

Health Science Librarians of Illinois

Bylaws 2022

ARTICLE I NAME

The name of this organization shall be the Health Science Librarians of Illinois, herein after called HSLI, which is a not-for-profit organization. Notwithstanding any other provisions of these Bylaws, HSLI shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law).

ARTICLE II PURPOSE

The purpose of HSLI shall be to promote the professional and educational development of health science librarians in Illinois to enable librarians to provide services and resources to health care providers and consumers. To achieve this purpose, HSLI shall:

- A. Sponsor and support activities which promote and develop health science library services in Illinois.
- B. Promote health literacy by providing reputable health related resources to Illinois health care providers and consumers through:
 - 1. Resource sharing of library collections through interlibrary loan
 - 2. Training in selection of and access to health related resources
 - 3. Collaborative reference initiatives to respond to provider and consumer health questions
- C. Encourage the continuing education of its membership by sponsoring appropriate educational programs.
- D. Provide opportunities for dialogue among its membership by providing a forum for the discussion of mutual concerns and common problems of Illinois health science librarians.
- E. Promote cooperation among libraries in Illinois by strengthening cooperative relationships with academic, public, and special libraries, and with organizations which establish and promote multi-type library cooperation activities.

- F. Provide a mechanism for interaction with, and communication to and from, the Network of the National Library of Medicine (NNLM) Region 6 and the Illinois State Library.

ARTICLE III MEMBERSHIP

Section 1: Eligibility

Membership in HSLI is open to individuals who work in or who are interested in health science library services and/or librarianship in Illinois. Individuals representing local health science libraries, resource libraries, library networks, and other library-related organizations in Illinois are eligible for membership.

Section 2: Categories of Membership

- A. HSLI members shall be defined as those who have paid their assessment fee for the current calendar year.
- B. Honorary life membership may be conferred upon individuals who have rendered outstanding contributions to HSLI, on recommendation of the membership with approval of the Board. The Membership Committee maintains a list of life members.

Section 3: Continuing Memberships and New Memberships

Membership in HSLI is granted upon receipt of an application form and payment of the annual assessment fee. The application and fee shall be sent to the HSLI Treasurer.

Section 4: Fee Assessment

- A. Members of HSLI shall be assessed an annual fee to defray the expenses of the organization. This fee shall be determined by a simple majority of the HSLI members attending a regularly scheduled business meeting, and shall be collected annually.
- B. The membership term runs from January 1 through December 31 each year.
- C. No part of the net earnings of HSLI shall be used for the benefit of, or be used to discredit its members, trustees, officers or other private persons, except that HSLI shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 5: Voting Rights

Each HSLI member shall have one vote on matters of HSLI business.

ARTICLE IV OFFICERS AND DUTIES

Section 1: Elected Officers/Terms of Office

- A. The elected officers of HSLI shall be a President, a Secretary, a Treasurer and either the President-Elect or the Immediate Past-President who shall be HSLI members nominated and elected as provided in Article VII of these bylaws. Members of HSLI shall not be eligible to hold more than one office at a time.
- B. The term of office of the President-Elect shall be one year as President-Elect and the following two years as President and the following one year as Immediate Past-President. The office of President-Elect is elected at the end of the President's first year of office and serves during the President's second year of office.
- C. The term of office of the Secretary and of the Treasurer shall be two years; these officers to be elected in alternate years. The Secretary and the Treasurer may succeed themselves only once in their respective offices.

Section 2: Duties of the President

- A. To preside over business meetings.
- B. To serve on the Board two years as President, and the following one year as Immediate Past-President.
- C. To be an ex-officio member of all HSLI committees.
- D. To be responsible for executing the policies voted upon by the membership.
- E. To appoint standing committees and ad hoc committees as the need arises.
- F. To appoint officers if a vacancy occurs, as provided in Article IV Section 7 of these bylaws.

Section 3: Duties of the President-Elect

- A. To assist the President in the administration of the organization's affairs as assigned.
- B. To serve one year as President-Elect, followed by two years as President, followed by one year as Immediate Past-President.
- C. To preside and perform the duties of the President whenever the President is absent and/or unable to serve.

