

**Midwest Chapter of the Medical Library Association, Inc.,
a Chapter of the Medical Library Association, Inc.**

BYLAWS

ARTICLE I. Name and Boundaries

Section 1. Name

Section 2. Boundaries

ARTICLE II. Purpose

ARTICLE III. Membership

Section 1. Eligibility

Section 2. Classes of Membership

Section 3. Rights and Privileges of all Chapter members

Section 4. Rights and Privileges of those Chapter Members who are also
voting Members of MLA

Section 5. Fiscal and Membership Year

Section 6. Dues

ARTICLE IV. Elected Officers and Appointed Officials

Section 1. Elected Officers

Section 2. Terms of Elected Officers

Section 3. Term Limits

Section 4. Duties of Elected Officers

Section 5. Appointed Officials and Terms of Appointment

Section 6. Duties of Appointed Officials

Section 7. Nominations and Elections

Section 8. Vacancies

Section 9. Candidate for Membership on MLA Nominating Committee

ARTICLE V. Meetings

Section 1. Annual Meeting and Annual Business Meeting

Section 2. Quorum

ARTICLE VI. Executive Board

Section 1. Executive Board

Section 2. Duties

ARTICLE VII. Committees

Section 1. Standing Committees

Section 2. Special Committees

Section 3. Committee Chairs

Section 4. Committee Reports

ARTICLE VIII. Relationship to Medical Library Association, Inc.

Section 1. Bylaws

Section 2. Association Business

Section 3. Dissolution of Chapter and Distribution of Assets

ARTICLE IX. Parliamentary Authority

ARTICLE X. Amendments

ARTICLE I. Name and Boundaries

Section 1. Name

The name of the organization shall be the Midwest Chapter of the Medical Library Association, Inc., a Chapter of the Medical Library Association, Inc., abbreviated as the Midwest Chapter/MLA and hereinafter referred to as the Chapter.

Section 2. Boundaries

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

ARTICLE II. Purpose

The purposes of the Chapter shall be:

- a. To stimulate and foster interest in health sciences libraries and librarianship;
- b. To increase the knowledge of its members by sponsoring educational programs and courses;
- c. To encourage development of, and cooperation among, health sciences libraries;
- d. To provide a forum for the exchange of ideas and the discussion of mutual problems and concerns;
- e. To expand the knowledge base of the health sciences librarianship profession;
- f. To acquaint persons interested in health sciences libraries and librarianship with the Medical Library Association, hereinafter referred to as MLA.

ARTICLE III. Membership

Section 1. Eligibility

Membership shall be open to persons who are interested in health sciences libraries and librarianship. Applicants shall become members upon receipt of their dues or student application by the Membership Secretary of the Chapter. All memberships are personal memberships and are not transferable to another individual within an institution. Both members and non-members of MLA may belong to this Chapter.

Section 2. Classes of Membership

The following classes of membership shall exist:

- a. Regular members: members actively engaged in or interested in professional library or bibliographic work, or a health or information sciences profession;
- b. Student members: granted to students enrolled in graduate level training in the field of library and information science. Student membership may be granted for no more than two (2) consecutive years.

Section 3. Rights and Privileges of all Chapter Members

All members of the Chapter are eligible, except as excluded in Section 4 below, to:

- a. Vote for Chapter officers;

- b. Vote on decisions affecting the Chapter;
- c. Serve on Chapter committees;
- d. Serve as chair of special committees;
- e. Attend without fee all business meetings of any board, committee, or other body of the Chapter at which no program is presented;
- f. Receive all Chapter publications and conference benefits;
- g. Be nominated for and elected to office, or to be appointed to Standing or Special Committees of the Chapter; members must live or work within the geographic region described in Article 1, Section 2.

Section 4. Rights and Privileges of those Chapter Members who are also voting Members of MLA

All members of the Chapter who are also voting members of MLA are eligible to:

- a. Be a standing committee chair; vote for the Representative and the Alternate Representative to Chapter Council; vote for the Potential Candidate for Membership on the MLA Nominating Committee;
- b. Stand as nominees for election as Chapter officers, Representative or Alternate Representative to the MLA Chapter Council, and Potential Candidate for Membership on the MLA Nominating Committee;
- c. Move or to vote on recommendations to the Chapter Council regarding MLA policies or actions.

