

BYLAWS
Health Libraries Information Network
Revised January 2017

ARTICLE I. Name

- A. The name of this organization is Health Libraries Information Network (HealthLINE).

- B. The official business year is the calendar year.

ARTICLE II. Purpose

The purpose of this organization is to:

- 1. Enhance interlibrary cooperation.
- 2. Promote resource sharing and other forms of cooperation.
- 3. Reduce unnecessary duplication of programs, services and resources.
- 4. Provide a mechanism for active interchange of information.
- 5. Provide a forum for professional development through appropriate programs and presentations.
- 6. Provide a mechanism for assessing and evaluating trends and technological advances in health sciences librarianship.

ARTICLE III. Membership

A. Membership in HealthLINE shall consist of two categories: (1) Institutional and (2) Individual.

B. Institutional Membership:

- 1. Institutional membership is open to health sciences and other special libraries in the north Texas area which:
 - a. Submit a written petition for initial membership and /or when requesting a change in membership status.
 - b. Submit a Memorandum of Understanding signed initially by the Library Manager and by the individual to whom the Library Manager reports and signed annually thereafter by the Library Manager.
 - c. Attend a minimum of one (1) HealthLINE meeting per year in person or by electronic participation.
 - d. Submit a complete and up-to-date holdings list of those journal and serials maintained by the library at the time of application for Provisional Membership.
 - e. Provide updated journal holdings information at the call of an officer.
 - f. Provide free interlibrary loan on a reciprocal basis with all members.
 - g. Receive a minimum of twenty-five (25) journal titles.
 - h. Maintain a minimum of five (5) years backfiles.
 - i. Operate regularly scheduled hours under the direction of a Library Manager whose duties include responsibility for the library.
 - j. Comply with the terms of the ALA National ILL Code.
 - k. Maintain statistics on interlibrary loan transactions with other HealthLINE Institutional Members and submit these statistics at the call of an officer.

1. Make available a list of excess journals or serial titles to other member libraries before final disposition.
2. Levels of Institutional Membership
 - a. Full Members are libraries which:
 1. Comply with all criteria stated in Article III.B.1.
 2. Receive approval for Full Membership by a simple majority vote of the Full and Associate Institutional Member representatives present at the meeting one year following the granting of Provisional Membership.
 3. Designate a Representative who may vote, hold office, serve on, and chair committees.
 - b. Provisional Members are libraries which:
 1. Are new to the organization and have submitted an application for membership.
 2. Are granted Provisional Membership by a simple majority vote of membership present at the meeting at which application is made.
 3. Designate a representative who may serve on committees. This representative may not vote, nor be nominated for office, nor chair committees.
 3. Membership status will be reviewed at the next scheduled meeting following report of noncompliance.

C. Individual Membership

1. Levels of Membership
 - a. Full Members are individuals who:
 1. Provide library services for a health care institution or in a field related to health care.
 2. Pay annual dues.
 3. Have the right to vote, except on institutional matters, to hold office, and to serve on and chair Committees.
 - b. Associate Members are individuals who:
 1. Have expressed an interest in the field through occupation, or profession, or studies but are not directly engaged in health science librarianship or do not live in the north Texas area.
 2. Pay annual dues.
 3. Have the right to serve on committees, but may not vote, be nominated for office, or chair committees.
 - c. Student Members are individuals who:
 1. Are actively pursuing a degree in Library and/or Information Sciences and may or may not be currently employed in a library.
 2. Pay annual dues of a lesser amount than either Full or Associate Members.
 3. Have the right to serve on committees, but may not vote, be nominated for office or chair committees.

ARTICLE IV. Meetings

A. Regular meetings shall be held at least once each calendar quarter, at other times deemed necessary by the Chair and upon written request of not less than one-third of the members of HealthLINE.

B. The date, place, and hour of all meetings shall be determined by the Chair. Notice of the meeting and a proposed agenda shall be distributed to all members not less than fourteen (14) days prior to a meeting.

C. Business may be conducted by a simple majority of voting members present and registered proxy votes.

ARTICLE V. Officers

A. The officers shall be Past-Chair, Chair, Chair-Elect, Secretary and Treasurer and shall serve as an Executive Committee to act on behalf of HealthLINE when needed.

B. Officers shall assume office at the first quarterly meeting of each calendar year.

C. The Secretary and Treasurer shall serve two (2) year terms and be elected in alternate years. All other officers shall serve one year terms.

