

## HEALTH SCIENCES LIBRARY GROUP

### ARTICLE I: NAME

Section 1. The name of this group shall be The Brooklyn, Queens and Staten Island Health Sciences Library Group.

### ARTICLE II: PURPOSE

Section 1. The purpose of the Brooklyn, Queens and Staten Island Health Sciences Library Group is to bring together persons of this constituted geographic area, engaged in health science library services for the following purposes: for furthering their specialized knowledge, for exchange of information, for improvement and development of resources, for identifying special needs, for making known the needs of the group to the New York Regional Group/ Medical Library Association and for coordinating all Library services and activities with existing area groups, libraries and programs.

### ARTICLE III: MEMBERSHIP

Section 1. Membership is open to persons who are actively interested in providing Library and information services to the Health Science Libraries of Brooklyn, Queens and Staten Island.

Section 2. Dues. Dues shall be determined by the voting members of the group.

### ARTICLE IV: OFFICERS

Section 1. Executive Officers. The executive officers of the Brooklyn Queens and Staten Island Health Sciences Library Group shall be a President, Vice-President-President-Elect, Secretary, and Treasurer.

Section 2. Election and Term of Office. The officers shall be nominated and elected as provided for in the Bylaws. Each officer shall take office at the close of the Annual Meeting at which elected and shall serve until a successor shall have been chosen or until resignation. Officers shall not serve more than two consecutive terms.

Section 3. President. The President shall be the Chief Executive Officer of the Group and serve as Chairman of the Board of Directors. The President shall be a member ex-officio, without vote, of all Group committees except the nominating committee. A term of office shall be two years.

Section 4. Vice-President-President-Elect. In the absence of, or at the request of the President, the President-Elect shall perform the duties and exercise the functions of the President. A term of office shall be two years. If the President is unable to complete the term of office, the President-Elect shall become Acting President.

## BYLAWS, CONTINUED.

Section 5. Secretary. The Secretary shall keep the minutes of all meetings, conduct the official correspondence and retain copies of all communications received and written on behalf of the Group. The Secretary shall perform any related duties assigned by the Executive Board. A term of office shall be two years.

Section 6. Treasurer. The term of office of the Treasurer shall be three years. The Treasurer shall direct the financial affairs of the Group; shall be responsible for all moneys and funds belonging to the Group; shall collect dues and maintain a list of members in good standing.

## ARTICLE V: EXECUTIVE BOARD

Section 1. Membership. The Executive Board shall consist of the Four Executive Officers, the Immediate Past President and three additional elected members.

Section 2. Qualifications. The elected members of the Executive Board shall be voting members of the New York Regional Group/Medical Library Association.

Section 3. Term of Office. The three elected members of the Executive Board shall serve terms of three years each, one member to be elected annually. A vacancy in the membership shall be filled by a majority vote of the remaining members of the Board.

Section 4. Duties. The Executive Board shall have the power and authority to manage the Group's property and to regulate and govern its affairs. The Board shall determine policies, take actions necessary to carry out objectives of the Group, and perform such other functions as the membership may direct.

Section 5. Meetings. The Board shall hold at least two meetings annually and additional meetings upon request of the President or upon written request of any three members of the Board.

## ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Nominations.

1. The Nominating Committee shall be appointed by the Board and shall consist of the past President and two other active members.

2. The Nominating Committee shall notify the membership of at least one nominee for each office. The slate of nominees shall be printed and circulated among the group prior to the Annual meeting. Included also on the ballot may be any nominee proposed by at least three members. Members of the Nominating Committee shall not nominate themselves.

Section 2. Elections.

Elections shall be by mail ballot. Ballots shall be returned to the Secretary. The results of the election shall be announced at the Annual Meeting.

## BYLAWS, CONTINUED

## ARTICLE VII: COMMITTEES

Section 1. The Board of Directors shall appoint the following committees: Nominating, Welcoming-Membership, Programming, Publicity, and any other committees considered useful to further the aims and objectives of the Group.

## ARTICLE VIII: MEETINGS

Section 1. Annual Meeting. An annual meeting shall be held at such time and place as the Board determines.

Section 2. Special Meetings. At any time in the interval between regular meetings, special meetings may be called by the Board or by 10 members, upon written request to the Board.

Section 3. Quorum. A quorum for the transaction of business shall be the presence of ten members in good standing.

## ARTICLE IX: PUBLICATIONS

Section 1. The Group may publish a newsletter and other publications as the Board of Directors authorize.

## ARTICLE X: AFFILIATION

Section 1. The Group may affiliate with any society having objectives allied to those of this organization. Affiliation or disaffiliation may be proposed by the Board of Directors and authorized by a majority of returned ballots.

## ARTICLE XI: ADOPTION AND AMENDMENTS

Section 1. These Bylaws have been adopted by a majority vote of the membership of the Brooklyn, Queens and Staten Island Health Sciences Library Group.

Section 2. These Bylaws may be amended at any meeting by a majority vote of members present, provided an announcement of the proposed Amendment shall have been mailed to all members at least three weeks prior to the meeting at which the amendment is to be voted upon.

Section 3. Anything not covered in these Bylaws will follow Robert's Rules of Order.

## ARTICLE XII: RELATIONSHIP TO THE NEW YORK REGIONAL GROUP/MEDICAL LIBRARY ASSOCIATION

Section 1. In the event of dissolution of the Group, the assets of the organization, after satisfaction of all just liabilities and obligations thereof, shall be given to the New York Regional Group/Medical Library Association.