Section 5. Fiscal and Membership Year

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

Section 6. 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;
- b. Chapter dues shall not exceed MLA membership dues for Regular members;
- c. Chapter dues shall be payable upon joining the Chapter and, thereafter, on January 1 of each year;
- d. Any member who has not renewed a membership by June 1 shall be considered in arrears and will forfeit all membership privileges until dues are paid;
- e. Dues for student members are complimentary.

ARTICLE IV. Elected Officers and Appointed Officials

Section 1. Elected Officers

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

Section 2. Terms of Elected Offices

The term of office of the:

- a. President shall be one year as President-Elect, one year as President, and one year as Immediate Past President;
- b. Recording Secretary shall be two years;
- c. Membership secretary shall be two years;
- d. Treasurer shall be two years;
- e. Representative-at-Large shall be two years;
- f. Representative to the MLA Chapter Council and Alternate Representative to the MLA Chapter Council shall be three years effective at the close of the MLA Annual Meeting.

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.

Section 3. Term Limits

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

Section 4. Duties of Elected Officers

All officers shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the Chapter, and by the Chapter's *Policies and Procedures Manual*.

Duties of the Immediate Past President shall be:

- a. To maintain the Chapter's *Policies and Procedures Manual*;
- b. To chair the Nominations and Elections Committee;
- c. To monitor the bylaws for necessary amendments, and serve as an ex-officio member of a special Bylaws Committee should one be appointed;
- d. To coordinate the printing of recognition certificates for outgoing Executive Board members and Committee chairs;
- e. To serve as an advisor to the Executive Board;
- f. To submit a Midyear Report to MLA Headquarters by the date requested.

Duties of the President shall be:

- a. To call, arrange for, and preside over all meetings of the Chapter and its Executive Board;
- b. To represent the Chapter at all times and on all occasions when not in conflict with any other officer's defined duties and responsibilities;
- c. To appoint members of Special Committees;
- d. To confirm the selection of Annual Meeting Program Coordinators designated by local planning committees;
- e. To appoint members to fill all vacancies except that of elected positions;
- f. To authorize payment of bills submitted with proper documentation that are within the approved budget or authorized by the Board;

- g. To attend the MLA Annual Meeting;
- h. To submit an annual Report to MLA Headquarters by the date requested;
- i. To make appointments to, and designate Chairs of Standing Committees, except the Nominations and Elections Committee, that become effective concurrently with this officer's presidential year;
- j. To serve as an ex-officio, non-voting member of all Standing or Special Committees, except the Nominations and Elections Committee, or to appoint another voting member of the Board to serve in that capacity;
- k. To arrange for a timely transfer of authority, documents and other materials upon election and seating of a successor.

Duties of the President-Elect shall be:

- a. To become knowledgeable about the Chapter bylaws, duties of the President, and the parliamentary authority adopted by the Chapter;
- b. To preside at meetings of the Chapter in the absence of the President;
- c. To conduct the affairs of the Chapter if the President is temporarily unable to do so;
- d. To attend the Incoming MLA Chapter Chair Seminar;
- e. To serve on the Awards Committee;
- f. To assist the President as requested;
- g. To succeed to the office of President if the President is no longer able to serve;
- h. To appoint a Parliamentarian, if desired, to serve a term concurrent with this officer's presidential year;
- i. To arrange for a timely transfer of authority, documents and other materials upon election and seating of a successor.

