

BYLAWS

WISCONSIN HEALTH SCIENCE LIBRARY ASSOCIATION

ARTICLE I -- NAME

The name of the association shall be The Wisconsin Health Science Library Association (WHSLA).

ARTICLE II -- OBJECTIVES

The objectives shall be:

1. To promote the development of health science libraries and librarianship in Wisconsin.
2. To provide a forum for the discussion of mutual problems and the exchange of ideas and information among members.
3. To encourage the continuing education of all health science library personnel by sponsoring appropriate educational programs.
4. To serve as liaison to other organizations desiring input from WHSLA.

ARTICLE III -- MEMBERSHIP

Section 1 -- Eligibility

Any person engaged in health science library work or interested in health science libraries shall be eligible for membership.

Section 2 -- Membership Procedure

Members shall be received into the association upon payment of dues to the membership chairperson.

Section 3 -- Membership Privileges and Benefits

Members may attend meetings, vote, serve on the executive board, hold office, and participate in association activities. They also receive benefits such as the WHSLA Newsletter and Membership Directory.

Section 4 -- Dues

Membership dues shall be determined by vote of the association at any annual business meeting. Individual dues notices shall be mailed by the membership chairperson and are payable to the membership chairperson by the deadline in accordance with WHSLA guidelines. Dues apply only to the calendar year for which they are paid. Any member whose dues are unpaid by the deadline in accordance with WHSLA guidelines shall cease to be a member of the association.

ARTICLE IV -- EXECUTIVE BOARD

Section 1 -- Eligibility

Members shall be eligible for membership on the executive board.

Section 2 -- Composition

The executive board shall consist of the president, president-elect, treasurer, secretary, the NN/LM GMR Regional Advisory Council Oversight Committee representative, and four area representatives elected by members in each of the four geographical areas of the state.

The geographical areas shall be defined as follows:

Fox River Valley: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, and Winnebago Counties.

Northwestern: Adams, Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Crawford, Douglas, Dunn, Eau Claire, Florence, Forest, Iron, Jackson, Juneau, La Crosse, Langlade, Lincoln, Marathon, Monroe, Oneida, Pepin, Pierce, Polk, Portage, Price, Rusk, St. Croix, Sawyer, Taylor, Trempealeau, Vernon, Vilas, Washburn and Wood Counties.

South Central: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock and Sauk Counties.

Southeastern: Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties.

The immediate past-president shall serve as a voting ex-officio member for one year following term of office as president.

A representative to the National Network of Libraries of Medicine Greater Midwest Region Regional Advisory Council Oversight Committee shall be appointed by the president for a two-year term. The Oversight Committee representative shall attend the Greater Midwest Region of the National Network of Libraries of Medicine Regional Advisory Council Oversight Committee meetings.

Section 3 -- Duties and Responsibilities

The executive board shall be the governing and coordinating body of the association. It shall conduct the business and affairs of the association and report on its activities to the membership at the annual business meeting. It may initiate recommendations to the association regarding policies and activities. The executive board will approve changes to guidelines proposed by bylaws and guidelines committee. Changes to bylaws will be approved by executive board and voted on by membership.

Section 4 -- Meetings

The executive board shall meet at the time of the annual meeting. Additional meetings may be called by the president or upon the written request of five executive board members.

Section 5 -- Selection of Representatives

Election

(a) Area representatives shall be elected in even-numbered years by the WHSLA members of each of the designated geographical areas. The nominating committee shall prepare a slate of two candidates for each area to be included on the Annual Ballot in even-numbered years.

(b) Additional candidates for area representative may be nominated by written petition signed by no less than 5 members. Such petitions must be sent to the chairperson of the nominating committee by the deadline announced in the WHSLA Newsletter. Each nomination shall have the consent of the nominee.

(c) Election results shall be announced at the annual meeting and in the WHSLA Newsletter.

Section 6 -- Terms of Office

Terms of office for representatives are two years and begin at the time of the annual meeting. Terms for area representatives begin in even-numbered years.

Section 7 -- Vacancies

Area representatives

Any unexpired term of an area representative shall be filled by presidential appointment.

ARTICLE V -- OFFICERS

Section 1 -- Officers

The officers of the association shall be a president, president-elect, secretary, and a treasurer.

