Midwest Chapter/Medical Library Association
Spring 2012 Executive Board Meeting
Friday, March 30, 2012
9:00 a.m. – 4:00 p.m.
Crowne Plaza Indianapolis Airport, Ballroom A

Present: Janna Lawrence, President; Katherine Schilling, President-Elect; Clare Leibfarth, Immediate Past President; Amy Donahue, Treasurer; Katherine Chew, Membership Secretary; Bette Sydelko, Representative to the MLA Chapter; Stephanie Schulte Representative at Large; Mary Hitchcock, Archivist; Beth Whipple, Communications Committee Chair; Natalie Reed, Professional Practice Committee Chair; and Chris Childs, Recording Secretary

Not Present: Pam Rees, Alternate Representative to the MLA Chapter Council, Julie Schneider, Government Relations Liaison; Barbara Gushrowski Auditor; Julie Schneider, Government Relations Liaison; Barbara Knight, Candidate for Membership on MLA Nominating Committee; Donna Barbour-Talley, Annual Meetings Chair; Elizabeth Fine, Awards & Scholarships Chair; and Melinda Orebaugh, Bylaws Special Committee

Government Relations Liaison’s and Bylaws Special Committee reports were passed out prior to the beginning of this meeting.

1. **Call to Order**
   Janna Lawrence
   The meeting was called to order by the President at 9:11am.

2. **Review Agenda**
   Janna Lawrence
   The agenda was reviewed.

3. **Review and Approve Minutes**
   Chris Childs
   a. Fall 2011 Executive Board Meeting Minutes
      
      **Motion, approved:** Accept Fall 2011 Executive Board minutes with corrections.
      [Motion by Beth Whipple and seconded by Amy Donahue]

   b. Review Fall 2011 Business Meeting Minutes
      
      There is currently nothing to review at this time. Clair and Janna will recreate the Fall 2011 Business Meeting minutes and recruit others to assist in the recreation. Clair remembered there was a brief discussion of some of the Treasury issues during this meeting.
Action Item: Clare and Janna will review the Minutes section on the website and fill in the missing minutes.

c. Review Spring 2011 Executive Board Meeting Minutes
   **Motion, approved:** Accept Spring 2011 Executive Board meeting minutes with corrections. [Motion by Betty Sydelko and seconded by Stephanie Schulte]

4. Reports – *Note: All reports are available from the Chapter website.*
   a. President Janna Lawrence
      This report is informational and requires no action by the board. The Annual report is due in April and Janna will submit it.
   b. Immediate Past President/Nominating Committee Clare Leibfarth
      Clair asked that all calls for officer openings be submitted to Nomination Committee
   c. President Elect Katherine Schilling
      The President-Elect did not have an official report to submit.
   d. Treasurer/Finance Committee Amy Donahue
      No motions in report.

Amy talked about the auditor (Michele Dixon) and how she agreed to get all the audits together. Amy has worked with her for months to get everything in order. Amy mentioned how during this process all of the paperwork had accidentally gotten lost in the mail system.

There are three outstanding checks from 2010 & 2011. These checks are listed on page 3, section b of the Spring 2012 Appendices’ Financial Statement. The outstanding checks are for Mary Hitchcock, the harpist for the 2010 meeting and a speaker’s fee for Dr. Navsaria. Amy will reissue those checks, since they have been automatically cancelled from the bank.

Amy put all information in a drop box folder and shared this with the Auditor and Finance Committee

**Action Item: Amy will set up a Dropbox account for the Midwest Chapter instead of using her own personal dropbox account.**

The account for the 2010 conference is now officially closed. The Chapter received $12,000 and the Wisconsin Health Science Library Association also received $12,000.

The Chapter lost $8,000 for 2011 but Amy still needs to check all of the documents to verify that amount.

The Chapter now has a credit card.

The Chapter's contract with Acteva will continue for this year
Action Item: Amy will move the Treasurer Information (financial statements/Auditor reports) that is currently in the public of the website to the Membership only section of the website.

Action Item: Janna will remove the Financial Appendices from the public access section of the website and put them in the Member Only section.

Membership Secretary/Membership Committee

Katherine Chew

Updated member numbers as of March 28 are: 284 paid members with 58% using Acteva; out of 284 members 12 are new members and 4 of those new members are students. Currently 93 members are outstanding and 24 of those members are students.

Katherine received an email from Sandra Bandy, the Secretary for Southern Chapter asking for feedback on online registration. Katherine and Amy provided her feedback on Acteva.

Action Item: Katherine will write a story in MIDLINE on membership trends.

Membership Secretary/Membership Committee

Katherine Chew

Chapter Council Representative and Alternate

Bette Sydelko

Bette is still working on action items.

Chapter Council for 2013’s Joint Chapter Council Task Force has put together a speaker for the Plenary session on Wednesday.

Representative at Large/State Liaisons

Stephanie Schulte

Stephanie sent letters out to each state president and received responses from everyone except Michigan, Wisconsin and Illinois. She would like to see state presidents join the Chapter, if they haven’t already and become more involved in Midwest/MLA.

Action Item: Janna will update the annual meetings page on the website.

Action Item: Beth will look into ways of adding state meeting information to the website.

Archivist

Mary Hitchcock

This report is informational and requires no action by the board.

Katherine had a question regarding the section of the report on regalia/promotional items. She wanted to know if a copy of the membership brochure needed to be sent for archiving each time a change was made to it. Mary said only for significant changes. Katherine asked if a copy of a reprinted enveloped needed to be archived. Mary replied no, unless a significant change is made.

Natalie asked should there are instructions on committee responsibilities regarding saving/storing for archival purposes. She also asked Mary when committees need to send her documents to be archived. Mary replied at the end of the appointment or end of year and only if the document is complete and isn’t needed anymore.
Amy asked if archives would take care of getting rid of all financial information once time limits to certain materials expire. Mary said all materials will be disposed of properly after the date of expiration.

Janna thinks it’s a good idea if the archivist sends out a message at the beginning of the year to all committee chairs stating what information is needed to be archived, and then send out another message at the end of the year asking if any information is available to be archived.

**Action item:** Mary will update the Policy and Procedure Manuel and work with Clare to include information on how to archive materials in each position description.

**Action Item:** Mary will write an article for *MIDLINE* on archival policy & procedures.

Katherine asked about archiving photos that are stored on our Flicker account.

**Action Item:** Clare and Beth will look at how to organize photos.

Claire recommended creating a subcommittee to look into what communications need to be archived.

h. **Governmental Relations Liaisons**

   Julie Schneider

This report is informational and requires no action by the board.

i. **Annual Meetings Committee**

   Donna Barbour-Talley

Mary has spoken to the Visitors Bureau in Bismarck and has confirmed that hotels will be available for the upcoming meeting in 2014.

Final report from Indiana - Beth said that the hotel was able to fill in the empty rooms from the 2011 fall meeting and that we won’t be charged for those empty rooms.

**Action Item:** Janna will talk to Donna about clarifying the Annual Meetings Guide in regards to how reimbursements are made.

Beth noticed a spelling error – name Kelly under Programs needs to be corrected to Kellie

Although the Indiana final report is part of the packet, there are still some financial issues still standing and therefore, report is not quite final.

j. **Awards & Scholarships Committee**

   Liz Fine

This report is informational and requires no action by the board.

k. **Communications Committee**

   Beth Whipple

Beth thanked everyone who gave her feedback on her report.