Duties of the Recording Secretary shall be:

- a. To record the minutes of all Chapter and Executive Board business meetings and distribute them to Executive Board members within one month of the meeting;
- b. To record any action of the Executive Board including matters requiring a formal vote, and report thereon to the Executive Board;
- c. To maintain a current list of all Executive Board and all Committee members and their terms of office;
- d. To make the necessary amendments to these bylaws after adoption and provide the Executive Board and the general membership with copies as needed or requested;
- e. To preside over meetings and otherwise conduct the affairs of the Chapter should both the President and the President-Elect temporarily be unable to do so;
- f. To arrange for a timely transfer of authority, documents and other materials upon election and seating of a successor.

Duties of the Membership Secretary shall be:

- a. To chair the Membership Committee;
- b. To maintain accurate records and a directory of the Chapter members, including dues payment, voting status, and eligibility for office;

- c. To send notices for membership renewal prior to the first of the year and send follow-up notices as necessary;
- d. To serve in an advisory capacity to the Immediate Past President, President, and President-Elect to assure the eligibility of potential appointees;
- e. To serve in an advisory capacity to the Nominations and Elections Committee to assure the eligibility of potential candidates;
- f. To confirm eligibility of members to vote in all elections, including indication of which Chapter members are eligible to vote for the MLA positions;
- g. To confirm eligibility of members to vote on all business that comes before the Chapter, including which members are eligible to vote on matters pertaining to MLA business;
- h. To prepare and submit reports to MLA as required;
- i. To arrange for a timely transfer of authority, documents, and other materials upon election and seating of a successor.

Duties of the Treasurer shall be:

- a. To receive and account for all monies, including membership dues, that are due the Chapter;
- b. To pay all bills owed by the Chapter and authorized by the President;
- c. To report on Chapter finances at all Executive Board and Chapter business meetings;
- d. To pay all bills owed by Chapter conferences and authorized by Conference Finance Committee Chairs that are within the approved conference budget or authorized by the Board;
- e. To serve as Chair of the Finance Committee;
- f. To prepare with the Finance Committee an annual budget for the approval of the Executive Board at its first meeting of the year;
- g. To provide documentation to the Auditor as requested;
- h. To be responsible for all other financial matters that come before the Chapter;
- i. To arrange for a timely transfer of authority, documents and other materials upon election and seating of a successor.

Duties of the Representative-at-Large shall be:

- a. To chair the State Liaisons Committee;
- b. To facilitate grassroots communication among and between Chapter members and the Chapter board;
- c. To collaborate with the Membership Secretary on Chapter membership;
- d. To recommend to the President potential appointees to the State Liaisons Committee;
- e. To arrange for a timely transfer of authority, documents, and other materials upon election and seating of a successor.

Duties of the Representative to the MLA Chapter Council shall be:

- a. To represent the Chapter by attending the annual MLA Chapter Council meeting and voting on matters that come before the Council;

- b. To transmit to the Council recommendations that have been approved by the Chapter;
- c. To communicate Council business to the Executive Board and general membership of the Chapter;
- d. To perform duties as assigned by Chapter Council.

Duties of the Alternate Representative to the MLA Chapter Council shall be:

- a. To attend the annual MLA Chapter Council meeting as a non-voting member;
- b. To serve as Representative whenever the Representative is unable to do so, including voting at the MLA Chapter Council meeting;
- c. To assume the office of Representative and serve out the un-expired term should the Representative be unable to complete the term of office to which elected;
- d. To perform duties as assigned by Chapter Council.

Section 5. Appointed Officials and Terms of Appointment

The president shall appoint, for two-year terms, an Archivist and an Auditor. A Parliamentarian may be appointed, for a one-year term, at the discretion of the President-Elect.

Section 6. Duties of Appointed Officials

The duties of the Archivist shall be:

- a. Maintain the historical records of the Chapter;
- b. Be responsible for assisting in the dissemination of historical information/materials relating to the Chapter;
- c. Serve as liaison between the Chapter, the Chapter's Archives, and the institution used for permanent storage of the Chapter's Archives;
- d. Perform all other duties as assigned by the president or Executive Board.

The duties of the Auditor shall be:

- a. To review all chapter fiscal records for completeness and compliance;
- b. To report his/her activities and findings to the Executive Board annually;
- c. To perform all other duties as assigned by president or Executive Board;
- d. To not serve in any other capacity such as an elected officer, committee chair, or other appointive position.

