

Florida Health Sciences Library Association

Bylaws

Preamble

The mission of the Florida Health Sciences Library Association (FHSLA) is to support its members through professional development, networking, and advocacy, and to promote knowledge of health information resources for fostering healthy communities.

The mission shall be accomplished through the following core actions:

1. Promote professional development for health sciences librarians in Florida through classes, webinars, and other activities.
2. Provide opportunities for leadership through elected and appointed positions, committee work and other volunteer initiatives.
3. Develop cooperative relationships with other health care and information organizations.

Bylaws

ARTICLE I. NAME

The name of this organization shall be the Florida Health Sciences Library Association (FHSLA).

ARTICLE II. MEMBERSHIP

Section 1. Membership Classes

A) Active members shall be persons employed as full-time or part-time health sciences librarians, or persons interested in or affiliated with health sciences library work, including students and volunteers.

B) Honorary Members may have membership conferred for distinguished service or as a tribute of respect or appreciation. A recommendation for honorary membership will be presented to the Honor and Awards Committee for consideration and they will forward their recommendation(s) to the Executive Board for approval. If the

Executive Board approves the recommendation(s), the candidate(s) will be announced and recognized during the Annual Meeting.

- a. Active Honorary Members, who continue to participate in the Association and have been in good standing for at least five (5) years prior to their nomination, have voting privileges and may serve as officers or in appointed positions.
- b. Non-Active Honorary Members may not vote or hold office.

Section 2. Membership Status

A) Active membership takes effect upon receipt of the current year's dues by the Treasurer. Only active members and active Honorary Members comprise the voting membership.

B) Membership in the Association is terminated by:

- a. Written letter of resignation sent to the Treasurer, or
- b. Non-payment of dues.

C) Reinstatement of membership shall be effective upon payment of dues for the fiscal year.

Section 3. Dues

A) Each member shall pay dues as follows:

- 1) Active members shall pay annually the amount of dues that has been previously determined by a plurality vote of the membership.
- 2) Free student membership is available in exchange for actively volunteering (e.g. Student liaison to any FHSLA committee, newsletter column editor, newsletter layout assistant, webmaster assistant, webpage/section editor, social media assistant, assist with the annual meeting local arrangements, volunteer at the annual meeting, or other significant activity at the discretion of committee chairs or executive board members.)
- 3) All Honorary Members shall pay no dues.
- 4) Dues are payable in January for the calendar year ending December 31.

- i. Dues will be considered delinquent after April 30. Members in arrears after this date will no longer receive member benefits such as reduced meeting and continuing education fees, receipt of the FHSLA Alert

Newsletter, and will have their contact information removed from the FHSLA discussion list.

ii. Dues paid by new members in the last quarter of the year will be considered paid for the ensuing year.

Section 4. Fiscal Year

A) The fiscal year of the Association shall be the calendar year.

ARTICLE III. MEETINGS

Section 1. Annual Meeting

A) One annual meeting will be held, usually in the Spring, as agreed upon by the prospective host and the Executive Board.

B) Ten (10) percent of the voting membership, excluding the available officers, shall constitute a quorum during the Annual Business Meeting of the Association.

Section 2. Special Meetings

A) Special meetings may be called by the President, by the Executive Board, or by the written request of one-third of the active members.

B) Notice of the date and business to be brought before the special meeting shall be sent to the membership in writing at least five (5) business days in advance of the meeting.

C) Ten (10) percent of the voting membership, excluding the available officers, shall constitute a quorum at any special meeting of the Association.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Elected Officers

A) The elected officers of the Association shall be President, Vice President/President-Elect (hereafter called Vice President), Secretary and Treasurer.

Section 2. Duties

A) The President shall:

- a. Preside at all meetings of the Florida Health Sciences Library Association and of the Executive Board.
- b. Appoint all committee chairs and shall be an ex officio member of all committees.

B) The Vice President shall:

- a. In the absence of the President, preside and assume all the duties of the President, and
- b. Serve as co-chair of the Program Committee with the host of the Annual Meeting.

C) The Secretary shall:

- a. Be responsible for recording and disseminating the minutes of the official meeting(s), as designated by the President, and
- b. Be responsible for sending out meeting notices to all members, prospective members and other interested parties.

