

**OHIO HEALTH SCIENCES LIBRARY ASSOCIATION**  
BYLAWS

ARTICLE I -- NAME

The name of this organization shall be **Ohio Health Sciences Library Association (OHSLA)**.

ARTICLE II -- PURPOSE

The purposes of OHSLA shall be to: (1) promote, develop, and improve health sciences library services in the State of Ohio; (2) encourage sharing and cooperation among all types of libraries in the State of Ohio; (3) strengthen collaborative and network relationships within the State of Ohio, the region, and the nation; (4) provide a forum for the exchange of ideas among individuals who provide health information; (5) provide opportunities for continuing education and professional development; (6) provide a forum for the discussion of common problems and matters of mutual concern; (7) develop position(s) on issues affecting Ohio health sciences libraries; and (8) provide representation to the - Health Sciences Librarians Focus Group of the Greater Midwest Region, National Network of Libraries of Medicine (NN/LM).

ARTICLE III -- MEMBERSHIP

SECTION 1. ELIGIBILITY

Membership is open to interested persons involved in the provision and dissemination of health information.

SECTION 2. MEMBERSHIPS

Membership in OHSLA is granted upon receipt of an application form and payment of the annual dues. Dues are due on a rolling year basis and membership is effective for one year from the date of payment.

SECTION 3. DUES

Dues shall be established by the membership upon recommendation of the Executive Committee.

SECTION 4. MEMBERSHIP YEAR

The Membership Year shall occur on a rolling year basis, with the membership payment date as the start date or the renewal date of the membership year.

ARTICLE IV -- OFFICERS

SECTION 1. OFFICERS

Elected Officers of OHSLA shall be: President-Elect, President, immediate Past-President, Secretary, Treasurer, and one GMR – Health Sciences Librarians Focus Group Representative.

## SECTION 2. ELIGIBILITY OF OFFICERS

Officers must be current members of OHSLA.

## SECTION 3. TERM OF OFFICE

The President shall be elected annually and hold office for three years, serving the first year as President-Elect, the second year as President and the third year as Past-President. The Secretary shall be elected in even-numbered years and hold office for two years. The Treasurer and the GMR – Health Sciences Librarians Focus Group Representative shall be elected in odd-numbered years and hold office for two years. No person shall serve more than two (2) successive terms in the same elected office. Terms of office begin July 1.

## SECTION 4. VACANCIES

If any office other than President becomes vacant, a successor shall be appointed within 45 days by the President, with the consent of the Executive Committee. The member thus appointed shall immediately assume the duties of office and continue until the end of the term. The unexpired term of office of the President shall be filled by the President-Elect.

## SECTION 5. DUTIES OF OFFICERS

PART A. PRESIDENT. The President shall preside over all the meetings of OHSLA and shall serve as official spokesperson of the group. The President, with approval of the Executive Committee, shall appoint Chairs and members of Standing, Ad Hoc Committees, and other appointed positions.

PART B. PRESIDENT-ELECT. The President-Elect shall preside in the absence of the President and shall serve as Chair of the Program and Continuing Education Committee.

PART C. PAST PRESIDENT. The Past President shall serve as Chair of the Nominations and Elections Committee.

PART D. SECRETARY. The Secretary shall record minutes of all meetings and maintain the bylaws and policy & procedure manual of OHSLA. The Secretary shall prepare minutes for distribution at the spring and fall meetings and for posting on the OHSLA Web site.

PART E. TREASURER. The Treasurer shall be responsible for receipt and disbursement of all funds, and shall submit a written financial report at each meeting. The Treasurer shall also maintain the official membership list and serve as Chair of the Membership Committee.

### PART F. GMR- HEALTH SCIENCES LIBRARIANS FOCUS GROUP REPRESENTATIVE

Term Served: 2 years and Elected: odd numbered years

Duties: 1. Serve as the communication link between OHSLA and the Regional Advisory Council (RAC) Health Sciences Librarians Focus Group of the Greater Midwest Region (GMR) of NN/LM. 2. Serve as Ohio's State Council Representative to GMR –Health Sciences Librarians Focus Group. Attend RAC Health Sciences Librarians Focus Group meetings in the GMR once a year (GMR reimburses expenses) and participate in RAC teleconferences. 3. Serve on a RAC GMR Committee as appointed by the staff of the GMR under the provisions of the current contract from the National Library of Medicine. 4. Report to the Executive Committee on GMR activities and issues. 5. Report to the membership at the Fall and Spring meetings on GMR activities and issues. 6. Inform the membership on regional and national issues by authoring OHSLA Voice articles and posting information to the OHSLA listserv. 7. Participate in and monitor the GMR listserv. Forward important e-mails to the OHSLA listserv. 8. Act as an advocate for Ohio medical librarians and quality medical library service for Ohioans.

## ARTICLE V – COMMITTEES AND APPOINTED POSITIONS

### SECTION 1. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the elected officers of OHSLA: President, Past President, President Elect, Secretary, Treasurer, and GMR – Health Sciences Librarians Focus Group Representative. The non-elected, Ad Hoc and any Standing Committee Chairs as well as appointees and representatives, shall serve as non-voting members on the Executive Committee. The Executive Committee is responsible for the continuing business of OHSLA.

