

GHSLA BYLAWS

ARTICLE I. Name

The name of this association shall be the Georgia Health Sciences Library Association (GHSLA).

ARTICLE II. Purposes

The purposes of this organization are exclusively charitable and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code, including the promotion of health sciences in Georgia through activity, communication, and interaction among those persons involved or interested in health sciences librarianship.

ARTICLE III. Registered Office

The registered office of the Association (to satisfy the requirements of the Internal Revenue Code) shall be the address of the current treasurer of the Association. The depository and archive for the papers and records of the Association shall be The Health Sciences Center Library, Emory University, 1462 Clifton Road NE, Atlanta, Georgia 30322 and all significant records shall be deposited there when no longer required by officers and committees.

ARTICLE IV. Membership and Voting

Section 1. Membership Categories

A. Regular member

A person currently employed in a health sciences or other library; a person having an interest in health sciences librarianship and the purposes of the Association.

B. Student member

A student currently enrolled in a graduate library and information science program. Maximum five years as a student member.

C. Honorary member

Any current GHSLA member may nominate retired health sciences library professionals or other persons for honorary membership in the Association. A nomination letter should be sent to the current GHSLA membership chair stating the reasons for granting such membership.

Candidates should have an outstanding record of commitment, dedication, and service to health sciences librarianship or the field of healthcare and should have provided significant service to GHSLA and/or the State of Georgia. The Executive Committee approves honorary memberships by majority vote. Names of those approved for honorary membership will be presented at the annual business meeting and announced on the GHSLA website. Honorary memberships are for life, unless an honorary member requests removal from membership rolls.

Section 2. Voting

Each regular member and student member shall have one vote. Honorary members are non-voting. Absentee voting shall be allowed by proxy.

ARTICLE V. Officers

Section 1. Officers/Executive Board

The officers of the Association shall be a President, President-Elect, Immediate Past President (IPP), a Secretary/Parliamentarian, a Treasurer, and a Web Communications Coordinator. These officers shall comprise the Executive Board.

Section 2. President

The President shall serve a three year term, Year 1 – President Elect, Year 2 – President, Year 3 – Immediate Past President (IPP). During Year 2, the President will preside at all meetings of the Association and at all meetings of the Executive Committee. The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 3. President-Elect

The President-Elect shall, in the absence of the President, preside and assume all duties of the President. S/he shall be the Chair of the Program Committee. S/he shall succeed to the office of President. As Program Chair s/he shall be responsible for appointing a committee to plan, organize, and conduct the annual meeting. This includes, but is not limited to, local arrangements, program content, and registration. S/he shall coordinate continuing education opportunities at these meetings with the Continuing Education Committee.

Section 4. Immediate Past President

The Immediate Past President shall be a voting member of the Executive Board. S/he will assist the current President, if requested. S/he shall advise the new Board of actions of the previous Board.

Section 5. Secretary/Parliamentarian

The Secretary/Parliamentarian shall be responsible for reporting all Association activities and the keeping of all records, including the minutes of the Executive Committee meetings and Annual Meeting business sessions. Minutes from Executive Committee meetings will be sent within 30 days following an Executive Committee meeting for approval. Minutes of the Annual Meeting business session shall be sent to the membership for review within 30 days after the meeting. The minutes will be submitted for approval and voted on at the following year's Annual Meeting business session. The Secretary shall act as the Parliamentarian and advise the President and the Standing Committee Chairs on the conduct of meetings in accordance with *Robert's Rules of Order, Newly Revised*.

Section 6. Treasurer

The Treasurer shall be responsible for the receipt, recording, custody, and proper disbursement of the monies of the Association. S/he shall prepare an annual financial report. All monies received should be promptly forwarded to the Treasurer for deposit in the Association's account.

Section 7. Web Communications Coordinator

The Web Communications Coordinator shall be responsible for the maintenance and appearance of the Association's home page (www.ghsla.org). S/he shall consult with the Executive Committee regarding the site's contents. S/he will keep the site current, create new pages and links as required, and facilitate involvement in the ongoing development of the Association's web site. S/he will also maintain a secure back-up of web site files and log-in information.

Section 8. *Terms of Office*

The President and President-Elect shall serve a term of one year beginning at the close of annual meeting. The Secretary/Parliamentarian, Treasurer, Web Communications Coordinator may serve up to three consecutive terms.