The duties of the Parliamentarian shall be:

- a. To serve as a consultant who advises the president, other officers, committees and members on matters of parliamentary procedure;
- b. To advise the president during a meeting and to call attention to the president of any error in proceedings that might affect the rights of members;
- c. To serve as an ex-officio, non-voting member of the Executive Board;
- d. To serve as an ex-officio, non-voting member of a Bylaws Committee should one be appointed.

Section 7. Nominations and Elections

- a. The Nominations and Elections Committee shall prepare annually a slate of at least two (2) nominees for President-Elect and for each elective officer whose term expires.
- 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 and shall be received by the Nominations and Elections 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 8. 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 un-expired 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 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 vote of the Executive Board.

Section 9. Candidate for Membership on the MLA Nominating Committee

- a. The name of one voting member of the Medical Library Association, Inc., chosen by vote of the general Chapter membership who are also voting members of the Medical Library Association (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 before its final assembly at the MLA Annual Meeting. 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 candidate from membership on the MLA Nominating Committee who is already such a potential candidate or candidate from some other unit of the Medical Library Association; no candidate for membership on the MLA Nominating Committee shall also be a candidate for an elective office of the Medical Library Association, 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. Annual Meeting and Annual Business Meeting

An "Annual Meeting" shall be held in each fiscal year. In conjunction with the Annual Meeting, the Chapter will hold a business meeting of the membership for the transaction of general business. This meeting shall be scheduled so as not to conflict with the Annual Meeting of MLA. 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 35 members in good standing and eligible to vote.

ARTICLE VI. Executive Board

Section 1. Executive Board

The elected officers of the Chapter (Immediate Past President, President, President-Elect, Recording Secretary, Membership Secretary, Treasurer, Representative-at-Large, Representative to the MLA Chapter Council, and the Alternate Representative to the MLA Chapter Council) shall constitute the Executive Board.

Section 2. Duties

The Executive Board shall have general supervision of the affairs of the Chapter between its business meetings, approve the time and place of annual meetings, make recommendations to the membership, and perform such other duties as are specified in these bylaws and by the parliamentary authority adopted by the organization.

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. Standing committees shall be established by approval of the Executive Board and subsequent amendment of the bylaws.
- b. Standing committees of the Chapter shall consist of Annual Meetings, Awards and Scholarships, Communications, Finance, Governmental Relations, Membership, Nominations and Elections, Professional Practice, and State Liaisons.
- c. The President, in advance of the beginning of his or her term of office, and in consultation with the Executive Board shall designate and announce committee members and when these appointments shall take effect. Unless otherwise approved by the Executive Board, members of standing committees shall be

appointed for terms of two (2) years, and may be reappointed to additional successive terms. The President, in consultation with the Executive Board, shall have the discretion to terminate appointments. Exceptions are the Nominations and Elections Committee that shall serve for one (1) year only and the Annual Meetings Committee whose members' terms, other than the Chair, shall be determined by their length of service as Annual Meeting Program Coordinators. Neither the President nor the President-Elect shall serve on or appoint members to the Nominations and Elections Committee.

Section 2. Special Committees

The 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 standing committees shall be voting members of MLA. Any Chapter member may chair a special committee.

Section 4. Committee Reports

Each committee shall submit an annual report of its activities to the Chapter President for incorporation into the Annual Chapter Report for submission to MLA headquarters.

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 Executive Board of the Chapter 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 the Medical Library Association, Inc. within six (6) months as long as the Medical Library Association, Inc. 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. Amendments

These bylaws may be amended at any annual business meeting of the Chapter by a two-thirds vote of those present and eligible to vote, provided that the amendment has been distributed in writing to the membership at least thirty (30) days prior to the meeting at which the vote shall be taken.

Major approval dates for adoption and revisions of these bylaws are:

September 1957

May 1965

April 1969

April 1971

October 1972

October 1975

December 1980

September 1992

September 1997

September 2002

October 2006