



Midwest Chapter of the Medical Library Association, Inc.

BYLAWS

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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) 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 (2/3) vote, provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the vote being taken.

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; October 2012.