Section 2 -- Duties

(a) President. The president shall call meetings, prepare agenda, preside at meetings, appoint or approve committee members, and represent the association in all official capacities. The president shall serve as an ex-officio member of all committees except nominating and election.

(b) President-Elect. The president-elect shall function in the absence of the president, assist the president as needed, serve as a member of the steering committee, and succeed to the presidency after one year. If the office of president is vacated, the president-elect shall assume all the duties and responsibilities of the president.

(c) Secretary. The secretary shall record the minutes of all meetings, submit copies of the minutes to the executive board, and be responsible for meeting notices and correspondence.

(d) Treasurer. The treasurer shall make disbursements, maintain the financial records of the association, and submit an annual financial statement to the membership. The treasurer shall also serve as a member of the membership committee.

Section 3 -- Election/Selection

Election

(a) The president-elect shall be elected by the membership. Each year the nominating committee shall prepare a slate of at least two candidates for president-elect. A slate of a single nominee is acceptable if additional nominees cannot be found. Additional candidates may be nominated by written petition by no less than 15 members. Such petitions must be sent to the chairperson of the nominating committee by the deadline announced in the WHSLA Newsletter. Each nomination shall have the consent of the nominee. Election results shall be announced at the annual meeting and in the WHSLA Newsletter.

(b) The secretary shall be elected by the membership.

(c) The treasurer shall be appointed from the association membership by the president, with board concurrence.

Section 4 -- Terms of Office

The president and president-elect shall each serve for one year. The secretary shall serve for two years. The term for secretary begins in odd-numbered years. The treasurer shall be appointed for two years, and may be reappointed. Elected officers shall assume their positions at the conclusion of the annual meeting at which their election is announced. Appointed officers shall assume office immediately following board concurrence with their appointment.

Section 5 -- Vacancies

(a) President. Any vacancy arising in the office of president after the annual meeting shall be filled by the president-elect who shall serve the unexpired term of president and continue for the full succeeding term for which elected. If a vice-president instead of a president-elect is in office when the presidential vacancy occurs, the vice-president shall become the president only for the unexpired term of the president. At the end of the unexpired term, a president shall have been elected by the membership for the following term. The vice-president shall be eligible for nomination and election to the presidency.

(b) President-Elect. Any vacancy arising in the office of the president-elect after the annual meeting shall be filled by an executive board appointee from the board membership and shall be known as the vice-president. The vice-president shall have the same duties and powers as the president-elect, but shall serve only until the close of the next annual meeting when a president-elect shall have been elected by the membership. A vacancy in the position of vice-president shall be filled by an executive board appointee and shall serve only until the close of the next annual meeting when a president-elect shall have been elected.

(c) Secretary and Treasurer. Vacancies in the offices of secretary and treasurer shall be filled by presidential appointment with executive board concurrence.

ARTICLE VI -- ASSOCIATION MEETINGS

Section 1 -- Annual Meeting.

There shall be an annual meeting of the membership for the purpose of announcing elections results, receiving reports of the officers and committees, and for conducting other business.

Section 2 -- Quorum

Those members present at a duly called meeting of the association shall constitute a quorum.

ARTICLE VII -- COMMITTEES

Section 1 -- Appointment

The president shall appoint or approve standing committees and ad hoc committees as necessary.

Section 2 -- Standing Committees

(a) Annual Meeting Committee. The annual meeting committee shall be chaired by a member representing the site of the annual meeting. A current member of the standing WHSLA Professional Development Committee will be an automatic member of the Annual Meeting Committee for purposes of Annual Meeting Continuing Education event planning and coordination and communication between the Annual Meeting Committee and the Professional Development Committee. With approval of the president, the chairperson shall appoint additional sufficient members to support the activities of the committee. Members of the committee shall serve from appointment to designated annual meeting completion. The committee shall be responsible for planning and presenting the annual meeting of the association. Appropriate subcommittees shall be established according to association guidelines.

(b) Archives Committee. The committee shall be comprised of at least one chairperson appointed by the president. The chairperson shall be known as the archivist. Additional members or co-chairs may be appointed by the president. Chairperson and other member terms are for two years. This committee shall be responsible for maintaining a permanent file of Association records such as meeting minutes, correspondence of lasting interest, program information, and officers. The committee shall also provide documents in electronic form to the Communications Committee for posting on the WHSLA web site when appropriate.