D) The Treasurer shall:

- a. Be responsible for the receipt, custody and disbursement of the funds of the Association, and
- b. File the appropriate financial reports for non-profits and tax forms, and
- c. Be responsible for maintaining the official membership records in coordination with the Membership Committee.

E) The Immediate Past President shall:

- a. Serve as the Nominating Committee chair, and
- b. Serve as the Chair of the Strategic Planning Committee (voting member) for the year following their presidency and may continue as a non-voting member the subsequent year.

Section 3. Terms of Office

A) The Vice President term of office shall be:

- a. Year 1: Vice President
- b. Year 2: President

- c. Year 3: Immediate Past President (Chair of the Strategic Planning and Nominating Committees), followed by
- d. Optional Year 4: Non-voting member of the Strategic Planning Committee

B) The Secretary term of office shall be two (2) years, elected in odd numbered years.

C) The Treasurer term of office shall be two (2) years, elected in even numbered years.

D) No officer shall be eligible to serve in the same capacity for more than two (2) consecutive terms.

E) Officers shall assume duties following the Annual Business Meeting.

Section 4. Vacancies

A) Vacancies in office other than that of President and Vice President shall be filled by presidential appointment.

- a. A vacancy of the office of President shall be filled by the Vice President who shall complete the unexpired term and continue as President for the succeeding year.
- b. A vacancy in the office of Vice President shall be filled by special election.

ARTICLE V. COMMITTEES

Section 1. Committee Membership

Committees shall be made up of active members representative of the various institution types (i.e., academic, hospital/clinic/other) and the state's geographic regions.

Section 2. Executive Board

A) The Executive Board of FHSLA shall be comprised of the President, the Vice President, the Secretary, the Treasurer, and the Immediate Past President, the Committee Chairs and Appointed Positions (with the exception of the Parliamentarian).

B) They shall act for the Florida Health Sciences Library Association between Annual Meetings and shall be responsible for locating and accepting an Invitation to host the Annual Meeting.

C) All Executive Board members shall be voting members except if committees have co-chairs, there is only one vote per committee.

D) The Executive Board quorum shall be six (6) Executive Board members including at least two (2) elected officers.

Section 3. Other Committees

A) Standing and special committees shall be established by the Executive Board for the purpose of delegating such powers and functions for carrying out the objectives of the Association.

B) These committees shall be responsible to the Executive Board and shall submit reports and recommendations as requested by the Board or the President.

C) All committees chairs shall be appointed by the President, and these chairs shall appoint their committee members, with the exception of the Nominating Committee (see Section 5, Nominating Committee).

Section 4. Strategic Planning Committee

A) The Strategic Planning Committee (SPC) shall be:

- a. A standing committee,
- b. Chaired by the Immediate Past President,
- c. Comprised of seven (7) voting members: the chair and six (6) members appointed for three (3) years with staggered terms, and
- d. Comprised of three additional non-voting ex officio members (President, Vice President, previous SPC Chair)
- e. Responsible for reviewing and evaluating the Association's Strategic Plan yearly in accordance with the Association's mission, and submit recommendations to the Executive Board for approval by the membership, and
- f. Responsible for addressing long-term, mid-term, and short-term objectives for the Association based on current trends, and submit recommendations to the Executive Board for approval by the membership.

Section 5. Membership Committee

A) The Membership Committee shall be:

- a. A standing committee,
- b. Comprised of a chair, the Treasurer, and sufficient members, appointed by the chair, to support the activities of the committee,

- c. Responsible for recruiting new members and contacting non-renewing members,
- d. Responsible for maintaining the current membership list and sending the previous lists to the Archivist, and
- e. Responsible for preparing a membership directory and distributing it as directed by the Executive Board.

Section 6. Nominating Committee

A) The Nominating Committee shall be:

- a. A standing committee,
- b. Chaired by the Immediate Past President or designee,
- c. Formed at least six (6) months prior to the Annual Meeting and be comprised of two (2) members plus the chair,
- d. Responsible for nominating at least one (1) candidate for:
 - i. Vice President and either
 - ii. Secretary (odd numbered years) or Treasurer (even numbered years).

