



# Florida Health Sciences Library Association Bylaws

# Table of Contents

ARTICLE I. NAME AND MISSION .....	4
<b>Section 1.1. Name</b> .....	4
<b>Section 1.2. Mission</b> .....	4
ARTICLE II. MEMBERSHIP .....	4
<b>Section 2.1. Membership Classes</b> .....	4
<b>Section 2.2. Membership Status</b> .....	4
<b>Section 2.3. Dues</b> .....	4
<b>Section 2.4. Fiscal Year</b> .....	5
ARTICLE III. MEETINGS .....	5
<b>Section 3.1. Annual Meeting</b> .....	5
<b>Section 3.2. Special Meetings</b> .....	5
ARTICLE IV. OFFICERS AND DUTIES .....	5
<b>Section 4.1. Elected Officers</b> .....	5
<b>Section 4.2. Duties</b> .....	5
<b>Section 4.3. Terms of Office</b> .....	6
<b>Section 4.4. Officer Vacancies</b> .....	6
<b>Section 4.5. Removal of Officers</b> .....	6
ARTICLE V. COMMITTEES .....	6
<b>Section 5.1. Executive Board</b> .....	6
<b>Section 5.2. Continuing Education Committee</b> .....	7
<b>Section 5.3. Honors and Awards Committee</b> .....	7
<b>Section 5.4. Membership Committee</b> .....	7
<b>Section 5.5. Nominating Committee</b> .....	8
<b>Section 5.6. Strategic Planning Committee</b> .....	8
<b>Section 5.7. Other Committees</b> .....	8
<b>Section 5.8. Committee Vacancies</b> .....	9
<b>Section 5.9. Removal of Committee Chairs</b> .....	9
ARTICLE VI. NOMINATIONS AND ELECTIONS .....	9
<b>Section 6.1. Nominations</b> .....	9
<b>Section 6.2. Elections</b> .....	9
ARTICLE VII. PUBLICATIONS .....	9
<b>Section 7.1. Authority</b> .....	9

ARTICLE VIII. PARLIAMENTARY AUTHORITY ..... 9  
    **Section 8.1. Rules** ..... 9  
    **Section 8.2. Parliamentarian**..... 9  
SECTION IX. AMENDMENTS ..... 10  
    **Section 9.1. Proposal of amendments**..... 10  
    **Section 9.2. Discussion of amendments**..... 10  
ARTICLE X. DISSOLUTION ..... 10  
ARTICLE XI. UPDATE HISTORY ..... 10

## **ARTICLE I. NAME AND MISSION**

### **Section 1.1. Name**

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

### **Section 1.2. Mission**

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 to foster healthy communities.

The mission shall be accomplished through the following core actions:

- 1.2.1. Promote professional development for health sciences librarians in Florida through classes, webinars, and other activities.
- 1.2.2. Provide opportunities for leadership through elected and appointed positions, committee work and other volunteer initiatives.
- 1.2.3. Develop cooperative relationships with other healthcare and information organizations.

## **ARTICLE II. MEMBERSHIP**

### **Section 2.1. Membership Classes**

- 2.1.1. 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.
- 2.1.2. 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.
  - 2.1.2.1. 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.
  - 2.1.2.2. Non-Active Honorary Members may not vote or hold office.

### **Section 2.2. Membership Status**

- 2.2.1. 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.
- 2.2.2. Membership in the Association is terminated by:
  - 2.2.2.1. Notice to a member of the Membership Committee or Executive Board.
  - 2.2.2.2. Non-payment of dues.
- 2.2.3. Reinstatement of membership shall be effective upon payment of dues for the fiscal year.

### **Section 2.3. Dues**

- 2.3.1. Each member shall pay dues as follows:
- 2.3.2. Active members shall pay annually the amount of dues that has been previously determined by a plurality vote of the membership.
- 2.3.3. All Student Members shall pay no dues while enrolled in an accredited program for library science and are considered active members.
- 2.3.4. All Honorary Members shall pay no dues.

- 2.3.5. Dues are payable in January for the calendar year ending December 31.
  - 2.3.5.1. 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 and will have their contact information removed from the FHSLA distribution list.
  - 2.3.5.2. Dues paid by members in the last quarter of the year will be considered paid for the following year.

#### **Section 2.4. Fiscal Year**

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

### **ARTICLE III. MEETINGS**

#### **Section 3.1. Annual Meeting**

- 3.1.1. One annual meeting will be held, usually in the Spring. Additional meetings may be held at the discretion of the Executive Board.
- 3.1.2. Ten (10) percent of the voting membership, excluding the available officers, shall constitute a quorum during the Annual Business Meeting.