(c) Bylaws and Guidelines Committee. The committee shall be comprised of at least one chairperson appointed by the president. Additional members or co-chairs may be appointed by the president. Chairperson and other member terms are for two years. This committee shall be responsible for keeping the bylaws and guidelines up-to-date, for providing for additions, deletions and corrections and for any other matters relating to the bylaws and guidelines.

(d) Communications Committee. The committee shall be comprised of at least one chairperson appointed by the president. Additional members or co-chairs may be appointed by the president. Chairperson and member terms are for two years. The committee is responsible for collecting and disseminating information of interest to WHSLA members. The committee is responsible for editing, photoduplication, and distribution of the WHSLA Newsletter. It is also responsible for maintaining and posting information on the WHSLA web site and mailing list.

(e) Institutional Issues Committee. The committee shall consist of the four Area Representatives elected by the WHSLA membership. One member shall be appointed by the president to serve as chairperson. The committee shall be responsible for discussing issues which concern institutional goals or library services.

(f) Legislation Committee. The committee shall consist of a chairperson and two members appointed by the president for a two-year term. The committee is responsible for monitoring proposed and pending legislation and providing the membership with information. It will also represent the association's best interests before appropriate governmental or other groups with the direction of the executive board.

(g) Membership Committee. The membership committee shall consist of the treasurer, and two other members appointed by the president for terms of two years. One member shall be appointed by the president to serve as chair. The committee shall be responsible for recruiting new members, collecting dues and maintaining the membership rolls.

(h) Nominations and Election Committee. At least six months before the annual meeting the president shall appoint a chair and additional members to serve for one year on the committee. The size of the committee shall equal the number of consortia, and it is required that each consortium is represented. None of these members shall currently be a member of the executive board. Each year the committee shall prepare a slate of candidates for president-elect and for secretary in odd-numbered years and for area representatives in even-numbered years. The slate shall be presented to the president in accordance with time frames established in the guidelines. Once the slate of nominees is prepared, the committee shall prepare, mail, and receive election ballots, tally votes and determine the results. Results shall be reported to the president, incoming president and candidates within ten days after the ballot due date.

(i) Outreach Committee. The committee shall be comprised of at least one chairperson appointed by the president. Additional members or co-chairs may be appointed by the president. Chairperson and member terms are for two years. The committee is responsible for identifying and communicating information related to outreach activities which would be of interest to WHSLA members. The committee will solicit participation of members as needed to execute/implement target outreach activities. The committee will communicate outreach news through the WHSLA Newsletter and the WHSLA web site.

(j) Steering committee. The committee shall consist of at least three members plus the president-elect. One member, preferably the president-elect, shall serve as chair. All members shall serve one-year terms. The committee is responsible for ongoing needs assessment for the association and recommendation of plans to meet these needs.

(k) Professional Development Committee. The committee shall be comprised of at least four members with one serving as chair. The members shall be appointed by the president for one-year terms, the chair shall be appointed for a two-year term. The committee shall plan the education portion of the annual meeting in cooperation with the Annual Meeting Committee. A current member of the standing WHSLA Professional Development Committee will be an automatic member of the Annual Meeting Committee for purposes of Annual Meeting Continuing Education event planning and coordination and communication between the Annual Meeting Committee and the Professional Development Committee. It may also provide additional education opportunities including seminars and teleconferences. The committee shall also gather and disseminate information relevant to professional development including, but not limited to, consultants, technological issues, and software and hardware vendors.

Section 3 -- Ad Hoc Committees

The president shall appoint ad hoc committees as needed. Each ad hoc committee shall limit its activities to the accomplishment of purposes for which it was created.

ARTICLE VIII -- PARLIAMENTARY AUTHORITY

Should situations arise for which neither the bylaws nor adopted special rules of order provide guidance, or for situations where the conditions of the bylaws or special rules of order cannot be met due to circumstances beyond the board's control, a majority vote of the board will decide the appropriate course of action.

ARTICLE IX -- AMENDMENTS

Changes to these bylaws can be recommended at any board or annual business meeting. Proposed amendments must be ratified by mail vote by two-thirds of the returned ballots. Changes to WHSLA guidelines require only executive board approval.

Bylaws as amended by mail ballot, December 14, 2007.

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