The Chapter blog is on hiatus for now, with the idea that it will be re-launched to coincide with the meeting 2012. This seemed the logical choice, as the blog has been most active during conferences in the past. The committee is still looking for blog editor and in the meantime, Beth will post items to the blog per request.
Natalie passed out the Midwest/MLA Research Presentation/Poster Awards and the Southern Chapter/MLA Award Criteria for Research POSTERS/PAPERS documents prior to giving her report.

I. Professional Practice Committee  Natalie Reed

The Midwest/MLA Research Presentation/Poster Awards describes how the award money would be split between posters and papers that are presented during the Chapter meetings.

Natalie stated that this is the first draft of the policy/procedures and that the committee wanted try them out this year and make amendments as needed.

Natalie asked the board if it were alright to give out awards for papers/posters. Beth asked if the awards were only going out to Chapter member and Natalie said that topic has never been discussed.

**Action Item: Natalie will add a bullet under the Eligibility Criteria in the Midwest/MLA Research Presentation/Poster Awards document that states at least one author of any poster/paper must be a member of the Chapter.**

Bette wondered about the difference in monetary awards between the posters and papers since not as much work goes into a poster and they can potentially be turned into papers. Beth asked about the rate of poster/paper acceptance. Katherine said that papers go through a more rigorous process. Janna recommended adding a non-monetary Honorable Mention as an award category.

The Southern Chapter/MLA Award Criteria for Research POSTERS/PAPERS is a template for a scoring grid. This grid will be placed on the website so everyone can see the judging criteria.

Need to create a checkbox as part of the paper/poster submission process that authors who want their work to be judged for an award will check and authors who don't want their work to be judged will leave unchecked. This explanation of the judging option should go out with submission instructions. Janna recommended contacting Donna in regards to this.

Natalie asked about options for letting Chapter members know about the new Midwest/MLA Research Presentation/Poster Awards. Suggestions included the listserv, blog, website, newsletter, and MIDLINE. Natalie will submit a post to the chapter listserv but only after the call for posters/papers goes out. It was also recommended that Natalie talk to Donna about posting this information to the website. It was also recommended that an article about the awards be posted to MIDLINE after the call for poster/papers goes out.

**Motion, approved:** Move that there should be an award for research papers in addition to research posters and that the total monetary amount of the awards should be divided between the two. [Motion from Committee]

Bylaws Special Committee  Melinda Orebaugh

This report is informational and requires no action by the board.

**Action Item: Immediate Past President works with Melinda to revise Bylaws.**

5. Old Business
a. Membership Survey Analysis  
Katherine Chew

Highlights of the analysis were discussed.

Janna suggested passing this information to Donna so she can pass it along to whoever is planning the annual conference.

Professional Practice Committee will increase communication of potential CE classes and look into updating the educational section of the website.

b. Taskforce to Revise the Travel Policy  
Janna Lawrence

**Action Item:** Janna will put together a special committee to examine how travel money is being budgeted and spent. The committee's recommendations will be presented at the Fall Executive Board Meeting.

Janna asked Clair and Amy to be part of this special committee and will contact Mary Markland to ask her if she would also like to join.

c. Bylaws Discussion  
Janna Lawrence

This was conducted during the Bylaws report.

6. **New Business**

   a. Auditor’s contract  
Amy Donahue

Auditor proposed $650 for the annual audit and form 990 and $250 for the conference audit, making the total cost $900. Amy would continue to do the audit reports for the board meetings.

**Motion, approved:** Move to allow the President to enter into a contract to continue services with the Auditor. [Motion by Clare Leibfarth and seconded by Beth Whipple and voted on by the Board]

**Action Item:** Amy will contact Michelle regarding continuing our contact with the Auditor.

**Action Item:** Janna will contact Melinda to remove the Auditor position from the Bylaws.

   b. Discussion of Acteva fees  
Amy Donahue

The fees are automatically deducted, so we don’t know the exact amount taken out for transactions done on Acteva. Amy would like to place membership fees under the membership budget.

**Action Item:** Amy will discuss Acteva fees in a conference call between Amy, Donna & Janna.

   c. Proposal: Treasurer-in-Training  
Amy Donahue

Amy’s proposal is to have a transition period so that the Treasurer-in-Training’s first year overlaps with the Treasurer’s last year. Janna wondered if the details of this new position should go into the Policy/Procedures manual.
Action Item: Clare will add a section in the Policy and Procedures Manual for the Treasurer concerning procedures for the formal transfer of the books to a newly elected Treasurer.

7. Review of Action Items

Action Item: Clare and Janna will review the Minutes section on the website and fill in the missing minutes.

Action Item: Amy will set up a Dropbox account for the Midwest Chapter instead of using her own personal Dropbox account.

Action Item: Amy will move the Treasurer Information (financial statements/Auditor reports,) that is currently in the public access section of the website to the Membership Only section.

Action Item: Janna will remove the Financial Appendices from the public access section of the website and put them in the Member Only section.

Action Item: Katherine will write a story in MIDLINE on membership trends.

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Action Item: Natalie will add a bullet under the Eligibility Criteria in the Midwest/MLA Research Presentation/Poster Awards document that states at least one author of any poster/paper must be a member of the chapter.

Action Item: Immediate Past President works with Melinda to revise Bylaws.

Action Item: Beth will update the Communications page on the website.

Action Item: Natalie & PPC will look at additional non chapter CE opportunities.

Action Item: PPC will work with Beth to get information to update the Education tab on the website.

Action Item: Liz will investigate hardship travel & CE awards and how we might give them out. Beth has some ideas. Findings will be presented at the Fall Meeting.
Action Item: Janna will add further discussion of the Membership Survey results to the agenda for the Fall Executive Board Meeting.

Action Item: Janna will put together a special committee to examine how travel money is being budgeted and spent. The committee’s recommendations will be presented at the Fall Executive Board Meeting.

Action Item: Amy will contact Michelle regarding continuing our contact with the Auditor.

Action Item: Janna will contact Melinda to remove the Auditor position from the Bylaws.

Action Item: Amy will discuss Acteva fees in a conference call between Amy, Donna & Janna.

Action Item: Clare will add a section in the Policy and Procedures Manual for the Treasurer concerning procedures for the formal transfer of the books to a newly elected Treasurer.

Action Item: Natalie will talk to Roy about the PPC doing a CE survey after the Annual Meeting.

Action Item: Donna should share the Annual Conference and CE section of the Membership Survey with those planning the Annual Meeting.

8. Announcement of Fall Board Meeting
   The Board will reconvene on Friday, October 5th from 3-7 pm followed by dinner. The meeting will be in the McDonalds Suite at the Mayo Civic Center. The Annual Business meeting will be on Monday, October 8th followed by lunch.