Section 7. Program Committee

A) The Program Committee shall be:

- a. A standing committee,
- b. Co-chaired by the Vice President and the host of the Annual Meeting, and
- c. Comprised of sufficient members, appointed by the co-chairs, to support the activities of the committee.

Section 8. Honors and Awards Committee

A) The Honors and Awards Committee shall be:

- a. A standing committee,
- b. Responsible for recommending nominees for the Association's honors and awards to the Executive Board,
- c. The chair shall appoint sufficient members to support the activities of the committee, and
- d. Comprised of sufficient members, appointed by the chair, to support the activities of the committee.

Section 9. Continuing Education Committee

A) The Continuing Education (CE) Committee shall be:

- a. A standing committee,
- b. Responsible for providing relevant and cost-efficient continuing education (CE) courses for the Association membership. These CE courses shall be provided during the Annual Meeting and may also be offered during the year, and
- c. Comprised of sufficient members, appointed by the chair, to support the activities of the committee.

Section 10. Vacancies

A) Vacancies within a committee shall be appointed by the chair in compliance with the descriptions of each as listed in Article V. Committees.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. Nominations

A) The list of names of the candidates for each elective office and a written acceptance by each candidate must be submitted by the Nominating Committee to the President at least six (6) weeks prior to the Annual Meeting. It shall consist of at least one candidate according to elected terms of office in Article IV. Section 3. Terms of Office. The Nominating Committee Chair shall present the slate of the candidates to the membership electronically three (3) weeks prior to the Annual Meeting. In the absence of the chair or any member of the Nominating Committee, the President may submit the slate of candidates.

Section 2. Elections

A) The election of the officers shall take place via electronic ballot. The membership shall have two (2) weeks to cast their ballot. In case of a tie, a second electronic ballot with the tied candidates shall be presented one (1) week prior to the Annual Meeting. All election results shall be announced during the Annual Meeting and recorded in the Business Meeting minutes.

ARTICLE VII. PUBLICATIONS

Section 1. Authority

A) The authority and control for all publications shall be vested in the Executive Board. The Editor shall be appointed by the President with the approval of the

Executive Board. The editor may appoint a committee to assist with the production of any publication.

B) The Association shall not be responsible for statements or opinions expressed in its publications, except those authorized by the Executive Board.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Rules

A) The rules contained in the Robert's Rules of Order (H.M. Robert, Parliamentary Law Revised) shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Section 2. Parliamentarian

A) The President shall select a Parliamentarian annually.

B) The Parliamentarian shall advise the presiding officers on the Robert's Rules of Order at the Annual Business Meeting and at any special meetings.

ARTICLE IX. AMENDMENTS

Section 1. Amendments

A) Any voting member in good standing may propose a Bylaws amendment.

- a. At least six (6) weeks prior to the Annual Meeting, proposed amendments must be presented in writing to the President using the Motion Request Form.
- b. The President will review the proposed amendment(s) with the Executive Board for completeness and alignment with the mission and goals of the Association.
- c. The Executive Board may suggest modifications to the individual(s) submitting the proposed amendment.

B) Discussion on the proposed amendment shall take place during the Annual Business Meeting. Electronic voting will take place following the Annual Business Meeting. The membership shall have two (2) weeks to cast their vote.

C) Bylaw amendments shall be adopted following approval by the majority of the eligible votes cast.

D) An ad hoc committee shall be appointed by the President to review and revise the Association Bylaws every five (5) years or as deemed necessary. A Bylaws Chair shall

be appointed by the President and given guidelines for making recommendations. Proposed amendments will be reviewed by the Executive Board who will allow for membership discussion prior to voting.

Update History

- Updated February 18, 2000
- Updated December 10, 2004
- Updated April 7, 2006
- Updated June 15, 2007
- Updated November 17, 2008 - Membership Chair becomes ex-officio on the Executive Committee.
- Updated April 28, 2009 - Immediate Past President becomes Nominating Committee Chair and non-voting member of Strategic Planning Committee following year as chair. New Immediate Past President duty category created in Article IV, Section 2.
- Updated April 12, 2013 - Article II, Section 4. Dues are delinquent after April 30. After that date, all inactive members will be deleted from the FHSLA membership listserv.
- Updated March 8, 2019