertinent correspondence, minutes and reports to the ARISHL Archives.
2.2.4.7 Invites emeritus members to the Annual Meeting.
2.2.4.8 Provides the backup signature for access to ARISHL bank accounts, on a rotating basis (every third year; i.e. the Vice President/President Elect will serve as a co-signer and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)

2.2.5 Relationships:
2.2.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
2.2.5.2 Membership Committee Chairperson: Receives emeritus member names and contact information from the Membership Committee Chair.
2.2.5.3 Treasurer: Provides the backup signature for access to ARISHL bank accounts, on a rotating basis. (see 2.2.4.8)

2.3 Past President
2.3.1 Selection Method:
2.3.1.1 The Past President is an ex officio member of the Executive Board.
2.3.2 Term:
2.3.2.1 The one-year term as Past-President is the third year of a three-year commitment.
2.3.2.2 The Past-President serves a one-year term as Vice President / President-Elect and a one-year term as President.
2.3.3 Prerequisites:
2.3.3.1 The Past-President must be a voting member of ARISHL.
2.3.4 Duties and Responsibilities:
2.3.4.1 Serves as President whenever the President or Vice President / President-Elect are unable to do so, presiding over meetings in their absence.
2.3.4.2 Provides the backup signature for access to ARISHL bank accounts, on a rotating basis (every third year; i.e. the Vice President/President Elect will serve as a co-signer and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)
2.3.4.3 The Past-President has primary responsibility for the ARISHL Archives*
2.3.4.3.1 Solicits all records and documents generated by ARISHL and its various committees so that material from the previous year is in the Archives prior to the next year’s September Business Meeting.
2.3.4.3.2 Reviews all materials submitted and decides on the appropriateness of placing them in the Archives.
2.3.4.3.3 Updates the Association’s history, as needed and submits for Executive Board approval before submitting to Webmaster for posting on the website.
2.3.4.4 Submits pertinent correspondence, minutes, and reports to the ARISHL Archives.
2.3.4.5 Serves as the chairperson of the Nominating Committee.
2.3.4.6 Serves as ARISHL’s Coalition of Library Advocates (COLA) representative.
2.3.5 Relationships:
2.3.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
2.3.5.2 Treasurer: Provides the backup signature for access to ARISHL bank accounts, on a rotating basis. (see 2.3.4.2)
2.3.5.3 COLA: Serves as ARISHL representative to COLA.

* Until a permanent location is chosen, the Archives are located at the Rhode Island College Library

2.4 Secretary
2.4.1 Selection Method:
2.4.1.1 The Secretary is elected by the ARISHL membership.
2.4.2 Term:
2.4.2.1 Term is one year.
2.4.2.2 No term of office shall exceed 2 consecutive years.
2.4.3 Prerequisites:
2.4.3.1 The Secretary must be a voting member of ARIHSL.

2.4.4 Duties and Responsibilities:

2.4.4.1 Attends all ARIHSL meetings, general and executive.
2.4.4.2 Takes minutes at all ARIHSL Executive Board and ARIHSL meetings.
2.4.4.3 Sends a draft of the minutes to the President for changes or notations.
2.4.4.4 After the minutes have been approved, the Secretary marks them as “Corrected and Approved on [Date]”.
2.4.4.5 Distributes the minutes to the Executive Board and to the membership in a timely fashion.

2.4.4.6 Forwards the approved minutes to the ARIHSL Webmaster for posting and notifies the membership.

2.4.4.7 Maintains an organized record of current ARIHSL minutes, correspondence, and other pertinent materials.
2.4.4.8 Assists the Past-President with the maintenance of the ARIHSL Archives.
2.4.4.9 Orders and distributes ARIHSL stationery.
2.4.4.10 Sends pertinent correspondence, cards, flowers, etc., for various significant events acknowledged by ARIHSL according to the following guidelines:
2.4.4.10.1 Professional milestones, such as the receipt of a special award or retirement may be recognized with a gift, e.g. flowers or gift certificate, not to exceed $60.00.
2.4.4.10.2 Personal life events, such as birth/adoption, marriage, illness/hospitalization, or death may be recognized with a greeting card.
2.4.4.10.3 Immediate family will be recognized, as appropriate.

2.4.5 Relationships:

2.4.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.

