Georgia Heath Sciences Library Association 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

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. Individuals are granted Regular Member status once they have completed a membership application and submitted annual payment of dues.

B. Student member

A student currently enrolled in a graduate library and information science program. Maximum five years as a student member. Individuals are granted Student Member status once they have completed a membership application and submitted annual payment of dues.

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 state conference business meeting and announced on the GHSLA website.

Honorary memberships are for life, unless an honorary member requests removal from membership rolls.

a. Atlanta Health Sciences Libraries consortium members with Retired Member status as of January 2018 will be granted honorary membership in GHSLA.

Section 2. Voting

Each regular member and student member, in good standing with Membership dues, shall have one vote. Email votes must be submitted no later than one day before the meeting at which a vote will be taken. Honorary members are nonvoting. Absentee voting shall be allowed by proxy.

Section 3. Interlibrary Lending

Docline services and the FreeShare group is available to members interested in participating in GHSLA's group.

ARTICLE V. Officers

Section 1. Officers/Executive Board

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

Section 2. President

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.

Section 3. Immediate Past President

The Immediate Past President shall be a voting member of the Executive Board and will assist the current President, if requested. The Immediate Past President shall advise the new Board of actions of the previous Board and shall chair the nominating committee.

Section 4. 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, state conference business sessions, and regular meeting minutes. Minutes from Executive Committee meetings will be sent to the Executive Committee within 30 days for approval. Minutes from all other meetings will be sent to the membership for review within 30 days after the meeting was held. A vote for approval of the minutes by the membership will take place at the next scheduled meeting. 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. The Secretary shall serve on the Nominating Committee and shall be responsible for administering the online election ballot.

Section 5. Treasurer

The Treasurer shall be responsible for the receipt, recording, custody, and proper disbursement of the monies of the Association. The Treasurer is responsible for creating quarterly financial reports to be shared with the Executive Committee and entire Membership at the state conference each year. All monies received should be promptly forwarded to the Treasurer for deposit in the Association's account.

Section 6. Web Communications Coordinator

The Web Communications Coordinator shall be responsible for the maintenance and appearance of the Association's home page (www.ghsla.org) and shall consult with the Executive Committee regarding the site's contents. This coordinator 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. They will also maintain a secure backup of website files and login information.

Section 7. Terms of Office

The President shall serve a two-year term, Year 1 – President, Year 2 – Immediate Past President. The term begins at the close of the calendar year. The Secretary/Parliamentarian, Treasurer, Web Communications Coordinator may serve up to three consecutive terms.

Section 8. Vacancy of Office

All 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.

Section 9. No member shall hold more than one office at a time.

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. These duties include recruitment of candidates for office, continuing education throughout the year, planning the program for the annual meeting, and strategic planning and bylaws revision.

ARTICLE VII. Standing Committees

Section 1. Appointment of Standing Committee Chairs

The President shall appoint a Chair for each of the Standing Committees by the state conference. 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. Program Committee

The Program Committee shall be responsible for planning, organizing, and conducting the state conference. [See also Article V, Section 3.] The committee shall consist of the President of the Association serving as Chair and at least four other members. If no regular members volunteer for the committee, elected officers will serve as needed on the committee. 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 state conference if possible. The program may be given as the keynote address at the state conference.

The Chair shall be responsible for appointing a committee to plan, organize, and conduct the state conference. This includes, but is not limited to, local arrangements, program content, and registration. The chair shall coordinate any continuing education opportunities at these meetings.

B. Nominating Committee

The Nominating Committee shall be responsible for identifying candidates for vacant positions on the Executive Board and securely administering the online election. The Committee shall consist of the Immediate Past President serving as Chair, the Secretary, and at least two other

member volunteers. If no regular members volunteer for the committee, elected officers will serve as needed on the committee.

C. 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 or Chair.

Committee members shall in be place by the state conference of the year, 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 listserv and the GHSLA website and at the business session.

Section 2. Nominating Committee

The Nominating Committee shall nominate a minimum of one candidate for each office of President, 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 no later than 30 days prior to the final meeting of the year for the names of the nominees to be announced on the GHSLA website and emailed to the GHSLA listserv 15 days before the final meeting of the year for a vote by the membership.

Section 4. Election

The slate of candidates shall be formally presented to the membership at the business session of the final meeting of the year. 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 online ballot within 30 days following the business session. A plurality shall elect.

ARTICLE IX. Meetings

Section 1. Number of Meetings

There shall be four meetings in a calendar year. One meeting may be a state conference, with a business session. 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 state conference meeting in their city/institution 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 state conference meeting. Other regularly scheduled meetings are open to any member's hospital/institution to host.

Section 3. Meeting Vendors

Commercial vendors may be invited to make presentations by a majority vote of the Executive Committee.

Section 4. Business Session

The Business Session shall include at the appropriate times during the year any or all of the following: 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. All reports should be submitted in writing to the Secretary for inclusion in the minutes. Only Regular Members and Student Members should be present at the Business Meeting. Guests of Members can be invited to the Business Meeting or lunch only with prior approval of the President.

Section 5. 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, the business session will be adjourned and the meeting may continue as an information exchange where members present may still discuss and network, but may not make decisions binding to GHSLA.

Section 6. Meetings

As soon as it has been determined, the Executive Committee shall publicize the date and place of the next state conference meeting. Sixty (60) to ninety (90) days before the scheduled state

conference, 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. State Conference Fees

A registration fee shall be paid by all persons attending the state conference. 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. The Executive Board shall be responsible for identifying an appropriate organization.

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 and/or the GHSLA listserv.

Section 2. Frequency

The website will be reviewed or updated at least ten times per calendar year.

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 state conference 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
- State conference announcements, registration forms, agendas, etc. Slate of candidates for association offices

Section 4. Budget

The Executive Committee shall allocate funds 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, May 1 2017, October 2022, June 2024.

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