

# BYLAWS

## WISCONSIN HEALTH SCIENCE LIBRARY ASSOCIATION

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### 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 are eligible for benefits such as the annual professional development award and participation in WHSLA Wisdom Chats.

### ***Section 4 -- Dues***

Membership dues shall be determined by vote of the association at any annual business meeting. Dues notices shall be distributed 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, immediate past-president (ex-officio), treasurer, secretary, and two at-large members elected by the membership.

### ***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 must approve changes to guidelines. Changes to bylaws must 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.

## **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.
- b) President-Elect. The president-elect shall function in the absence of the president, assist the president as needed, 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***

- a) The president-elect shall be elected by the membership. Each year the membership shall receive a slate of at least two candidates for president-elect from the Nominations and Elections Coordinator or Current President. 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 3 members. Such petitions must be sent to the Nominations and Elections Coordinator by the deadline announced in the WHSLA Blog. Each nomination shall have the consent of the nominee.
- b) The secretary shall be elected by the membership in odd-numbered years.
- c) The treasurer shall be appointed from the association membership by the president, with board concurrence.
- d) Election results shall be announced to the membership through all available channels (such as through the email list, in the blog and at the annual meeting)

### ***Section 4 -- Terms of Office***

- a) The president and president-elect shall each serve for one year.
- b) The secretary shall serve for two years. The term for secretary begins in even numbered years.
- c) The treasurer shall be appointed for two years, and may be reappointed.
- d) Terms of office shall run from January 1 through December 31.
- e) Officers appointed to fill vacancies shall assume office immediately following board concurrence with their appointment.

### ***Section 5 -- Vacancies***

- a) President. Any vacancy arising in the office of president 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 (see below) 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- 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 term 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 term, 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 – AT-LARGE BOARD MEMBERS**

### ***Section 1 -- Election***

Two at-large board members shall be elected in even numbered years by the WHSLA membership. The Nominations and Elections Coordinator or President shall prepare a slate of two to three candidates to be included on the Annual Ballot in even numbered years.

- a) Election results shall be announced to the membership through all available channels.

### ***Section 2 -- Terms of Office***

Terms of office for at large board members are two years. The terms for at-large board members begin on January 1 of odd-numbered years.

### ***Section 3 -- Vacancies***

Any unexpired term of an at-large board member shall be filled by presidential appointment.

### ***Section 4 -- Duties***

The at-large board members shall serve as liaisons between the membership and the board.

## **ARTICLE VII -- OTHER BOARD MEMBERS**

### ***Section 1 -- Immediate Past President***

The immediate past president will serve ex officio on the executive board for the year immediately following the presidential term.

## **ARTICLE VIII -- ASSOCIATION MEETINGS**

### ***Section 1 -- Annual Meeting***

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

### ***Section 2 -- Quorum***

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

## **ARTICLE IX – COORDINATORS & COMMITTEES**

### ***Section 1 -- Appointment***

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

### ***Section 2 -- Individual Coordinators***

All coordinators serve two year terms starting on January 1.

To assist in preserving and sustaining our organization, the president will appoint members to serve in variety of roles which may include but is not limited to the following positions.

a) Communications Coordinator. The coordinator is responsible for the WHSLA Blog, WHSLA web site and email list administration. Additional members may assist.

b) Membership Coordinator. The coordinator is responsible for collecting dues, and maintaining the membership rolls.

c) Professional Development Coordinator – Coordinating and managing education opportunities, such as seminars and webcasts.

### ***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. Topics may include Membership Strategies, Professional Development, Annual Meeting Planning

## **ARTICLE X -- 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 XI -- AMENDMENTS**

Proposed amendments to these bylaws must be ratified by two-thirds of the votes returned by members of the association. Changes to WHSLA guidelines require only executive board approval.

Bylaws as amended:

- By mail ballot, December 14, 2007.
- By email ballot, Spring, 2014
- By Email Ballot November 1, 2014
- By Email Ballot November 2, 2016
- By online ballot August 8, 2022