

## **Utah Health Sciences Library Consortium Bylaws**

### **ARTICLE I -- NAME**

The name of this organization shall be the Utah Health Sciences Library Consortium.

### **ARTICLE II -- MISSION STATEMENT**

The mission of the Utah Health Sciences Library Consortium (UHSLC) is to improve health care through the development and fostering of a cooperative network of health sciences libraries in Utah. In support of its mission, the Consortium will:

1. share resources
2. develop a professional network to support professional growth and development
3. develop standards to assure quality in the provision of library services
4. advocate the value of libraries and librarians to their institutions, hospital administrators and health care professionals

### **ARTICLE III -- MEMBERSHIP**

Eligibility and membership categories will be based on the following criteria. Members of Category 1, 2 and/or 3 may attend meetings, belong to the UHSLC Listserv, obtain reduced rates for CE offerings, and participate in committee work.

#### **Category 1. A Full Institutional Library Member**

- a. has a designated library manager
- b. designates one representative to vote
- c. representative may hold office
- d. provides reciprocal interlibrary loan and circulation to other full institutional members
- e. inputs journal holdings into SERHOLD essential for DOCLINE in UHSLC group
  - a. Members must update holdings by February 14
- f. submits and/or updates Horizon holding if relevant
- g. pays dues of \$50 per year

#### **Category 2. An Affiliate Library Member**

- a. has a designated library manager
- b. designates one representative to vote
- c. representative may hold office
- d. develops interlibrary loan and circulation agreements with other institutions individually
- e. pays dues of \$75 per year.

#### **Category 3. An Individual Member**

- a. who is library staff of a full institutional or affiliate library member other than the designated representative
  - i. does not have voting privileges
  - ii. may hold office
  - iii. may participate in Consortium activities
  - iv. does not pay dues

- b. who is not library staff of a full institutional or affiliate library member
  - i. does have voting privileges
  - ii. may hold office
  - iii. may participate in Consortium activities
  - iv. pays dues of \$25 per year

#### **ARTICLE IV -- MEETINGS**

**Section 1.** Meeting Schedule. During the last meeting of the calendar year, membership in attendance will vote on the meeting schedule for the upcoming year. Changes to the yearly schedule may be made by consensus of members.

**Section 2.** Notice of Meetings. A notice of the upcoming meeting shall be sent to listserv members and posted to the UHSLC website at least two weeks prior to the scheduled meeting.

**Section 3.** Matters of Business. The following matters will be covered at the Consortium meetings:

- a. Attendance
- b. Review / accept minutes
- c. Treasurer's report
- d. Agenda items
  - i. First meeting of the year provides an election for officers for coming year
  - ii. First meeting of the year sets goals and objectives for that year
  - iii. Consider whether bylaws need to be reviewed
  - iv. Other items as they arise
- e. Adjournment

**Section 4.** Parliamentary Authority. *Robert's Rules of Order* shall govern voting and official actions.

**Section 5.** Quorum. One-third of the voting members shall constitute a quorum. A quorum shall be required for an official vote.

**Section 6.** Voting. A vote is carried by a simple majority of those voting.

#### **ARTICLE V -- OFFICERS**

**Section 1.** Chair. The Chair will be elected from and by the members of the Consortium. The term of office will be one (1) calendar year. The Chair will preside over meetings of the Consortium.

**Section 2.** Vice Chair / Chair-elect. The Vice Chair will be elected from and by the members of the Consortium. The term of office will be one (1) calendar year, at the end of which time the Vice Chair assumes the office of Chair. The Vice Chair will send out agenda and notices for upcoming meetings.

**Section 3.** Secretary. The Secretary will be elected from and by the members of the Consortium. The term of office will be one (1) calendar year. The Secretary will provide minutes of meetings via email to the listserv and will submit a copy to the Web master.

**Section 4.** Treasurer. The Treasurer will be elected from and by the members of the Consortium. In order to provide continuity, the treasurer's term of office may be renewed

on an annual basis. The Treasurer will provide financial reports for all Consortium activities. The Treasurer will send out the annual dues notices and will maintain the Consortium account. Funds will be disbursed under the direction of the Treasurer in accordance with Article VI.

**Section 5.** Removal from office. Officers of the Consortium may be removed from office for nonperformance of duties by an official vote.

**Section 6.** Vacancy or resignation. If the chair leaves, the vice-chair assumes the position. All other positions are elected from and by the members of the Consortium.

**Section 7.** Appointed Positions are renewed annually.

- a. **Web Master** -- Duties include posting meeting schedules, agendas and minutes and maintaining the UHSLC website as necessary.
- b. **Listserv Manager** – Duties include ensuring that all members of the Consortium are members of the listserv and maintaining the listserv.
- c. **Union List Coordinator** will forward a PDF copy of the list to the Web Master by March 15 for posting on the website

## **ARTICLE VI -- CONSORTIUM FUNDS**

**Section 1.** Annual dues and other monies received will be deposited into the Consortium account. The Consortium account statement will be reviewed by the Executive Committee before or after each meeting.

**Section 2.** Disbursal of Consortium funds requires an official vote.

## **ARTICLE VII -- COMMITTEES**

**Section 1.** Executive Committee.

The Executive Committee shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee shall meet as needed and advise membership of proceedings.

- a. The Executive Committee shall conduct an audit of all consortium assets, debits, and fund transactions. The Executive Committee shall perform this audit at the December meeting.

**Section 2.** Special Committees.

- a. Special committees shall be appointed for such circumstances and need may warrant. The committees shall perform only those functions specified. Committees shall be disbanded when their jobs are completed.
- b. The Executive Committee or the Consortium shall appoint the Chair and members of special committees created.

## **ARTICLE VIII -- ELECTION OF OFFICERS**

**Section 1.** Elections shall be held the first meeting of the calendar year.

**Section 2.** Nominations shall be taken from the floor.

**Section 3.** Election of officers shall be by simple majority.

**ARTICLE IX -- AMENDMENT OF BYLAWS**

Amendment to the bylaws may be proposed by any member of the Consortium. The amendment will be placed on the agenda for the next regular meeting and may be passed by simple majority vote of a quorum of the membership. As a matter of review, bylaws should be re-examined in years ending in 0 and 5.

These bylaws were most recently approved and adopted by a quorum vote of the membership 22, January 2007.