9. Adjournment
   The meeting was adjourned at 3:39.
   [Motion by Mary Hitchcock and seconded by Stephanie Schulte]
## Financial Statement

**September 19, 2012**

### Assets

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<th>Description</th>
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### Income Accounts

### Expense Accounts

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*Notes:

- Check #1327 for $417.40 cleared in 2012 but is on the 2011 ledger.
- Check #1351 for $375 to David Townsend for entertainment 2012 Annual Meeting has not yet been cashed.
- Given these two checks, there should be an additional $42.40 in the net profit that isn’t in the net assets for 2012.
  - But the actual difference between the net profit and the net assets is $40.42, so there should be an additional $1.98 in income (or less expense) somewhere that the treasurer is working on identifying.
## Ordinary Income/Expense

### Income
- **220 · Conference Activity**
  - **2202010 · Conference 2010 Income**
    - **2222010 · Seed Money** $5,000.00
    - **2202010 · Conference 2010 Income - Other** $53,275.00
  - **Total 2202010 · Conference 2010 Income** $58,275.00

  **Total 220 · Conference Activity** $58,275.00

### Total Income
- **Total Income** $58,275.00

### Expense
- **400 · Annual Conference**
  - **4002010 · Conference 2010**
    - **4092010 · Acteva Fees** $776.64
    - **4002010 · Conference 2010 - Other** $32,098.88
  - **Total 4002010 · Conference 2010** $32,875.52

- **Total 400 · Annual Conference** $32,875.52

### Total Expense
- **Total Expense** $32,875.52

### Net Ordinary Income
- **Net Ordinary Income** $25,399.48

### Net Income
- **Net Income** $25,399.48
### Midwest Chapter / Medical Library Association
### Amy Donahue, Treasurer 2012-2013

### 2013 Draft Budget (To Be Proposed to Board 10/05/2012)

<table>
<thead>
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<td>110-2013 2013 Conference Checking</td>
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<td>130 Business Reserve Fund (CD)</td>
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<th><strong>Income Accounts</strong></th>
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<tr>
<td>230 Interest &amp; Rewards</td>
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<td>Savings (6,000.00 @ .01%)</td>
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<td>Business Reserve Fund 1 (6,000 @ .70%)</td>
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**Projected Income**

**$65,125.00**
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<td>President-Elect MLA Annual Meeting and/or Spring Board Meeting Travel</td>
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<td></td>
<td>President Fall Meeting Hotel Room</td>
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<td>President and/or President-Elect State Meeting Travel</td>
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<td>Alternate Chapter Council Representative Travel</td>
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<td><strong>340 Awards and Scholarships Committee</strong></td>
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<td>Chapter Sharing Roundtable Sponsorship (4 @ $50.00)</td>
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<td>Research Poster Awards</td>
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<td>360</td>
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<td>Incorporation/Tax Exemption Fee</td>
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<td>Subscription to online registration/membership system</td>
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<td>Postage (includes shipping and handling of Chapter Display)</td>
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<td>Membership fees</td>
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<td>Miscellaneous (includes printing of membership forms and envelopes)</td>
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<table>
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<tr>
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<th>Nominations and Elections Committee</th>
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<table>
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<td>Annual Meeting Chair Travel for Planning Meetings</td>
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<td><strong>Total</strong></td>
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|     | 400-2010 2012 Conference | $1,500.00 |
|     | 400-2011 2013 Conference | $40,000.00 |
|     | 400-2012 2014 Conference | $5,000.00 |
|     | **Total** | **$46,500.00** |

<table>
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<tr>
<th>410</th>
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<td>Description</td>
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<td>--------------------------------------------------------------</td>
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<tr>
<td>Web site annual fee</td>
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<td>PBWiki Professional Edition</td>
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<td>Expenses for remote access for board meetings</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td><strong>Projected Expenses</strong></td>
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<tr>
<td><strong>Projected Net (Projected Income - Projected Expenses)</strong></td>
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<tr>
<td><strong>Projected Ending Balance (Beginning Balance + Projected Net)</strong></td>
<td><strong>$52,412.18</strong></td>
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</table>
Expectations for State Liaisons to Midwest Chapter/MLA

State liaisons to Midwest Chapter/MLA are an important conduit of information which flows in two directions: from Midwest Chapter/MLA to the states and from the states to Midwest Chapter/MLA. State liaisons are expected to be members of both organizations so they can learn about both sides of information and share accordingly. To that end, state liaisons should regularly communicate with the Representative-at-Large, and the Representative-at-Large should reciprocate.

That said, the bulk of information needed will be sporadic in nature and often tied to the state association’s meeting itself. Given this, a guide to the type of information to share and when to share it is provided below.

Reports for Inclusion in *Midline*

This is not prescriptive, but merely a suggestion as to the types of information you can report out to be included in the Chapter’s quarterly online newsletter, *Midline.*

Deadlines for submission are due to the newsletter editor on the following dates. Thus, you will want to submit to the Representative-at-Large at least a few days prior to these dates.

**Winter Issue**
- Copy deadline: January 15
- Posting date: February 15

**Spring Issue**
- Copy deadline: April 15
- Posting date: May 15

**Summer Issue**
- Copy deadline: July 15
- Posting date: August 15

**Fall Issue**
- Copy deadline: October 15
- Posting date: November 15

State Meetings Reports

In paragraph narrative form, include the following information.

- Date and location of meeting.
- Theme/Title of meeting.
- Brief description of scheduled programming.
- Brief description of any important association business discussed at the meeting.
- Your name and position as submitter
- You may include photos if you get permission to use the photo (provided in writing to the newsletter editor).
- Results of elections if applicable.
State Happenings Submissions

If something is going on in your state that others in the Midwest would be interested in, please feel free to write these up to share. The following events/occurrences/news may of interest (but not limited to) include:

- Major funding issues/changes on a state level of interest to health sciences librarians
- Consortial collaborations that make a difference
- Partnerships between health sciences libraries and other types of libraries
- Any other newsworthy items you want to share/brag about!
**PROPOSED REVISIONS**
To be voted upon during Chapter business meeting: October 10, 2012

Midwest Chapter of the Medical Library Association, Inc. Bylaws

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>Section/Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Name and Boundaries</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>III</td>
<td>Membership</td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>IV</td>
<td>Officers</td>
<td>2-5</td>
</tr>
<tr>
<td>V</td>
<td>Meetings</td>
<td>6</td>
</tr>
<tr>
<td>VI</td>
<td>Executive Board</td>
<td>6</td>
</tr>
<tr>
<td>VII</td>
<td>Committees</td>
<td>6 &amp; 7</td>
</tr>
<tr>
<td>VIII</td>
<td>Dissolution</td>
<td>7</td>
</tr>
<tr>
<td>IX</td>
<td>Parliamentary Authority</td>
<td>7</td>
</tr>
<tr>
<td>X</td>
<td>Amendment of Bylaws</td>
<td>7</td>
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</table>

ARTICLE I. Name and Boundaries

Section 1. Name

The name of this organization shall be the Midwest Chapter of the Medical Library Association, Inc., officially abbreviated as Midwest Chapter/MLA.

Section 2. Boundaries

The boundaries of this Chapter shall be the states of Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, North Dakota, Ohio and Wisconsin.

ARTICLE II. Purpose

The purpose of this Chapter shall be to:

A. Stimulate and foster interest in health sciences libraries and librarianship;
B. Provide educational and professional development opportunities for members;
C. Facilitate communication and the exchange of ideas and information among members;
D. Promote resource sharing and cooperation among libraries and library groups in the Chapter;
E. Promote interest and activity in the Medical Library Association (MLA).
ARTICLE III. Membership

Section 1. Members

Membership shall be open to all persons interested in health sciences libraries and librarianship. Membership becomes effective upon receipt of dues. All memberships are personal and not transferable. Both members and nonmembers of MLA may belong to this Chapter.