2.5 Treasurer

2.5.1 Selection Method:

2.5.1.1 The Treasurer is elected by the ARIHSL membership.

2.5.2 Term:

2.5.2.1 Term is two years.
2.5.2.2 No term of office shall exceed two consecutive terms.

2.5.3 Prerequisites:

2.5.3.1 The Treasurer must be a voting member of ARIHSL.

2.5.4 Duties and Responsibilities:

2.5.4.1 Attends all ARIHSL meetings, general and executive.
2.5.4.2 Manages all financial matters of ARIHSL.
2.5.4.2.1 Establishes the current Treasurer’s signature on file at the bank, as soon after election as possible.
2.5.4.2.2 Arranges for back-up signatures for access to ARIHSL bank accounts (Every third year, the Vice President/President-Elect will serve as cosigner and continue to do so as President and Past President, then the new Vice President/President Elect will assume the role.)
2.5.4.2.3 Possesses Association’s bank account numbers and checkbook, online account access security codes and challenge questions, and deposit stamp.
2.5.4.2.4 Maintains a record of ARIHSL’s Federal Employers Identification Number (FEIN) and W-9 Form.
2.5.4.2.5 Maintains up-to-date financial records of the Association.
2.5.4.2.6 Maintains an up-to-date Excel spreadsheet of checking account transactions and balance on hand.
2.5.4.2.7 Reconciles monthly bank statements with spreadsheet and check book.
2.5.4.2.8 Maintains and possesses paper records including receipts for reimbursement in files for one calendar year plus previous.
2.5.4.2.9 Receives and disburses ARIHSL monies.
2.5.4.3 Reports on the status of the treasury at Executive Board meetings and regular business meetings.
2.5.4.4 Prepares and monitors the ARIHSL budget.
2.5.4.5 Reports income and expenses from all ARIHSL meetings to the Executive Board.
2.5.4.6 Serves as a member of the Membership Committee.
2.5.4.7 Prepares appropriate budget analyses for the Executive Board.
2.5.4.8 Submits an Annual Report and budget to the Executive Board.
2.5.4.10 Advises the Executive Board on all financial decisions.
2.5.4.11 Ensures ARIHSL’s status as a non-profit organization.
2.5.4.12 Arranges a smooth transition for the incoming Treasurer.
2.5.4.13 Submits pertinent correspondence, minutes, and reports to the ARIHSL Archives.

2.5.5 Relationships:
2.5.5.1 Executive Board: To advise and assist in setting and carrying out goals and objectives.
2.5.5.2 President: Works in conjunction with the Treasurer to sign checks.

3.0 EXECUTIVE BOARD
3.1 Composition:
3.1.1 The Executive Board consists of all officers and all committee chairpersons.
3.1.2 The ARIHSL President, with Executive Board approval, appoints committee chairpersons.
3.1.3 All elected officers and committee chairpersons must be ARIHSL voting members.

3.2 Term:
3.2.1 Term of office varies with the position.
3.2.2 For specific length of terms for officers and standing committee chairpersons, see the entry for each position.

3.3 Duties and Responsibilities:
3.3.1 Meets a minimum of four (4) times per year.
3.3.2 Formulates yearly goals and objectives in keeping with ARIHSL’s mission.
3.3.3 Develops a list of yearly goals and objectives before the September Meeting.
3.3.4 Reviews the ARIHSL By-laws annually.
3.3.4.1 Recommends By-laws changes as needed.
3.3.6 Conducts the business of ARIHSL between regular membership meetings.
3.3.7 With President, appoints Standing, Ad Hoc and Task Force committees and liaisons to other organizations as needed.
3.3.8 Determines policies and procedures for ARIHSL based on recommendations of an appropriate committee.
3.3.9 Maintains appropriate treasury funds.
3.3.10 Recommends any changes in dues and notifies members prior to the Annual Meeting, at which time members will vote on the recommendation.
3.3.11 Approves expenditures of ARIHSL funds.
3.3.12 Approves a stipend of one “conference-only” [early bird] registration to the Medical Library Association Annual Meeting. This stipend is offered to an Executive Board member. If no one on the Executive Board uses the stipend, regular ARIHSL members who are also voting MLA members, will be invited to apply. One name will be “pulled from a hat.” If the stipend is not used for MLA conference registration, than the stipend can be used for another conference or professional development activity approved by the Ex Bd.

3.4 Relationships:
3.4.1 The Executive Board maintains relationships with ARIHSL members and other organizations through its officers, committee chairpersons, and liaisons.

4.0 ELECTIONS
4.1 Nominations
4.1.1 The Nominating Committee is responsible for finding and nominating one or more candidates for each of the ARIHSL officers. For additional information, see Section 5.6 – Nominating Committee.
4.1.2 The slate of candidates shall be presented by the Nominating Committee Chairperson to the membership at the March Business Meeting for information only. No vote is taken.
4.1.3 The slate of candidates shall be presented by the Nominating Committee Chairperson to the membership at the June Business Meeting.
4.1.4 After presenting the slate, the Nominating Committee Chairperson shall call for additional nominations from the floor.
4.1.5 Nominations for officers are called for in the order in which the officers are listed in the Bylaws.
4.1.6 All nominations from the floor shall be completed and nominations closed for each office before voting for each office takes place.

