

CENTRAL PENNSYLVANIA HEALTH SCIENCES LIBRARY ASSOCIATION
BYLAWS

Amended February 25, 2016

ARTICLE 1. NAME

The name of this organization shall be "The Central Pennsylvania Health Sciences Library Association."

ARTICLE 2. PURPOSE

The purpose of this organization shall be to stimulate interest in and strengthen health sciences library services in Central Pennsylvania by providing a means of communication and exchange of information resources, and to provide opportunities for resource sharing and institutional cooperation.

ARTICLE 3. MEMBERSHIP

Membership shall be open to all persons who are actively engaged or otherwise involved in library or bibliographic work in medical or allied scientific fields. All paying members shall have the right to vote and hold elective or appointive office. On questions of resource sharing and institutional cooperation, there shall be one vote per institution.

ARTICLE 4. DUES

Every two years, dues shall be determined by the voting members of the association for the 24-month period beginning January 1 of that year.

ARTICLE 5. OFFICERS

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. The term of office will be two years.

Section 3. Officers shall assume their duties on July 1 and shall serve for one term or until their successors are duly elected.

Section 4. The officers of the association shall perform the duties prescribed for them in the parliamentary authority adopted by this association.

Specific responsibilities include but are not limited to:

- a. President
 - (1.) Acts as chief administrative officer
 - (2.) Represents and speaks for the association to other organizations and to the public
 - (3.) Presides at business meetings

- (4.) Appoints committees
 - (5.) Signs letters or documents necessary to carry out the will of the association
 - (6.) Prepares and distributes agendas for the associations meetings
 - (7.) Automatically becomes the chair of the Nominating Committee at the end of his or her term as President.
- b. Vice President
- (1.) Assumes the duties of the President if the President is absent or incapacitated
 - (2.) Presides at meetings when it is necessary for the President to leave the chair
 - (3.) Automatically becomes President if the President is unable to complete his or her term.
 - (4.) Automatically becomes President at the end of his or her term as Vice President.
 - (5.) Chairs the Program Committee
- c. Secretary
- (1.) Takes notes of the proceedings and prepares the minutes of the association and Executive Committee meetings.
 - (2.) Distributes copies of the minutes to the members for correction and approval
 - (3.) Maintains the association's official minutes as corrected and approved.
 - (4.) Provides the presiding officer or the assembly with the exact wording of a pending motion or of one previously acted upon.
 - (5.) Maintains and preserves all records, reports, correspondence and official documents of the association; serves as Archivist of the association.
 - (6.) Brings to each meeting the official minutes, a copy of the bylaws, rules, and policies, a list of the members, and a copy of the parliamentary authority.
- d. Treasurer
- (1.) Collects, disburses, and accounts for the association's funds as directed by the bylaws, the membership, of the Executive Committee.

- (2.) Reports on the finances of the association at each meeting.
- (3.) Prepares, maintains and distributes a list of current members,

ARTICLE 6. NOMINATIONS AND ELECTIONS

Section 1. Officers shall be elected prior to July 1 of the year in which current terms expire.

Section 2. At the first meeting after July 1, three (3) members shall be elected to the Nominating Committee from the voting membership. If three (3) members are not elected, the President with the approval of the Executive Committee shall appoint as many members as necessary to fill the three positions on the committee.

Section 3. The Nominating Committee shall present to the membership at its last meeting before July 1, a slate of one or more nominees for each office of Vice-President, Secretary and Treasurer, as vacancies occur. Nominations may also be made from the floor provided prior consent of the nominee has been secured.

Section 4. If the President is unable to complete his or her term of office, the Vice-President shall become Acting President for the unexpired portion of the term. Vacancies in offices other than President shall be filled by appointment of the executive committee.

Section 5. No officer may serve more than two consecutive terms in the same office. A member having served in a given office may be re-nominated after an interim of two years.

ARTICLE 7. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the four officers of this association.

Section 2. If a fifth vote is needed to break a tie for any vote among members of the executive committee, the designated tie-breaker shall be the chair of the nominating committee.

Section 3. The Executive Committee shall have the authority to act for the association between meetings on matters that must be disposed of promptly.

ARTICLE 8. COMMITTEES

Section 1. There shall be one standing committee of the association: the Program Committee.

Section 2. The President shall, with the approval of the Executive Committee, appoint as many other committees as are deemed necessary to carry on the work of the association.

Section 3. The President with the approval of the Executive Committee shall appoint standing committees annually after July 1. Each year one member shall be retained for a two-year period. No member shall be required to serve longer than three (3) consecutive years.

ARTICLE 9. MEETINGS

Section 1. There shall be at least three meetings per year, to be held at the time and place designated by the Executive Committee with notice given at least two weeks in advance.

Section 2. A quorum shall consist of 25% of the membership of the association.

ARTICLE 10. AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the association by a majority vote of those members present, provided an announcement of the proposed amendment(s) shall have been distributed to all members at least two weeks prior to the meeting at which the amendment is to be voted upon. These bylaws may also be amended by a majority vote of the membership provided ballots, along with an announcement of the proposed amendment(s), are distributed by mail, electronic mail, or some other means to all members at least two weeks prior to the deadline for the return of the ballots.

Section 2. Any proposal for amendment shall be submitted in writing to the Bylaws Committee for review. The committee will return the proposal with its recommendation to the association for consideration at the next meeting.

ARTICLE 11. PARLIAMENTARY AUTHORITY

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall govern the Association in all parliamentary situations that are not provided for by these Bylaws.