D. Duties:

1. Past-Chair

- a. Maintains the Procedure Manual of the organization.
- b. Reviews the Bylaws and initiates revisions as needed.
- c. Chairs and selects the Nominating Committee.

2. Chair

- a. Represents HealthLINE as needed.
- b. Determines meeting dates.
- c. Presides at all meetings.
- d. Plans the agenda for all the meetings.
- e. Appoints committees as needed, except for the Nominating Committee.
- f. Attends or sends a representative to relevant local meetings which may include NN/LM Committees, SCAMEL, or SCC/MLA etc.
- g. Contacts Institutional Members who are not meeting membership criteria.
- h. Serves as Past-Chair at the end of the term of office.

3. Chair-Elect

- a. Assists Chair in execution of all duties.
- b. Coordinates programs/presentations.
- c. Compiles and distributes compilation of interlibrary loan statistical reports submitted annually by Institutional Members.
- d. Serves as Chair at the end of term of office.

4. Secretary

- a. Takes and distributes official minutes of all meetings to all members.

- b. Distributes notices for meeting date, location and proposed agenda not less than fourteen (14) days prior to a meeting.
- c. Manages the annual signing and return of Memorandum of Understanding from Institutional Members.

5. Treasurer

- a. Maintains the financial records of the organization.
- b. Discharges all financial business.
- c. Maintains a record of Institutional and Individual Members.
- d. Provides a list of members to the Secretary as needed for official communication.

E. Vacancies

1. Should an office become vacant the Executive Committee shall seek a replacement to fulfill the unexpired term and present the nominee at the next scheduled meeting. If an Officer's membership status changes to Associate that office should be considered vacant.
2. A simple majority vote of members present is needed for approval of the proposed replacement.

ARTICLE VI. Committees

A. Standing Committees

1. The Executive Committee shall establish Standing Committees to consider HealthLINE matters that require continuity of attention by the members. The Executive Committee shall recommend the name and size of each committee.
2. The Chair, in consultation with the Executive Committee, shall appoint committee members and chairs in January, with the exception of the Nominating Committee, which will be appointed by the Past Chair (see Article VII A). Unless otherwise approved by the Executive Committee, members of Standing Committees shall be appointed for terms of 1 year, and may be re-appointed for additional terms. The Chair shall have the discretion to terminate appointments.

B. Special Committees

The Chair may appoint such other Special Committees or advisors as are necessary with the advice and consent of the Executive Committee.

C. Committee Chairs

Chairs of committees shall be Voting Members of HealthLINE

ARTICLE VII. Nominations and Elections

A. Nominations

1. The Nominating Committee shall be activated at the third quarterly meeting for the year.
2. This Nominating Committee shall compile and present a slate of candidates for each office. The slate, with a profile of the candidates, will be posted to the membership fourteen (14) days prior to the fourth quarterly meeting of the year.
3. Candidates must be eligible to hold office.

4. In no case shall a candidate be nominated without providing prior consent.

B. Elections

1. All elections shall be by electronic ballot within voting and submission deadlines.
2. There shall be one (1) vote per eligible Institutional Member and one (1) vote per eligible Individual Member.
3. Ballots may be returned in a secure and confidential manner, as specified by the Nominating Committee.
4. A simple majority of votes received shall constitute election, and election results shall be announced at the fourth quarterly meeting.
5. In the event of a tie, a re-vote of Voting Members present at the fourth quarterly meeting shall be taken. If a tie still exists the election shall be decided by drawing straws.

ARTICLE VIII. Restrictions

A. It is noted that nothing within the contents of the Bylaws shall supersede or interfere with the basic rules and regulations of each individual institution.

ARTICLE IX. Amendments

A. Any member may initiate an amendment by submitting it to the Chair thirty (30) days in advance of the next scheduled meeting.

B. The text of any proposed amendment(s) shall be distributed with the notice and proposed agenda for the next scheduled meeting.

C. These Bylaws may be amended by a simple majority of those eligible Voting Members present at a regular or called meeting.

ARTICLE X. Financial Support

A. Dues are assessed of Individual Members only. Dues must be paid annually and are renewable at the beginning of the calendar year. New members are to pay dues during the quarter in which they join. The amount of dues is determined by a simple majority vote of the eligible members present.

B. Funds collected by dues or other sources, i.e. continuing education classes, constitute the budget.

C. Upon dissolution of the organization, assets shall be distributed to a professional library association or health-related library as designated by simple majority vote of the membership.

(Approved 1989)

(Amended January 1995; July 1997; November 1999; April 2001; July 2004; October 2009; April 2012; January 2017)