Section 2. Rights and Privileges

A. Voting members of this Chapter shall consist of all members. However, only voting members of MLA shall be qualified to: move or to vote on recommendations to the Chapter Council regarding MLA policies or actions; vote on the selection of a candidate for the MLA Nominating Committee; or vote on the selection of the Chapter’s Representative and Alternate Representative to the Chapter Council.

B. Officers of this Chapter shall be voting members of MLA and shall work or reside in the Chapter boundaries when elected.

Section 3. Dues

A. Dues shall be determined by a majority vote of those present and eligible to vote at the annual business meeting of the Chapter. Dues shall be assessed on an annual basis for the period of one calendar year. Chapter dues shall not exceed MLA membership dues for Regular Members.

B. Chapter dues shall be payable on joining the Chapter and on January 1 thereafter.

C. The fiscal year of this Chapter shall be the calendar year.

D. If dues are unpaid by June 1, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges.

ARTICLE IV. Officers

Section 1. Officers and Term of Office

A. Elective officers of the Chapter shall be a President, a President-Elect, an Immediate Past President, a Recording Secretary, a Membership Secretary, a Treasurer, a Representative-at-Large, a Representative to the Chapter Council, and an Alternate Representative to the Chapter Council.

B. The term of office of the President shall be one (1) year as President-Elect, one (1) year as President, and one (1) as Immediate Past President. No one may serve more than two (2) successive terms as President, President-Elect or Immediate Past President.
C. The term of office of the Recording Secretary shall be two (2) years. An individual may not serve more than two successive terms as Recording Secretary.

D. The term of office of the Membership Secretary shall be two (2) years. An individual may not serve more than two successive terms as Membership Secretary.

E. The term of office of the Treasurer shall be two (2) years. An individual may not serve more than two successive terms as Treasurer.

F. The term of office of the Representative-at-Large shall be two (2) years. An individual may not serve more than two successive terms as Representative-at-Large.

G. The term of office of the Representative to the Chapter Council shall be three (3) years, except that if the Representative’s term be made shorter by action of the Council or the Bylaws of MLA, the term will coincide with that action.

H. The term of office of the Alternate Representative to the Chapter Council shall be the same as that of the Representative.

I. Elected officers, except Representative to the Chapter Council and Alternate Representative to the Chapter Council, shall take office at the close of the Chapter Annual Meeting or following their election and serve, unless they resign, die, become incapacitated, or are removed, until the close the Chapter Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties. The Representative to the Chapter Council and the Alternate Representative to the Chapter Council shall take office at the close of the MLA Annual Meeting, or as stipulated by the Chapter.

Section 2. Duties

A. The duties of the President shall be to preside over all meetings and to represent the Chapter at all times and on all occasions not in conflict with any other officer’s defined duties and responsibilities; to appoint members to and designate chairs of Chapter committees, except the Nominations and Elections committee; to appoint a Chapter Archivist, Auditor, Governmental Relations Liaison, and (if desired) a Parliamentarian (A parliamentarian may be appointed to serve a term concurrent with that of the President. This person may be reappointed to serve additional terms.); to appoint special liaisons to MLA when requested; to submit an Annual Report to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

B. The duties of the President-Elect shall be to serve as President whenever the President is not able to do so; to serve on the Awards and Scholarships Committee; and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

C. The duties of the Immediate Past President shall be to maintain the Chapter’s Policies Manual and Procedure Manual, to chair the Nominations and Elections Committee and appoint additional members to serve, to monitor the Chapter Bylaws for necessary amendments and serve as an ex-officio member of a special Bylaws Committee should one be appointed, and to perform all other
duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

D. The duties of the Recording Secretary shall be to be responsible for incoming and outgoing correspondence; to prepare minutes of all meetings; to record and report any formal votes taken by the Executive Board between business meetings; to maintain the official current version of the Chapter bylaws; to conduct Chapter business in the absence of both the President and President-Elect; and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

E. The duties of the Membership Secretary shall be to maintain the Chapter’s membership records, directory and discussion lists; to distribute membership renewal notices; to chair the Membership Committee; to advise the President and Nominations and Elections Committee on the eligibility of potential appointees and officers; to confirm eligibility of members to vote in Chapter elections, for MLA positions, and on Chapter and MLA business; and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

F. The duties of the Treasurer shall be to receive and account for all monies due to the organization; to pay all properly authorized bills incurred by the Chapter and Chapter’s Annual Meeting host; to report on Chapter finances at all Executive Board and business meetings of the Chapter; to chair the Finance Committee; and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

G. The duties of the Representative-at-Large shall be to chair the State Liaisons Committee; to facilitate communication among and between Chapter members and Chapter Executive Board; to facilitate communication between the Chapter and library groups and library science programs within the Chapter and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

H. The duties of the Representative to the Chapter Council shall be to represent the Chapter on the MLA Chapter Council by attending the meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, to communicate Council business to the officers and membership of the chapter.

I. The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so, to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

Section 3. Nominations and Elections

A. The Nominating Committee shall prepare annually a slate of (at least one, but more are preferred) nominee(s) for President-Elect and for each elective officer whose term expires.

B. Ballots shall be distributed to the voting membership by the Nominating Committee at least sixty (60) days prior to the Chapter’s Annual Meeting and
shall be received by the Nominating Committee by the date previously announced for counting ballots. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect.

Section 4. Vacancies

A. A vacancy arising in the office of President shall be filled by the President-Elect, who shall cease to be President-Elect, shall serve out the unexpired term of the President, and shall continue as President for the full succeeding term to which he or she was elected.

B. A vacancy arising in the office of Representative to the Chapter Council shall be filled by the Alternate Representative, who shall cease to be Alternate Representative, and shall serve out the unexpired term of the Representative. A new Alternate shall be selected by the Chapter when this occurs, and shall serve the remaining term of the Alternate who is being replaced.

C. A vacancy arising in any other elected office shall be filled by the Executive Board.

D. Officers or committee chairs who relocate outside the Chapter boundaries before their terms expire may complete their terms with a two-thirds (2/3) approval vote of the Executive Board.

Section 5. Candidate for the MLA Nominating Committee Membership

A. The name of one voting member of MLA, selected by vote of Midwest Chapter members who are MLA members, shall be submitted each year to the Chapter Council as a potential candidate for membership on the MLA Nominating Committee by the date previously announced by the Council. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.

B. No person shall consent to being a potential candidate or a candidate for membership on the MLA Nominating Committee who is already such a potential candidate or candidate from some other unit of MLA; no candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of MLA, or vice versa.

C. No one shall serve on the MLA Nominating Committee as a voting member for more than one term during a period of five years.

ARTICLE V. Meetings

Section 1. Meetings

At least one meeting shall be held in each fiscal year. Additional meetings may be held. One meeting of the Chapter shall be called the “Annual Meeting”. All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be
disseminated to the membership at least thirty (30) days in advance of the meeting date.

**Section 2. Quorum**

Thirty-five (35) members shall constitute a quorum of this Chapter.

**ARTICLE VI. Executive Board**

**Section 1. Executive Board**

The elected officers of this Chapter shall constitute the Executive Board.

**Section 2. Duties**

The Executive Board shall have general supervision of the affairs of this Chapter between its Business Meetings, fix the time and place of meetings, make recommendations to the membership, and shall perform such other duties as are specified in these bylaws, by the parliamentary authority adopted by the organization, and the Chapter’s *Policies Manual* and *Procedure Manual*.

