



**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;

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.

*(Adopted: September 1957; Amended: May 1965, April 1969, April 1971, October 1972, October 1975, December 1980, September 1992, September 1997, September 2002, October 2006, October 2008)*