#### **Section 3.2. Special Meetings**

- 3.2.1. Special meetings may be called by the President, by the Executive Board, or by the written request of one-third of the active members.
- 3.2.2. Notice of the date and business to be brought before the special meeting shall be sent to the membership in writing (print or electronic) at least five (5) business days in advance of the meeting.
- 3.2.3. 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 4.1. Elected Officers**

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

#### **Section 4.2. Duties**

- 4.2.1. The President shall:
  - 4.2.1.1. Preside at all business meetings of FHSLA and of the Executive Board.
  - 4.2.1.2. Appoint all committee chairs and shall be an ex-officio member of all committees.
  - 4.2.1.3. Be responsible for sending out meeting notices to all members, prospective members and other interested parties.
- 4.2.2. The Vice President shall:
  - 4.2.2.1. In the absence of the President, preside and assume all the duties of the President, and
  - 4.2.2.2. Serves in a leadership capacity for planning along with the Executive Board for the Annual Meeting and other events.
- 4.2.3. The Secretary shall:
  - 4.2.3.1. Be responsible for recording and disseminating the minutes of the official meeting(s) and
  - 4.2.3.2. Coordinate with the President and Membership Chair in sending out meeting notices to all members, prospective members and other interested parties.
- 4.2.4. The Treasurer shall:

- 4.2.4.1. Be responsible for the receipt, custody, and disbursement of the funds of the Association,
- 4.2.4.2. File the appropriate financial reports for non-profits and tax forms, and
- 4.2.4.3. Communicates with the Membership Chair regarding payment of dues.
- 4.2.5. The Immediate Past President shall:
  - 4.2.5.1. Serve as the Nominating Committee Chair, and
  - 4.2.5.2. Serve as the Strategic Planning Committee Chair (voting member) for the year following their presidency and may continue as a non-voting member the subsequent year.

**Section 4.3. Terms of Office**

- 4.3.1. The Vice President term of office shall be:
  - 4.3.1.1. Year 1: Vice President
  - 4.3.1.2. Year 2: President
  - 4.3.1.3. Year 3: Immediate Past President (Chair of the Strategic Planning and Nominating Committees), followed by
  - 4.3.1.4. Optional Year 4: Non-voting member of the Strategic Planning Committee
- 4.3.2. The Secretary term of office shall be two (2) years, elected in odd numbered years.
- 4.3.3. The Treasurer term of office shall be two (2) years, elected in even numbered years.
- 4.3.4. No officer shall be eligible to serve in the same capacity for more than two (2) consecutive terms.
- 4.3.5. Officers shall assume duties at the close of the Annual Meeting.

**Section 4.4. Officer Vacancies**

Officer vacancies other than that of President and Vice President shall be filled by presidential appointment.

- 4.4.1. 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.
- 4.4.2. A vacancy in the office of Vice President shall be filled by special election.

**Section 4.5. Removal of Officers**

An Officer may be removed for failing to fulfill their duties, conduct detrimental to the organization, or violating bylaws or policies. The removal process can be initiated by a written petition from six (6) board members, or a motion made during a meeting. The Officer in question must receive written notice of the proposed removal at least thirty (30) days before the meeting, where they will have the opportunity to present their case. Removal requires a quorum, which for the Executive Board is six (6) members (two members must be elected officers). If the vote is successful, the removal is effective immediately unless otherwise stated. Any resulting vacancy will be filled according to the bylaws.

**ARTICLE V. COMMITTEES**

**Section 5.1. Executive Board**

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.

The Executive Board of FHSLA shall be:

- 5.1.1. Comprised of the President, Vice President, Secretary, Treasurer, Immediate Past President, committee chairs, and appointed positions for the Blog Editor, Social Media Coordinator, and Webmaster (not including the Parliamentarian and Archivist).
- 5.1.2. Act for FHSLA during the year.
- 5.1.3. Responsible for planning the Annual Meeting and related events.
- 5.1.4. Executive Board voting members include Officers and Committee Chairs. If committees have co-chairs, only one vote is allowed per committee. Non-voting members include the Blog Editor, Social Media Coordinator and Webmaster.
- 5.1.5. The Executive Board quorum shall be six (6) Executive Board voting members including at least two (2) elected officers.

### **Section 5.2. Continuing Education Committee**

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.

The Continuing Education (CE) Committee shall be:

- 5.2.1. A standing committee,
- 5.2.2. Comprised of sufficient members, appointed by the chair, to support the activities of the committee.
- 5.2.3. Responsible for providing relevant and cost-efficient continuing education (CE) courses or discussion panels for the Association membership. These CE courses shall be provided during the Annual Meeting and during the year.

### **Section 5.3. Honors and Awards Committee**

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.

The Honors and Awards Committee shall be:

- 5.3.1. A standing committee,
- 5.3.2. Comprised of sufficient members, appointed by the chair, to support the activities of the committee.
- 5.3.3. Responsible for recommending nominees for the Association's honors and awards to the Executive Board.

### **Section 5.4. Membership Committee**

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.

The Membership Committee shall be:

- 5.4.1. A standing committee,
- 5.4.2. Comprised of a chair, and sufficient members, appointed by the chair, to support the activities of the committee,
- 5.4.3. Responsible for working with the Treasurer to verify paid membership,
- 5.4.4. Responsible for recruiting new members and contacting non-renewing members,
- 5.4.5. Responsible for maintaining the current membership and distribution lists and sending the previous lists to the Archivist,

- 5.4.6. Responsible for maintaining an accessible membership directory as directed by the Executive Board.
- 5.4.7. Coordinate with the President and Secretary to send out meeting notices to all members, prospective members and other interested parties.