4.2 Method of Voting
4.2.1 A motion is made for the Secretary to cast one vote for the entire slate.
5.0 STANDING COMMITTEES [DELETED BYLAWS, ELECTRONIC COMM, AND SHARED RESOURCES]

5.1 Education Committee
5.1.1 Composition:
5.1.1.1 The Committee consists of a Chairperson.
5.1.2 Appointment Method:
5.1.2.1 The Education Committee Chairperson is appointed by the ARIHSL President.
5.1.2.2 The Chairperson may call on other ARIHSL members for assistance, when needed.
5.1.3 Term:
5.1.3.1 Term is unlimited.
5.1.4 Duties and Responsibilities:
5.1.4.1 Selects and plans one or more continuing education courses for ARIHSL members each year.
5.1.4.2 Informs ARIHSL membership about continuing education offerings (CE) in NAHSL, MLA, SLA etc.
5.1.4.3 The Education Chairperson is a member of the NAHSL CE Committee.
5.1.4.4 The year NAHSL holds its annual meeting in Rhode Island, the Chairperson is liaison between the NAHSL CE Committee and the local planning committee.
5.1.4.5 Submits pertinent correspondence, minutes, and reports to the Past President for the ARIHSL Archives.
5.1.5 Relationships:
5.1.5.1 Executive Board – Reports and makes recommendations regarding continuing education courses.
5.1.5.2 NAHSL – Participates in the work of the NAHSL CE Committee.

5.2 Membership Committee
5.2.1 Composition:
5.2.1.1 The Committee consists of a Chairperson and the Treasurer.
5.2.2 Appointment Method:
5.2.2.1 The Membership Committee Chairperson is appointed by the ARIHSL President.
5.2.2.2 Committee members volunteer to serve or the Chairperson may call on other ARIHSL members for assistance, when needed.
5.2.3 Term:
5.2.3.1 Term is unlimited.
5.2.4 Duties and Responsibilities:
5.2.4.1 Reviews the list of applicants and/or existing members to ensure that they have fulfilled the criteria listed in Article III, Section 1 of the By-Laws and are, in fact, eligible for membership in the Association.
5.2.4.2 Advises the Executive Board regarding those who have not met the criteria for membership so that the Board may take suitable action.
5.2.4.3 Organizes the membership renewal process.
5.2.4.4 Updates renewal form by September 1st.
5.2.4.5 Sends e-mail message about renewals in September via the listserv.
5.2.4.6 Sends second e-mail reminder in November.
5.2.4.7 Identifies non-renewing members. In mid-January, targets specific individuals/institutions, and sends reminders.
5.2.4.8 Follows up in early February with personal phone calls.
5.2.4.9 Sends notification to all members when they have completed the application process.
5.2.4.10 Ensures that each Institutional member signs the annual Letter of Intent by March 15th, which serves as their commitment to follow the terms of the ARIHSL ILL Code and Guidelines. Institutional Members who have not signed the ILL Letter of Intent by March 15th will no longer be considered Institutional Members for that year.
5.2.4.11 Provides outreach to other libraries and corporate agencies.
5.2.4.12 Gives membership renewal checks to the Treasurer.
5.2.4.13 Reviews membership categories and dues structure, and brings recommendations to the Board.
5.2.4.14 Creates and maintains the master membership list to include complete contact information for all.
5.2.4.15 Forwards edited lists of all members to the ARIHSL Webmaster for posting on the website. The website posting will not include any personal addresses, phone numbers or email addresses.
5.2.4.16 Collects and holds the signed ILL Code Letters of Intent.
5.2.4.17 Provides outreach to other libraries and corporate agencies.
5.2.4.18 Maintains contact with emeritus members who are not on the listserv.
5.2.19 Forwards names and contact information of emeritus members to the Vice President so that invitations to the Annual Meeting can be sent.
5.2.20 Follows up on membership renewals.
5.2.21 Submits pertinent correspondence, minutes, and reports to the Past President for the ARIHSL Archives.
5.2 Relationships:
5.2.1 Executive Board – Makes recommendations regarding membership issues.
5.2.2 Treasurer – submits memberships checks to the Treasurer.