### SECTION 2. STANDING COMMITTEES

PART A. MEMBERSHIP. The Membership Committee shall consist of the Treasurer as Chair, and at least two (2) other members from differing geographical areas of the state when possible. It is the responsibility of the Membership Committee to encourage and promote membership renewal, to develop membership materials, and to recruit members. The Chair of the Membership Committee shall also serve as the coordinator of the OHSLA email listservs for both the general membership and that of the Executive Committee. As coordinator, the Chair shall maintain the list of subscribers in accordance with the list of the general membership and the current members of the Executive Committee.

PART B. PROGRAM AND CONTINUING EDUCATION. The Program and Continuing Education Committee shall consist of the President Elect as Chair, and at least two (2) additional members from differing geographical areas of the state when possible. The Program and Continuing Education Committee is responsible for meeting arrangements, including facilities and program; and for providing continuing education opportunities.

PART C. NOMINATING AND ELECTIONS. The Nominating and Elections Committee shall consist of the Past President as Chair and at least two (2) members from differing geographical areas of the state when possible. The Nominating and Elections Committee shall annually prepare a slate of at least one (1) nominee but preferably more for each elective office with expiring terms for which all nominees must be members of OHSLA at the time of nomination. Written or electronic ballots shall be distributed to the membership at least thirty (30) days prior to the OHSLA's Spring meeting. Only ballots returned by the indicated deadline shall be counted. Candidates shall be declared elected upon receiving a majority of the votes cast. Ties in election results will be resolved by taking a second written vote at the OHSLA's Spring business meeting. Election results shall be announced to the membership at the Spring meeting.

PART D. COMMUNICATIONS. The Communications Committee shall consist of the Editor as Chair, and at least two (2) additional members from differing geographical areas of the state when possible. The Communications Committee is responsible for publishing a newsletter at least twice per year, and for any other communication activities of OHSLA.

### SECTION 3. AD HOC COMMITTEES.

Ad Hoc Committees shall be designated by the President with approval of the Executive Committee or upon recommendation of the membership present at a regular meeting.

### SECTION 4. APPOINTED POSITIONS

PART A. WEBMASTER. The Webmaster shall be appointed by the President. This person shall maintain and update the organization's Website with the approval of the Executive Committee.

PART B. ARCHIVIST. The Archivist shall be appointed by the President. This person shall collect and catalog the organization's records for archiving in an accessible, controlled climate.

PART C. EDITOR. The Editor shall be appointed by the President and shall serve as the Chair of the Communications Committee. This person shall edit the newsletter and head its production and distribution, and shall coordinate other activities of the Communications Committee, with the approval of the Executive Committee.

PART D. MIDWEST CHAPTER STATE LIAISON COMMITTEE REPRESENTATIVE. The Representative shall be appointed by the President and shall serve as liaison between OHSLA and the Chapter Council. This person shall serve as a conduit for communication between the chapter and the Association, local library groups, and library science educational programs in the State of Ohio.

PART E. REPRESENTATIVES TO ALLIED ORGANIZATIONS. There shall be representatives appointed by the President to facilitate communication between OHSLA and allied organizations. Representatives shall serve terms as required by the sponsoring organization or as prescribed by the Executive Committee.

## ARTICLE VI -- MEETINGS

### SECTION 1. REGULAR MEETINGS

There shall be two (2) regular meetings per year, one in the Spring and one in the Fall.

### SECTION 2. SPECIAL MEETINGS

Special Meetings shall be convened by the President at the request of a majority of the Executive Committee or by petition of ten (10) members of the Association.

### SECTION 3. NOTICE OF MEETINGS

Written notice of meetings shall be sent at least one month prior to the meeting.

### SECTION 4. QUORUM

Twenty percent (20%) of current members shall constitute a quorum at regular or special meetings. A simple majority of voting members present shall constitute a quorum of the Executive Committee.

## ARTICLE VII -- PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern OHSLA so long as they are consistent with these bylaws and any special rules of order that OHSLA may adopt.

#### ARTICLE VIII -- AMENDMENT

Amendments to the Bylaws may be proposed by any member, provided the proposed change is submitted in writing to the Secretary so that it can be distributed at least one month prior to the next meeting. Amendments shall require the affirmative vote of not less than two thirds of the members attending the meeting.

#### ARTICLE IX -- DISSOLUTION

This Association can be dissolved by a two-thirds vote of the Members in a written ballot. Upon dissolution of this Association, its assets remaining after the payment or provision for payment of all debts and liabilities shall be distributed in accordance with State and Federal laws to support health sciences library services. The specific distribution shall be determined by the voting members of the Executive Committee at the time the Association is dissolved.

Adopted: March 11, 1994

Revised: October 13, 1995

Revised: September 30, 1996

Revised: April 20, 1999

Revised: April 26, 2001

Revised: October 24, 2002

Revised: April 22, 2004

Revised: April 7, 2005

Revised: April 30, 2008

Revised: October 18, 2010

Revised: October 30, 2015

Revised: May 5, 2017