Section 4: Duties of the Immediate Past-President:

- A. To review and revise Policy and Procedures Manuals.

- B. To serve one year as Immediate Past-President.
- C. To maintain current lists of Illinois consortia, consortia coordinators and consortia members.
- D. To preside and perform the duties of the President whenever the President and President-Elect are absent and/or unable to serve.

Section 5: Duties of the Secretary

- A. To record and distribute the minutes of the business meetings of the membership and Board meetings.
- B. To report HSLI activities to state and regional library organizations.
- C. To deposit minutes of Board and business meetings with accompanying reports to the Archives Chair.
- D. To perform other duties as assigned.

Section 6: Duties of the Treasurer

- A. To maintain HSLI's 501(c)(3) status by filing a 1099 tax form annually to the IRS.
- B. To collect assessments, maintain the funds of the organization, and pay bills.
- C. To submit a financial report to the membership at the annual meeting and board meetings.
- D. To fill out and submit Federal/State/or local forms required to run the organization/corporation.
- E. To change signatories of HSLI's financial accounts upon assumption of the office.
- F. To review the HSLI Treasurer Job Description found on the HSLI website.

Section 7: Vacancies

- A. In the event that the office of President becomes vacant prior to the end of the President's first year, the Past-President shall assume the office of President for the remainder of the first year. Then the President-Elect shall assume the office of President for the second year which will then become the President's first year. In the event that the office of President becomes vacant prior to the end of the second year of the President's term, the President-Elect shall assume the office of President to complete that term.
- B. In the event that the office of President-Elect becomes vacant prior to the end of its term, the President shall appoint an HSLI member to serve in the office of President- Elect until the next

election, at which time the Nominating and Elections Committee shall include in its slate at least one nominee for the office of President as well as a nominee for President-Elect.

- C. In the event that the office of Secretary or Treasurer becomes vacant prior to the end of its term, the President shall appoint an HSLI member to fill that office for the remainder of the term.
- D. All appointments to fill vacancies in office are subject to the approval of the Board.

ARTICLE V COMMITTEES

Section 1: Standing Committees

HSLI Standing Committees shall include a Nominating and Elections Committee, a Bylaws Committee, a Membership Committee, a Legislative Committee, an Archives Committee, a Web Site Committee, a Newsletter Committee, a Conference Committee and a Helen Knoll Jira Scholarship Committee.

- A. The Nominating and Elections Committee shall prepare the slate of candidates for the annual election of HSLI officers. The Committee shall also conduct the election.
- B. The Bylaws Committee shall review the Bylaws every two years and make recommendations to the membership. The Chair of the Bylaws Committee shall serve as Parliamentarian of the organization.
- C. The Membership Committee shall be responsible for membership development and renewal, maintaining a membership directory, and maintaining a list of life members.
- D. The Legislative Committee shall foster awareness of the progress of and the implications for state and federal legislation as they relate to health sciences librarianship. The Committee may submit recommendations for a legislative platform to the membership, and may recommend individual or group actions, as appropriate.
- E. The Archives Committee shall maintain the archives of HSLI, and shall send archival materials for storage to the University of Illinois Archives Library, Champaign-Urbana.
- F. The Newsletter Committee shall prepare and distribute information about the organization regularly.
- G. The HSLI Web Site Committee shall maintain the HSLI web site and electronic communications.
- H. The HSLI Conference Committee shall plan the annual meeting.
- I. The Helen Knoll Jira Scholarship Committee shall:
 - Select the investment firm to manage the funds
 - Develop policies and procedures for the committee
 - Decide selection criteria for awards to support graduate education in library science or a closely related field of benefit to the profession of librarianship

- Submit articles/announcements to the Newsletter Committee regarding scholarship deadlines and qualifications
- Monitor the application procedure for candidates and brief the Board on candidates

Section 2: Ad Hoc Committees

The Board shall appoint Ad Hoc Committees as needed to conduct the business of the organization.