**ARTICLE VII. Committees**

**Section 1. Standing Committees**

A. The Executive Board shall establish standing committees to consider matters of the Chapter that require continuity of attention by members. The Executive Board shall recommend the name and size of each committee.

B. The President, in consultation with the Executive Board, shall designate and announce committee members and chairs in advance of the beginning of his or her term of office and when these appointments shall take effect. Unless otherwise approved by the Executive Board, members of standing committees shall be appointed for terms two (2) years, and maybe be reappointed for a second term. The President shall have the discretion to terminate appointments. Neither the President nor President-Elect shall serve on or appoint members to the Nominating Committee.

**Section 2. Special Committees**

The Chapter President may appoint such other special committees as are necessary with the advice and consent of the Executive Board.

**Section 3. Committee Chairs**

Chairs of committees shall be voting members of MLA and shall work or reside in the Chapter boundaries at the time of the appointment.
Section 4. Committee Reports

Each committee shall submit an annual report of its activities to the Chapter President prior to the compilation of the Annual Chapter Report for submission to MLA Headquarters.

ARTICLE VIII. Dissolution

In the event of dissolution of this Chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Chapter's Executive Board to one or more organizations that at the time qualifies under Section 501(c)(3) of the Internal Revenue Code. No funds shall benefit any individual member of the Chapter. If no consensus is met, remaining assets shall be distributed to MLA within six (6) months as long as MLA shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code. The Chapter charter shall be returned to MLA headquarters.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Chapter 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 Chapter may adopt.

ARTICLE X. Amendment of Bylaws

These bylaws may be amended by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the vote being taken.


Proposed Revision: October 10, 2012
Bylaws of the
Midwest Chapter the Medical Library Association, Inc.,
A Chapter of the Medical Library Association, Inc.
(Last Revised: October 20, 2008)

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ARTICLE I. NAME & BOUNDARIES

Section 1. Name

The name of this organization shall be the Midwest Chapter of the Medical Library Association, Inc., officially abbreviated as Midwest Chapter/MLA.

Section 2. Boundaries

The boundaries of this Chapter shall be the states of Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, North Dakota, Ohio and Wisconsin.

ARTICLE II. PURPOSE

The purpose of this Chapter shall be:

A. To stimulate and foster interest in health sciences libraries and librarianship;
B. To provide educational and professional development opportunities for members;
C. To facilitate communication and the exchange of ideas and information among members;
D. To promote resource sharing and cooperation among libraries and library groups in the Chapter;
E. To promote interest and activity in the Medical Library Association (MLA).

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Membership shall be open to all persons interested in health sciences libraries and librarianship. Membership becomes effective upon receipt of dues, or student application by the Chapter Membership Secretary. Both members and non-members of MLA may belong to this Chapter.

Section 2. Classes of Membership

Classes of membership shall be:
A. Regular members: Members who are actively engaged or interested in professional library work or in a health or information sciences profession;
B. Student members: Members who are enrolled in graduate level programs in library and information science. Student membership shall be limited two (2) consecutive years.

All memberships are personal and not transferable.

Section 3. Rights & Privileges

A. All Chapter members are eligible to:
   1. Vote for Chapter President, Recording Secretary, Membership Secretary, Treasurer, and Representative-at-Large;
   2. Vote on decisions affecting only the Chapter;
   3. Serve on standing or special Chapter committees or as chairs of special committees;
   4. Serve as Chapter Auditor, Archivist, or Parliamentarian;

Bylaws of the Midwest Chapter/MLA
2
5. Attend without fee all business meetings of the Chapter Board, general membership, or any committee at which no program is presented;
6. Receive all Chapter publications and conference benefits.

B. All Chapter members who are voting members of MLA are also eligible to:
   1. Vote for the Chapter's Representative and Alternate Representative to the MLA Chapter Council and for the Potential Candidate for Membership on the MLA Nominating Committee;
   2. Move or vote on recommendations to the Chapter Council regarding MLA policies or actions;
   3. Serve as elected Chapter officers;
   4. Serve as the Chapter’s Governmental Relations Liaison and as special Chapter liaisons to MLA;
   5. Serve as chairs of standing Chapter committees;
   6. Serve as the Chapter’s Potential Candidate for Membership on the MLA Nominating Committee.

Section 4. Membership & Fiscal Year

The membership and fiscal year of the Chapter shall be the calendar year.

Section 5. Dues

A. Dues shall be determined by a majority of members present and eligible to vote at the Annual Business Meeting of the Chapter;
B. Dues shall not exceed MLA membership dues for regular members;
C. Dues shall be payable upon joining and on January 1 each year thereafter;
E. Dues for student members are complimentary and shall be extended for a maximum of two (2) consecutive years;
F. Dues received after the Chapter’s Annual Meeting shall be applied to the remainder of the year plus the following year;
G. Any member who has not renewed by June 1 shall be considered in arrears and shall forfeit all membership privileges until dues are paid.

ARTICLE IV. ELECTED OFFICERS & APPOINTED OFFICIALS

Section 1. Elected Officers & Terms of Office

A. Elected officers of the Chapter shall be: President, President-Elect, Immediate Past President, Recording Secretary, Membership Secretary, Treasurer, Representative-at-Large, Representative to the MLA Chapter Council, and Alternate Representative to the MLA Chapter Council. All elected officers shall be voting members of MLA and shall work or reside in the Chapter boundaries when elected.

B. The terms of elected officers shall be:
   1. President: one (1) year as President-Elect, one (1) year as President, and one (1) year as Immediate Past President;
   2. Recording Secretary: two (2) years;
   3. Membership Secretary: two (2) years;
   4. Treasurer: two (2) years;
   5. Representative-at-Large: two (2) years;
   6. Representative to the MLA Chapter Council and Alternate Representative to the MLA Chapter Council: three (3) years.
C. The President, President-Elect, Immediate Past President, Recording Secretary, Membership Secretary, Treasurer, and Representative-at-Large shall take office at the close of the Chapter’s Annual Meeting following their election. The Representative and Alternative Representative to the MLA Chapter Council shall take office at the close of the MLA Annual Meeting following their election.

D. No elected officer shall be eligible to serve for more than two (2) consecutive terms in the same office.

Section 2. Duties of Elected Officers

A. The duties of the President shall be:
   1. To call, arrange for, and preside over all business meetings of the Chapter and its Executive Board;
   2. To represent the Chapter at all times and on all occasions when not in conflict with any other officer’s defined duties and responsibilities;
   3. To appoint members to and designate chairs of Chapter committees, except the Nominations and Elections Committee;
   4. To appoint a Chapter Archivist, Auditor, Governmental Relations Liaison and (if desired) a Parliamentarian;
   5. To appoint special liaisons to MLA when requested;
   6. To submit midyear and annual reports to MLA Headquarters by the dates requested;
   7. To serve as an ex-officio, non-voting member of all Chapter committees, except the Nominations and Elections Committee, or to appoint another voting member of the Executive Board to serve in such capacity;
   8. To arrange for a timely transfer of authority, documents, and other materials to the incoming President.

B. The duties of the President-Elect shall be:
   1. To become familiar with the Chapter bylaws, duties of the President, and parliamentary authority adopted by the Chapter;
   2. To conduct Chapter business and preside at Chapter meetings in the absence of the President;
   3. To serve on the Awards and Scholarships Committee;
   4. To assume the office of President if the President becomes unable to serve;
   5. To arrange for a timely transfer of authority, documents, and other materials to the incoming President-Elect.