Section 9. *Vacancy of Office*

If a vacancy should occur in the office of President, the President-Elect shall become President for the remainder of that term and for his/her elected term. All other vacancies shall be filled by appointment by the Executive Committee. The appointee shall hold office until the expiration of the term for which the predecessor was elected or appointed.

ARTICLE VI. Executive Committee

Section 1. *Executive Committee*

The Executive Committee shall be composed of the Executive Board and the Chairs of the standing committees.

Section 2. *Duties of Executive Committee*

The duties of the Executive Committee shall be to conduct the business of the Association in accordance with the Bylaws and with action taken at meetings by the membership.

ARTICLE VII. Standing Committees

Section 1. *Appointment of Standing Committee Chairs*

The President and President-Elect shall appoint a Chair for each of the Standing Committees by April 30. Committee Chairs may serve three consecutive terms and, if possible, should have served on the committee prior to their appointment as Chair.

Section 2. *Committees*

The standing committees shall be:

A. Membership Committee

The Membership Chair and Committee shall be responsible for recruitment of members and identification of potential members. The Membership Chair shall maintain a current and accurate database of the Association's membership and potential members, and produce a Membership Directory once a year. Membership renewal forms will be distributed once a year.

B. Program Committee

The Program Committee shall be responsible for planning, organizing, and conducting the annual meeting. [See also Article V, Section 3.] The committee shall consist of the President-Elect of the Association serving as Chair and at least four other members. The Treasurer shall be an ex-officio member. The committee shall select the speaker for the Miriam H. Libbey Memorial Program. The topic should relate to library and information science based on the theme of the annual meeting if possible. The program may be given as the keynote address at the annual meeting.

C. Continuing Education Committee

The Continuing Education Committee shall promote continuing education by providing appropriate educational opportunities through the following activities which are not meant to be inclusive but representative:

1. Conferences
2. Continuing education courses

3. Workshops

4. Seminars

The committee shall liaison with other related organizations and associations within the state and/or region. The committee shall provide at least one accredited continuing education course each year in conjunction with the annual meeting. The committee shall conduct surveys, verbal and/or written, to determine from the Association's membership their continuing education needs and/or interests.

D. Nominating Committee

The Nominating Committee shall be responsible for recruitment of candidates for Association officers. The Chair shall submit a slate of eligible candidates, who have agreed to serve if elected, to the Executive Committee no later than November 1 of each year. The committee shall consist of the Immediate Past President of the Association, who serves as the non-voting ex-officio Chair, and three other members. [See also Article VIII, Sections 2 and 3.]

E. Strategic Planning

The Strategic Planning Committee shall review the Association's strategic plan yearly. Committee members will consult with the Chairs of Standing Committees to ensure that the strategies and actions identified are being addressed. One member of the committee shall be the Immediate Past President.

F. Outreach

The Outreach Committee shall seek out opportunities to promote consumer health outreach to Georgia citizens, and provide opportunities for Association members to participate in collaborative projects with state and regional organizations. The Committee will consult with the Strategic Planning Chair to identify potential outreach opportunities for all members of the Association.

G. Special Committees

The President may establish other standing committees or ad hoc committees deemed necessary to perform the business of the Association with the advice and consent of the Executive Board.

Section 3. Appointment of Standing Committee Members

Members of Standing Committees may be volunteers or appointees of the President, President-Elect, or Chair. Committee members shall in be place by May 31, with each committee having a Chair {See also article VII. Section 1.} and no less than two other members. Committee members are appointed for a one year term.

ARTICLE VIII. Elections

Section 1. Nominating Committee

The Nominating Committee members' names shall be announced via the GHSLA listserve and the GHSLA website and at the business session.

Section 2. Nominating Committee Duties

The Nominating Committee shall nominate one candidate for each office of President-Elect, Secretary/Parliamentarian, Treasurer, and Web Communications Coordinator. [See also Article V. Section 9.]

Section 3. Slate of Candidates

The Nominating Committee shall submit the slate of candidates to the Executive Board by November 1 for the names of the nominees to be announced on the GHSLA website and emailed to the GHSLA listserv before the annual meeting

Section 4. *Election*

The slate of candidates shall be formally presented to the membership at the business session. At this time, nominations shall be accepted from the floor provided the nominee has agreed to serve if elected. The election shall be held at the business session by voice vote, except in the case of more than one candidate for any office. In this event, the election shall be by ballot within 30 days following the business session. A plurality shall elect.