Section 3: Liaison to Networks.

The purpose of these liaisons shall be to serve as a link between Illinois libraries. These representatives will be appointed by the President of HSLI and shall serve a term of two years corresponding with the term of the current President or as specified by the organization they are serving.

ARTICLE VI ELECTIONS

Section 1: Time of Election

Election of officers as specified in Article IV. Section 1 shall occur annually or as necessary to fill vacancies as outlined in Article IV, Section 7. A President-Elect shall be elected every two years in odd-numbered years; a Secretary, in odd-numbered years; a Treasurer, in even- numbered years.

Section 2: Nomination Methods and Nominating and Elections Committee Responsibilities

- A. The Nominating and Elections Committee will identify and solicit potential candidates for each vacant office.
- B. The Nominating and Elections Committee shall distribute to the HSLI members a slate of at least one nominee for each open HSLI office. This slate must be distributed at least six weeks prior to the annual meeting. A ballot and information about each nominee will be included.
- C. Ballots shall be received by the Nominating and Elections Committee at least two weeks prior to the annual meeting and be counted by the Nominating and Elections Committee prior to the meeting. The nominee for each office or position receiving a plurality of votes shall be declared elected.

Section 3: Assumption of Duties

The election results will be announced at the annual HSLI meeting. Elected officers shall assume the duties of their offices at the close of the annual meeting.

ARTICLE VII THE BOARD

Section 1: Members

The Board shall be composed of the President, the Secretary, the Treasurer and either the President-Elect or the Immediate Past-President. The Chairs of the standing committees shall be ex-officio non-voting members of the Board.

Section 2: Responsibilities

The Board shall conduct the affairs of the organization between the organization's business meetings.

Section 3: Meetings

The meetings of the Board are open.

ARTICLE VII QUORUM

At any meeting of the organization, twenty-five per cent of the membership shall constitute a quorum. A simple majority will constitute a quorum of the Board and all of the Committees.

ARTICLE IX MEETINGS

The Health Science Librarians of Illinois shall hold an annual meeting. The Board may schedule other meetings. Written announcements and the agenda for each meeting shall be distributed to the membership at least four weeks in advance of every meeting. Other activities of this organization shall be announced to the membership by the most appropriate means.

ARTICLE X AMENDMENTS

Any Member (dues paying or Honorary Life Member) may propose an amendment to the bylaws by submitting it to the Bylaws Committee Chair in writing. The HSLI Board of Directors will discuss the proposal no later than the next Board meeting. If approved by a majority vote of the Board, it shall be submitted to the full membership for consideration.

Notice of proposed bylaws amendments shall be sent to all members. Members may submit comments in writing to the Bylaws Committee Chair or to the HSLI listserv. The comment period shall consist of 30 days following the distribution date.

Voting shall be in writing (which includes electronic methods). The Bylaws Committee shall distribute ballots to all members. Adoption of amendments will be by a simple majority vote of the ballots returned to the Bylaws Committee within thirty days.

ARTICLE XI PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order governs this organization in all situations not provided for in the Bylaws.

ARTICLE XII DISSOLUTION

Upon the dissolution of HSLI, the Board shall, after paying or making provisions for the payment of all of the liabilities of HSLI, dispose of all the assets of HSLI exclusively for the purposes of HSLI in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or

organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of HSLI is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Adopted: October 26, 1979; Amended: May 9, 1980; Revised: August 17, 1981; Revised: August 20, 1981; Revised: September 23, 1981; Revised: December 13, 1982; Revised: July 15, 1983; Revised: July 15, 1986; Revised: October 27, 1989; Revised: November 27, 1989; Revised: January 3, 1992; Revised: September 15, 1994; Revised: September 30, 1996; Revised: June 23, 2000; Revised December 2003; Revised December 2004; Revised September 2008; Revised October 29, 2011; Revised October 5, 2015; Revised May 31, 2017; Revised November 18, 2022.

Comments or requests for copies should be directed to the current Bylaws Chair.