C. The duties of the Immediate Past President shall be:
   1. To maintain the Chapter’s Policies and Procedures Manual;
   2. To chair the Nominations and Elections Committee and appoint additional members to serve;
   3. To monitor the Chapter bylaws for necessary amendments and serve as an ex-officio member of a special Bylaws Committee should one be appointed;
   4. To provide recognition certificates to outgoing Executive Board members acknowledging their terms of service;
   5. To arrange for a timely transfer of authority, documents, and other materials to the incoming Immediate Past President.

D. The duties of the Recording Secretary shall be:
1. To record minutes of all business meetings of the Chapter and Executive Board and make drafts available within one month of the meetings;
2. To record and report any formal votes taken by the Executive Board between business meetings;
3. To maintain the official current version of the Chapter bylaws;
4. To conduct Chapter business in the absence of both the President and President-Elect;
5. To arrange for a timely transfer of authority, documents, and other materials to the incoming
   Recording Secretary.

E. The duties of the Membership Secretary shall be:
1. To maintain the Chapter’s membership records, directory, and listservs;
2. To send out membership renewal notices;
3. To chair the Membership Committee;
4. To advise the President and Nomination and Elections Committee on the eligibility of potential
   appointees and officers;
5. To confirm eligibility of members to vote in Chapter elections, for MLA positions, and on
   Chapter and MLA business;
6. To arrange for a timely transfer of authority, documents, and other materials to the incoming
   Membership Secretary.

F. The duties of the Treasurer shall be:
1. To receive and account for all Chapter income;
2. To pay all bills incurred by the Chapter and Chapter’s Annual Meeting host, provided they are
   properly authorized;
3. To report on Chapter finances at all Executive Board and business meetings of the Chapter;
4. To present a preliminary budget for the following calendar year to be approved at the Fall
   Executive Board meeting;
5. To chair the Finance Committee;
6. To provide documentation to the Chapter Auditor as requested;
7. To arrange for a timely transfer of authority, documents, and other materials to the incoming
   Treasurer.

G. The duties of the Representative-at-Large shall be:
1. To chair the State Liaisons Committee;
2. To facilitate communication among and between Chapter members and the Chapter Executive
   Board;
3. To facilitate communication between the Chapter and library groups and library science programs
   within the Chapter;
4. To collaborate with the Membership Secretary on recruitment, retention, and other promotional
   activities;
5. To arrange for a timely transfer of authority, documents, and other materials to the incoming
   Representative-at-Large.

H. The duties of the Representative to the MLA Chapter Council shall be:
1. To represent the Chapter on the Council and attend Council meetings as a voting member;
2. To transmit to the Council recommendations that have been approved by the Chapter;
3. To present to the Council the name of the Chapter’s Potential Candidate to the MLA Nominating
   Committee;
4. To communicate Council business to the Chapter’s Executive Board and general membership;
5. To perform other duties as assigned by the Council.
I. The duties of the Alternate Representative to the MLA Chapter Council shall be:
   1. To attend meetings of the Council as a non-voting member;
   2. To serve as the Chapter’s voting Representative whenever the Representative is unable to do so;
   3. To assume the office of Representative and complete the Representative’s unexpired term should the Representative become unable to serve;
   4. To perform other duties as assigned by the Council.

Elected officers shall perform all other duties prescribed by these bylaws, the parliamentary authority-adopted by the Chapter, and the Chapter’s Policies and Procedures Manual.

Section 3. Appointed Officials & Terms of Appointment

A. Appointed officials of the Chapter shall be: an Archivist, an Auditor, and a Governmental Relations-Liaison. A Parliamentarian may also be appointed at the discretion of the President. All appointed officials shall live or work in the Chapter boundaries at the time of appointment.

B. The terms of office of appointed offices shall be:
   1. Archivist, Auditor, and Governmental Relations Liaison: two (2) years;
   2. Parliamentarian: one (1) year.

Section 4. Duties of Appointed Officials

A. The duties of the Archivist shall be:
   1. To maintain the historical records of the Chapter;
   2. To assist in the dissemination of historical information relating to the Chapter;
   3. To serve as liaison between the Chapter, the Chapter’s Archives, and the institution used for permanent storage of the Chapter’s Archives;

B. The duties of the Auditor shall be:
   1. To review all Chapter fiscal records for completeness and compliance;
   2. To annually report activities and findings to the Executive Board.

   The Auditor may not concurrently serve in any other position on the Chapter’s Executive Board.

C. The duties of the Governmental Relations Liaison shall be:
   1. To identify, monitor, and share information about legislative issues of importance to Chapter members;
   2. To encourage advocacy activities of Chapter members and assist MLA in building and promoting an advocacy network;
   3. To serve as a communications link between the MLA Governmental Relations Committee and the Chapter;
   4. To make recommendations to the Chapter Board on all governmental relations policies.

   The Governmental Relations Liaison shall be a voting member of MLA.

D. The duties of the Parliamentarian shall be:
   1. To advise the President and other members of the Executive Board on matters of parliamentary procedure;
   2. To serve as an ex-officio, non-voting member of a Bylaws Committee should one be appointed.
Appointed officials shall perform all other duties prescribed by these bylaws, the parliamentary authority adopted by the Chapter, and the Chapter’s Policies and Procedures Manual.

Section 5. Nominations & Elections

A. The Nominations and Elections Committee shall annually prepare a slate of at least one (1) nominee but preferably more for each elective office with expiring terms.
B. Ballots shall be distributed to the voting membership by the Nominations and Elections Committee at least sixty (60) days prior to the Chapter’s Annual Meeting. Only ballots returned by the indicated deadline shall be counted.
C. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect.

Section 6. Vacancies

A. A vacancy arising in the office of President shall be filled by the President-Elect, who shall cease to be President-Elect, shall serve out the unexpired term of the President, and shall continue as President for the full succeeding term to which elected.
B. A vacancy arising in the office of Representative to the MLA Chapter Council shall be filled by the Alternate Representative to the Chapter Council, who shall cease to be Alternate Representative, and shall serve out the unexpired term of the Representative.
C. A vacancy arising in any other elected office shall be filled by the Executive Board.
D. A vacancy arising in an appointed position shall be filled by the President.
E. Elected officers or standing committee chairs who relocate outside the Chapter boundaries before their terms expire may complete their terms with a two-thirds (2/3) approval vote of the Executive Board.

Section 7. Potential Candidate for Membership on the MLA Nominating Committee

A. The name of one (1) voting member of MLA, chosen by Chapter members who are also voting members of MLA, shall be submitted each year to the Chapter Council as a Potential Candidate for Membership on the MLA Nominating Committee. This submission shall be made to the Council by the date previously announced by the Council. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. These statements shall accompany the name submitted.
B. No person shall consent to being a Potential Candidate or a Candidate for Membership on the MLA Nominating Committee who is already such a Potential Candidate or Candidate from some other unit of MLA. No candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of MLA or vice versa.
C. No one shall serve on the MLA Nominating Committee as a voting member for more than one (1) term over a period of five (5) years.