#### **Section 5.5. Nominating Committee**

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.

The Nominating Committee shall be:

- 5.5.1. A standing committee,
- 5.5.2. Chaired by the Immediate Past President or designee,
- 5.5.3. Formed at least three (3) months prior to the Annual Meeting and be comprised of two (2) members plus the chair,
- 5.5.4. Responsible for nominating at least one (1) candidate for:
  - 5.5.4.1. Vice President and either
  - 5.5.4.2. Secretary (odd numbered years) or Treasurer (even numbered years).

#### **Section 5.6. Strategic Planning Committee**

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.

The Strategic Planning Committee (SPC) shall be:

- 5.6.1. A standing committee,
- 5.6.2. Chaired by the Immediate Past President or designee,
- 5.6.3. Comprised of three (3) voting members: the chair and two (2) members appointed for one (1) year, and
- 5.6.4. May also include three additional non-voting ex-officio members (President, Vice President, previous SPC Chair), and
- 5.6.5. 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
- 5.6.6. 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 5.7. Other Committees**

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.

- 5.7.1. 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.
- 5.7.2. These committees shall be responsible to the Executive Board and shall submit reports and recommendations as requested by the Board or the President.
- 5.7.3. All committee chairs shall be appointed by the President, and these chairs shall appoint their committee members.

### **Section 5.8. Committee Vacancies**

Vacancies within a committee shall be appointed by the chair in compliance with the descriptions of each as listed in Section 5. Committees.

### **Section 5.9. Removal of Committee Chairs**

A Committee Chair, or person fulfilling an Appointed Position, may be removed for failing to fulfill their duties, conduct detrimental to the organization, or violating bylaws or policies. The removal process can be initiated by a written petition from six (6) board members, or a motion made during a meeting. The Committee Chair in question must receive written notice of the proposed removal at least thirty (30) days before the meeting, where they will have the opportunity to present their case. Removal requires a quorum, which for the Executive Board is six (6) members (two members must be elected officers). If the vote is successful, the removal is effective immediately unless otherwise stated. Any resulting vacancy will be filled according to the bylaws.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS**

### **Section 6.1. Nominations**

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 four (4) weeks prior to the Annual Meeting. It shall consist of at least one candidate according to elected terms of office in Section 4.3., 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, any member of the Nominating Committee, the President, or other designee may submit the slate of candidates.

### **Section 6.2. Elections**

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 7.1. Authority**

- 7.1.1. The authority and control for all publications shall be vested in the Executive Board.
- 7.1.2. 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 8.1. Rules**

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 8.2. Parliamentarian**

- 8.2.1. The President shall select a Parliamentarian annually.
- 8.2.2. The Parliamentarian shall advise the presiding officers on the Robert's Rules of Order at the Annual Business Meeting and at any special meetings.

## **SECTION IX. AMENDMENTS**

### **Section 9.1. Proposal of amendments**

- 9.1.1. Any voting member in good standing may propose a bylaws amendment.
- 9.1.2. Proposed amendment(s) must be submitted in writing to the President at least four (4) weeks prior to the Annual Meeting.
- 9.1.3. The President will review the proposed amendment(s) with the Executive Board for completeness and alignment with the mission and goals of the Association.
- 9.1.4. The Executive Board may suggest modifications to the individual(s) submitting the proposed amendment(s).

### **Section 9.2. Discussion of amendments**

- 9.2.1. Discussion on the proposed amendment(s) 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.
- 9.2.2. Bylaw amendments shall be adopted following approval by the majority of the eligible votes cast.
- 9.2.3. 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(s) prior to voting.

## **ARTICLE X. DISSOLUTION**

In the event of dissolution of the Association,

- 10.1. The Executive Board must present a resolution to the membership.
- 10.2. A majority of members would need to vote in the affirmative for the resolution to pass.
- 10.3. All liabilities and obligations shall be paid, satisfied and discharged or adequate provision shall be made there for.
- 10.4. All remaining assets must be transferred to another nonprofit organization for charitable purposes, said organization shall qualify under Section 501(c)(3) (or other applicable Section) of the Internal Revenue Code (IRS), or current statutes.
- 10.5. Articles of Dissolution must be filed with the Florida Department of Corporations (fee may be required) and the IRS.

## **ARTICLE XI. UPDATE HISTORY**

*Sorted by recency.*

- March 8, 2019 – Major updates: Revisions to the mission statement, the voting rights of non-active honorary members, the dues delinquency date, the Executive Board description to include chairs and appointed positions (except the Parliamentarian) and establishing a new quorum, the election process to include electronic ballots, and the amendments process. The Executive Committee was renamed the Executive Board. A Vice President vacancy process and a student member clause were added.

- April 12, 2013 – Section 2.3.1.5.1. Dues are delinquent after April 30. After that date, all inactive members will be deleted from the FHSLA membership listserv.
- 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 4.2.5.2.
- November 17, 2008 - Membership Chair becomes ex-officio on the Executive Committee.
- June 15, 2007
- April 7, 2006
- December 10, 2004
- February 18, 2000