ARTICLE IX. Meetings

Section 1. *Number of Meetings*

There shall be a minimum of one meeting a year and there shall be a business session at this meeting. Every effort shall be made to avoid a conflict with any national, regional, academic, or religious observance likely to affect the ability of the membership to attend.

Section 2. *Invitations to Host Meetings*

Invitations from a library, group of libraries, or individuals to host a meeting in their city shall be extended by an official representative in writing to the Executive Committee at least nine (9) months before such a meeting is to take place. The Executive Committee shall decide whether to accept an invitation and/or select between invitations if two or more are received. If no invitation is received, the Program Chair/Committee in consultation with the Executive Committee shall assume responsibility for finding a suitable host and location for the next annual meeting.

Section 3. *Business Session*

The Business Session shall include the report of the Secretary (minutes of the previous session); the financial report of the Treasurer; the annual reports of the standing committees, including the Program Committee; the annual election of officers; and other such business as shall be properly presented to the business session.

Section 4. *Quorum*

A majority of the membership, with at least two members of the Executive Committee present and voting, shall constitute a quorum. In the absence of a quorum, adjourn.

Section 5. *Meetings*

As soon as it has been determined, preferably during the summer, the Executive Committee shall publicize the date and place of the next annual meeting. Sixty (60) to ninety (90) days before the scheduled annual meeting, registration information will be made available on the GHSLA website and emailed to the GHSLA listserv.

ARTICLE X. Funds

Section 1. *Dues*

Annual dues for all categories of association membership except honorary members are determined by the Executive Board, and shall be reviewed annually and disseminated to current members. Dues are waived for honorary members. The membership year is concurrent with the calendar year (January 1 through December 31).

Section 2. *Annual Meeting Fees*

A registration fee shall be paid by all persons attending the annual meeting. The Program Committee shall recommend registration fees to the Executive Committee. These fees shall provide enough revenue to defray the costs of the meeting unless the Executive Committee provides funds to subsidize the meeting or meeting events.

Section 3. *Payment of Financial Obligations*

The Treasurer shall pay all bills and meet all financial obligations of the Association with Association funds provided that such bills and obligations have been incurred with the consent of the President and/or the Executive Committee. The financial report prepared by the Treasurer shall be audited by the Executive Committee.

Section 4. *Special Requests for Funding*

The Executive Committee has the authority to grant special requests for funding. Only requests that support the mission of the GHSLA will be considered. An accounting of any special requests for funds that have been granted will be included as part of the Treasurer's Annual Report.

ARTICLE XI. Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XII. Amendments

These Bylaws may be amended at any regular business session by a majority vote of the members present, provided an announcement of any proposed amendments have been submitted via email to the membership sixty (60) to ninety (90) days in advance of the meeting. Proposed amendments shall also be distributed at the business session in which the vote is to take place. Or, the proposed amendments may be submitted to the Executive Committee and emailed to the membership with an online ballot to be completed within thirty (30) days.

ARTICLE XIII. Tax Exempt Status

Section 1. *Dissolution*

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code, or corresponding section of any prior or future law; or to the Federal, State, or local government for exclusive public use.

Section 2. *Activities*

Notwithstanding any other provisions of these articles, this Association will not carry on any other activities not permitted to be carried on by: (a) an association exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law, or (b) an association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or any other corresponding provision of any future United States Internal Revenue Law.

ARTICLE XIV. Association Communication

Section 1. *Access*

All GHSLA news will be communicated on the GHSLA website.

Section 2. *Frequency*

The website will be updated at least ten (10) times per calendar year, once during Winter/Spring and once during Summer/Fall.

Section 3. *Content*

Content is the responsibility of the Website Communications Coordinator, with the exception of items designated below and/or elsewhere in these Bylaws. Exceptions include:

Summer/Fall Updates:

- All standing committee chairpersons and committee members
- Minutes of the Annual Meeting business session, including written reports of the standing committees and the Treasurer
- List of current Association members (provided by the Membership Chair)

Winter/Spring Updates:

- Annual meeting announcements, registration forms, agendas, etc.
- Slate of candidates for Association offices

Section 4. *Budget*

The Executive Committee shall allocate a budget for webhosting and domain name renewal. All bills are to be sent directly to the Treasurer for payment.

Accepted by membership: May 1988

Revised: October 1991, January 1994, May 1996, July 1998, June 2000, July 2005, April 2016

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