ARTICLE V. MEETINGS

Section 1. Annual Meeting & Annual Business Meeting

A. The Chapter shall hold an Annual Meeting during each fiscal year. In conjunction with the Annual Meeting, the Chapter shall hold a business meeting of the membership for the transaction of general business.
B. The Chapter’s Annual Meeting shall be scheduled so as not to conflict with MLA’s Annual Meeting.
C. Additional meetings of the Chapter may be held. All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date.

Section 2. Quorum

The quorum shall be thirty-five (35) members in good standing and eligible to vote.

ARTICLE VI. EXECUTIVE BOARD

Section 1. Executive Board

The elected officers of the Chapter shall constitute the voting members of the Executive Board. The appointed officers and committee chairs shall serve as ex-officio, non-voting members of the Executive Board.

Section 2. Duties

The duties of the Executive Board shall be:

A. To oversee Chapter activities, committees, and finances;
B. To approve the time and place of annual meetings;
C. To make recommendations to the membership;
D. To perform all other duties specified in these bylaws, the parliamentary authority adopted by the Chapter, and the Chapter’s Policies and Procedures Manual.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

A. The Executive Board shall establish standing committees to consider matters that require continuity of attention by the Chapter. The Executive Board shall recommend the name, size, and charge of each committee.
B. Standing committees of the Chapter shall be: Annual Meetings; Awards and Scholarships; Communications; Finance; Membership; Nominations and Elections; Professional Practice; and State Liaisons.
C. The President shall designate and announce appointed officials, committee members, committee officials, and effective appointment dates prior to taking office, unless otherwise specified in these bylaws or in the Chapter’s Policies and Procedures Manual. The President, in consultation with the Executive Board, shall have the discretion to terminate all appointments.
D. Members of standing committees shall be appointed for terms of two (2) years and may be reappointed for a second term, unless otherwise specified in these bylaws or in the Chapter’s Policies and Procedures Manual. Neither the President nor President-Elect shall serve on or appoint members to the Nominations and Elections Committee.

Section 2. Special Committees

The President may appoint special committees as are necessary with the advice and consent of the Executive Board.
Section 3. Committee Chairs

Chairs of standing committees shall be voting members of MLA. Any Chapter member may chair a special committee. All committee chairs shall work or reside in the Chapter’s boundaries the time of appointment.

Section 4. Committee Reports

Each committee shall send an annual report of its activities to the Chapter President for incorporation into the annual Chapter report submitted to MLA.

ARTICLE VIII. RELATIONSHIP TO MEDICAL LIBRARY ASSOCIATION, INC.

Section 1. Bylaws

No part of these bylaws shall contradict the MLA constitution and bylaws.

Section 2. Association Business

No direct action with respect to MLA business or in the name of the Association may be taken without approval of the MLA Board of Directors. Recommendations involving action or policy of MLA shall be referred to the Chapter Council through the Chapter Representative. If such recommendations involve a vote of the Chapter membership, only members who are also voting members of MLA may cast a vote.

Section 3. Dissolution of Chapter and Distribution of Assets

In the event of dissolution of this Chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Chapter’s Executive Board to one or more organizations that at the time qualify under Section 501(c)(3) of the Internal Revenue Code. No funds shall benefit any individual member of the Chapter. If no consensus is met, remaining assets shall be distributed to MLA within six (6) months as long as MLA shall qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code. The Chapter charter shall be returned to MLA headquarters.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this Chapter 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 Chapter may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

These bylaws may be amended at the Chapter’s annual business meeting by a two-thirds (2/3) vote of members present and eligible to vote, provided that notice of the proposed amendments has been distributed in writing to the entire membership at least thirty (30) days prior to the meeting.


Bylaws of the Midwest Chapter/MLA
Proposal to Increase Funding for Board and Committee Chair Travel to the Spring Meeting

Taskforce members: Amy Donahue, Clare Leibfarth, Mary Markland, Katherine Schilling, Bette Sydelko, Janna Lawrence

Currently, there are Board members who do not attend the Spring (midyear) meeting because the $250 currently allotted to most Board members for travel is frequently insufficient. Although we have discussed virtual meetings, two face-to-face meetings per year is not excessive, considering the fact is that the Board has significant turn-over each year. The current travel guidelines (attached) also state that institutional funding should be requested first for all travel; although this makes sense for travel to the MLA annual conference, it does not make sense for the Spring Executive Board meeting, whose sole purpose is for the betterment of the chapter.

Amy Donahue looked at the past several years, to see what we had budgeted and what we had spent on Board Expenses.

<table>
<thead>
<tr>
<th>310 Board</th>
<th>2012 Budgeted</th>
<th>2012 Actual Expenditures (As of August 5th, 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Meetings</td>
<td>$3,500.00</td>
<td>$615.64</td>
</tr>
<tr>
<td>President MLA Annual Meeting and/or Spring Board Meeting Travel</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>President-Elect MLA Annual Meeting and/or Spring Board Meeting Travel</td>
<td>$850.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>President Fall Meeting Hotel Room</td>
<td>$1,500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>President and/or President-Elect State Meeting Travel</td>
<td>$500.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Chapter Council Representative Travel</td>
<td>$850.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Alternate Chapter Council Representative Travel</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>Recording Secretary Spring Board Meeting Travel</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Elected Office and Appointed Official Spring Board Meeting Travel</td>
<td>$2,000.00</td>
<td>$1,467.14</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$12,400.00</strong></td>
<td><strong>$4,307.78</strong></td>
</tr>
</tbody>
</table>

2011  
$12,400.00  
$7,379.75

2010  
$11,450.00  
$6,327.95

2009  
$11,450.00  
$4,742.45

2008  
$11,450.00  
$7,971.30

In the last 5 years, we have budgeted $11,450 to $12,400 per year, but have never spent more than $8000. How can we better allot this money?
Two proposals are presented. In both, the $850 that was previously allotted to the president, Chapter Council Rep, and Chapter Council Alternate to cover both the Spring Board meeting and the MLA Annual Conference is now allocated for the MLA Annual Conference only. The funding for all attendees for the Spring meeting is raised to a maximum of $600. The amount designated for facilities for the Fall and Spring Board meetings remains the same. The separate line for the President’s room at the Annual Meeting is subsumed under miscellaneous, since this room should be a comp room provided by the meeting organizers.

<table>
<thead>
<tr>
<th>Things to consider</th>
<th>Proposal 1 $2,500.00</th>
<th>Proposal 2 $2,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Meetings (room, meals, etc.)</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Officers &amp; Appointed Officials Spring Board Meeting Travel</td>
<td>$5,500.00</td>
<td>$6,500.00</td>
</tr>
<tr>
<td></td>
<td>Suggested max per person: $600. Not all attendees will need the entire $600. The 50-mile limit will remain.</td>
<td></td>
</tr>
<tr>
<td>President MLA Annual Meeting</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
<tr>
<td></td>
<td>travel, registration, hotel - expected to ask Institution first, or use this to supplement institutional funding</td>
<td></td>
</tr>
<tr>
<td>Chapter Council Representative MLA Annual Meeting</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
<tr>
<td></td>
<td>travel, registration, hotel - expected to ask Institution first, or use this to supplement institutional funding</td>
<td></td>
</tr>
<tr>
<td>Chapter Council Alternate MLA Annual Meeting</td>
<td>$850.00</td>
<td>$850.00</td>
</tr>
<tr>
<td></td>
<td>travel, registration, hotel - expected to ask Institution first, or use this to supplement institutional funding</td>
<td></td>
</tr>
<tr>
<td>President and/or President-Elect State Meeting Travel</td>
<td>$500.00</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>How often have we spent $500 in this category?</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,250.00</td>
<td>$650.00</td>
</tr>
<tr>
<td></td>
<td>Includes chapter president's Fall Meeting hotel room, if necessary, although this should usually be a comp room provided by the meeting organizers. In the past, that was a separate line. What else has &quot;Miscellaneous&quot; been used to fund?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$12,300.00</td>
<td>$12,500.00</td>
</tr>
</tbody>
</table>