5.3 Nominating Committee
5.3.1 Composition:
5.3.1.1 The Committee consists of a Chairperson.
5.3.2 Appointment Method:
5.3.2.1 The Past-President serves as the Chairperson of the Nominating Committee.
5.3.3 Term:
5.3.3.1 Term is one year.
5.3.4 Duties and Responsibilities:
5.3.4.1 Selects one or more nominees for the office of Vice President / President-Elect, and as necessary, one or more nominees each for the office of Secretary and Treasurer. The nominees must be members in good standing whose current dues are paid at the time of the nomination. The list of candidates shall not include the current Chairperson of the Nominating Committee.
5.3.4.2 Consults the President and Vice President / President-Elect regarding the nominees.
5.3.4.3 Presents the slate of nominees at the March Business Meeting, and posts it on the ARIHSL listserv.
5.3.4.4 Makes recommendations to the President to fill vacancies as they may occur.
5.3.4.5 Presides over elections at the June Business Meeting.
5.3.4.6 Submits pertinent correspondence, minutes, and reports to the Past President for the ARIHSL Archives.
5.3.5 Relationships:
5.3.5.1 Executive Board – Reports on nominations.

6.0 RELATIONSHIPS WITH OTHER ORGANIZATIONS
6.1 Representative to NAHSL (North Atlantic Health Sciences Libraries)
The ARIHSL Executive Board recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organizations within the NAHSL geographic boundaries. To this end, ARIHSL may voluntarily enter into projects or activities of mutual benefit with NAHSL or other state health sciences library associations.
6.1.1 Composition:
6.1.1.1 The Representative is a voting member of ARIHSL.
6.1.1.2 The Representative must also be a voting member of NAHSL.
6.1.2 Appointment Method:
6.1.2.1 The ARIHSL President appoints the Representative to NAHSL.
6.1.3 Term:
6.1.3.1 The NAHSL Representative serves for one year and may be appointed again on a yearly basis.
6.1.4 Duties and Responsibilities:
6.1.4.1 The NAHSL representative, or an alternate, attends all scheduled meetings of the NAHSL Executive Board.
6.1.4.2 NAHSL will reimburse the representative for travel costs to NAHSL Board meetings.
6.1.4.3 Provides communication between ARIHSL and NAHSL.
6.1.4.4 Reports to the NAHSL Executive Board concerning the current activities, decisions, projects, interests, concerns, and plans of ARIHSL.
6.1.4.5 Facilitates dissemination of information from the NAHSL Executive Board to individuals within ARIHSL.
6.1.4.6 Sends news items to the NAHSL Electronic Communications for the NAHSL website “News.”
6.1.4.7 Submits pertinent correspondence, minutes, and reports to the Past President for the ARIHSL Archives.

6.2 Representative to the LORI (OLIS) ILL Committee
The main purpose of the LORI ILL Committee is to encourage resource sharing and multi-type library cooperation among RI libraries. The ILL Committee’s composition includes a librarian from Special Libraries/Medical-Health Sciences, in consideration of the distinct nature of their professional practices.

6.2.1 Composition:
6.2.1.1 The representative is a voting member of ARIHSL.

6.2.2 Appointment Method:
6.2.2.1 The Representative to the LORI ILL Committee is appointed by the ARIHSL President.

6.2.3 Term:
6.2.3.1 A member serves for three years.

6.2.4 Duties and Responsibilities:
6.2.4.1 Attends all scheduled meetings of the LORI ILL Committee.
6.2.4.2 Provides communication between ARIHSL and the ILL Committee.
6.2.4.3 Represents the interests, concerns, and plans of health sciences library community.
6.2.4.4 Facilitates dissemination of information from the ILL Committee to ARIHSL.
6.2.4.5 May assist the ILL Committee, when requested, in gathering input from the ARIHSL Board and the general membership.
6.2.4.6 Submits pertinent correspondence, minutes, and reports to the Past President for the ARIHSL Archives.

6.3 Rhode Island Library Board/ Karla Harry Commission
The Karla Harry Commission is a statewide group composed of citizens and representatives from RI libraries of all types. The Commission advises the Office of Library and Information Services (OLIS) on policy issues, supports legislative initiatives, and acts as an advocacy group on behalf of libraries. The Commission appoints a representative from corporate or special libraries (e.g. health sciences libraries) and though this individual may be a member of ARIHSL, they do not represent ARIHSL, nor is ARIHSL involved in the nomination of the person. However, it is customary for the person appointed as the corporate or special libraries representative to the Commission to inform and share information with the ARIHSL membership.

6.4 Coalition of Library Advocates (COLA)
6.4.1 Composition:
6.4.1.1 The Past President serves as the ARIHSL COLA representative.
6.4.1.2 If the Past President is unable to attend meetings on a regular basis, the President will appoint a replacement.

6.4.2 Term:
6.4.2.1 One year.

6.4.3 Duties and Responsibilities:
6.4.3.1 Attends regular monthly COLA meetings September-June.
6.4.3.2 Facilitates dissemination of information from COLA to ARIHSL.