Attached are the current travel guidelines and a draft of the proposed guidelines, following Proposal 2 above.
Travel Reimbursement Policy


Section A. General Policy Statement

The Midwest Chapter/MLA will annually budget for the reimbursement of its officers and appointed officials, including committee chairs, for Chapter-related travel expenses. Travel expenses are defined as: 1) automobile expenses or bus, train, or coach airfare; 2) hotel accommodations; and 3) meeting registration fees. Automobile mileage will be reimbursed at the current IRS-approved rate.

Institutional funds should be requested before Chapter funds for all travel except for the Spring Board Meeting. The Spring Board Meeting is conducted for the good of the chapter, and all officers and committee chairs are encouraged to attend. Chapter funds will be issued only after travel has been completed, provided that funds are budgeted and available in the Treasury. Allowable and maximum expenses vary depending upon the Chapter Office held (see Section B). All payment requests require approval of the Chapter President (see Section C).

Section B. Allowable & Maximum Expenses

I. President

a. Chapter Spring Board Meeting. The Chapter will reimburse the President up to $600 per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in Section A, Paragraph 1.

b. Chapter Annual Meeting. The Chapter will provide the President with hotel accommodations at the Chapter’s Annual Meeting.

c. MLA Annual Meeting. The Chapter will reimburse the President a maximum total of $850 per year to attend MLA’s annual meeting. This is meant to supplement the President’s institutional funds. Allowable expenses are all those defined in Section A, Paragraph 1.

d. State Health Science Library Association Meetings. The Chapter will reimburse the President and/or President-Elect a maximum combined total of $300 per fiscal year to attend the annual meetings of state health science library groups in the Chapter’s boundaries, if invited. Allowable expenses are all those defined in Section A, Paragraph 1.
II. President-Elect

a. **Chapter Spring Board Meeting.** The Chapter will reimburse the President-Elect up to $600 per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all

b. **State Health Science Library Association Meetings.** The Chapter will reimburse the President and/or President-Elect a maximum combined total of $300 per fiscal year to attend the annual meetings of state health science library groups in the Chapter’s boundaries, if invited. Allowable expenses are all those defined in Section A, Paragraph 1.

III. MLA Chapter Council Representative & Alternate

a. **Chapter Spring Board Meeting.** The Chapter will reimburse the Representative and Alternate each up to $600 per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in Section A, Paragraph 1.

b. **MLA Annual Meeting.** The Chapter will reimburse the Representative and Alternate each up to $850 per year to attend MLA’s annual meeting. This is meant to supplement institutional funds. Allowable expenses are all those defined in Section A, Paragraph 1.

V. All Other Officers and Appointed Officials

The Chapter will reimburse all officers and appointed officials, including committee chairs, up to $600 each per year to attend the Chapter Spring Board Meeting, provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in Section A, Paragraph 1.

VI. Annual Meetings Committee Chair

The Chapter will reimburse the Chair of the Annual Meetings Committee a maximum of $500 per year for site visits and for travel to planning meetings. Allowable expenses are all those defined in Section A, Paragraph 1.

Section C. Reimbursement Procedures

All travel reimbursement requests must be submitted to the President on the Chapter’s standard payment request form (available at the Chapter Web site) within 60 days of completion of travel. If approved, the President will forward the request to the Chapter Treasurer, who will issue and mail a check to the requestor. If denied, the President will notify the requestor.
Travel Reimbursement Policy


Section A. General Policy Statement

The Midwest Chapter/MLA will annually budget for reimbursing its elected officers and Annual Meetings Committee Chair for Chapter-related travel expenses. Travel expenses are defined as: 1) automobile expenses or bus, train, or coach airfare; 2) hotel accommodations; and 3) meeting registration fees. Automobile mileage will be reimbursed at the current IRS-approved rate.

Institutional funds should be requested before Chapter funds. Chapter funds will be issued only after travel has been completed, provided that funds are budgeted and available in the Treasury. Allowable and maximum expenses vary depending upon the Chapter Office held (see Section B). All payment requests require approval of the Chapter President (see Section C).

Section B. Allowable & Maximum Expenses

I. President

a. Chapter Spring Board Meeting and MLA Annual Meeting. The Chapter will reimburse the President a maximum total of $850 per year to attend the Chapter Spring Board Meeting and/or MLA’s annual meeting. Allowable expenses are all those defined in Section A, Paragraph 1.

b. Chapter Annual Meeting. The Chapter will reimburse the President for the cost of hotel accommodations at the Chapter’s Annual Meeting.

c. State Health Science Library Association Meetings. The Chapter will reimburse the President and/or President-Elect a maximum combined total of $500 per fiscal year to attend the annual meetings of state health science library groups in the Chapter’s boundaries, if invited. Allowable expenses are all those defined in Section A, Paragraph 1.

II. President-Elect

a. Spring Board Meeting and MLA Annual Meeting. The Chapter will reimburse the President-Elect a maximum of $850 per fiscal year for travel to the Chapter’s Spring Board Meeting and/or MLA’s annual meeting. Allowable expenses are those defined in Section A, Paragraph 1.
II. President-Elect (continued)

b. State Health Science Library Association Meetings. The Chapter will reimburse the President and/or President-Elect a maximum combined total of $500 per fiscal year to attend the annual meetings of state health science library groups in the Chapter’s boundaries, if invited. Allowable expenses are all those defined in Section A, Paragraph 1.

III. MLA Chapter Council Representative & Alternate

The Chapter will reimburse the MLA Chapter Council Representative and Alternate Chapter Council Representative a maximum of $850 each per fiscal year to attend the MLA Chapter Council meeting and/or the Chapter Spring Board Meeting. Allowable expenses are all those defined in Section A, Paragraph 1.

IV. Recording Secretary

The chapter will reimburse the Recording Secretary a maximum of $500 per fiscal year to attend the Chapter Spring Board Meeting. Allowable expenses are all those defined in Section A, Paragraph 1.

V. All Other Elected Officers and Appointed Officials

All other elected officers and appointed officials are eligible for reimbursement of up to $250 each per fiscal year to attend the Chapter’s Spring Board Meeting provided the distance traveled is 50 or more miles round trip. Allowable expenses are all those defined in Section A, Paragraph 1.

VI. Annual Meetings Committee Chair

The Chapter will reimburse the Chair of the Annual Meetings Committee a maximum of $500 for site visits and travel to planning meetings. Allowable expenses are all those defined in Section A, Paragraph 1.

Section C. Reimbursement Procedures

All travel reimbursement requests must be submitted to the President on the Chapter’s standard payment request form (available at the Chapter Web site) within 60 days of completion of travel. If approved, the President will forward the request to the Chapter Treasurer, who will issue and mail a check to the requestor. If denied, the President will notify the requestor.