

# **South Florida Health Sciences Library Consortium**

## **By-Laws**

### **ARTICLE I: NAME**

The official name of this organization shall be the South Florida Health Sciences Library Consortium. The acronym will be SFHSLC. This organization shall be a not-for-profit organization.

### **ARTICLE II: PURPOSE**

The purpose of the SFHSLC shall be to provide and exchange timely, high quality information, resources and continuing education, which can be individualized to meet the specific needs of its members that are located in Broward, Dade and Palm Beach counties.

### **ARTICLE III: MEMBERSHIP, VOTING, and DUES**

#### **Section 1: Institutional Membership**

Institutional Members shall be libraries that support the purpose of the Consortium. For the purpose of making decisions during meetings there can only be one designated voter per Institutional Member which will be determined by each Institutional Member. Current employees of Institutional Members may participate in Consortium activities, hold office, or be eligible to register for CE activities. Vote – 1 designated vote per institution.

#### **Section 2: Non-Institutional Membership**

Non-Institutional Membership shall be open to anyone working in a library that is not Institutional Member, or who is in a Library/Information Sciences program. Benefits of Non-Institutional Membership: eligibility to attend meetings and CE courses; access member area on the web site. Restrictions of Non-Institutional Membership: ineligibility to hold SFHSLC office, chair a committee, or vote.

#### **Section 3: Emeritus Membership**

Retired Members who have been active participants from member institutions for five years prior to retirement may be granted Emeritus membership. These members shall be known as "Emeritus" members. They shall be eligible to attend meetings and CE courses; use SFHSLC listserv; access member area on the website. They shall have no voting rights. They shall be required to renew their membership by filling out the Membership Form. If they do not renew within two years, counting from January 1<sup>st</sup> of the current year, their membership will be cancelled and they will be removed from the membership roster. Restrictions: ineligible to hold SFHSLC office, chair a committee, or vote.

#### **Section 4: Dues**

Membership dues shall be determined by the Executive Board and voted upon by the members. The fiscal year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. If dues are not paid by April 1<sup>st</sup>, the member shall be reminded twice and their dues must be received within 30 days of the last notice, or their membership shall be cancelled, and the member shall be removed from the roster. Institutions can be added to the roster after paying the dues.

**Part 1: Institutional Membership Dues**

- Small Institutions with 1-4 FTE - \$40 per year;
- Large Institutions with more than 4 FTE - \$60 per year;

**Part 2: Non-Institutional Membership Dues - \$20 per year;**

**Part 3: Retired ("Emeritus") Membership – no dues**

**ARTICLE IV: MEETINGS**

**Section 1: Initiation**

The President shall call meetings. There shall be a minimum of three (3) general meetings per year. Notification of each meeting shall be posted on the website and also distributed via email at least two (2) weeks prior to the scheduled meeting.

**Section 2: Special Meetings**

During the interval between regular meetings, a special meeting may be called by the President, if necessary with one (1) week notice.

**Section 3: Quorum**

One third (1/3) of the participating voting membership shall constitute a quorum. A two third (2/3) simple majority of the voting membership present and voting shall be required to pass a motion.

**ARTICLE V: OFFICERS**

**Section 1: Executive Officers**

The Executive Officers shall be a President, Vice-President/President-Elect, Immediate Past President, Secretary and Treasurer.

**Section 2: Election and Term of Office**

Election shall take place at the last business meeting of the calendar year. The Chair of the Nominating Committee shall prepare and administer the ballot. Representatives of Institutional Members may vote for officers. Officers shall assume their positions on January 1st of each year. The officers shall be elected for a two (2) year term. The officers shall serve until a successor been chosen or until resignation. Should an officer not perform satisfactorily the functions of the office, the Executive Board shall have the authority to ask for a resignation or to vote the individual out of office by a majority vote. Officers shall not serve for more than two consecutive terms. Officers may not hold more than one elected position at the same time.

**Section 3: Vacancies in Office**

Should a vacancy occur in an office, the President shall appoint a member to fill it through the end of that calendar year. A candidate will be elected to begin a two-year term for that office in the next election cycle.

**Section 4: President**

The President shall serve as official spokesperson and call and preside at all meetings of the Consortium, preparing an agenda to be distributed in advance. The President must maintain the Employer Identification Number (EIN), in order to have an organization bank account, and the President must file a tax return every April to maintain the EIN #. The President must also file an annual report with the State of Florida by the end of April each year.

**Section 5: Vice-President/President-Elect**

The Vice-President/President-Elect shall assist and advise the President as requested and preside at meetings in the absence of the President. If the President is unable to complete the office, the Vice-President/President-Elect shall become a President.

**Section 6: Immediate Past President**

The term of office of the Immediate Past President shall be two years immediately following his or her term as President. The Immediate Past President fulfills a guiding role for the newly appointed President.

**Section 7: Secretary**

The Secretary shall be responsible for all record keeping, including meeting minutes, meeting attendance, and distribution minutes to the membership.

**Section 8: Treasurer**

The Treasurer shall maintain the financial affairs of the Consortium; be responsible for a record of the Treasury; report on its status at each general meeting; maintain a bank account for the Consortium; be responsible for prompt payment of all debts incurred by the group; send out due notices to members on a calendar year basis; collect dues and maintain a list of members in good standing; and shall provide the Web Master with the membership information. Expenditures will be reimbursed by the Treasurer upon approval by the President. In the absence of the President, the Vice-President/President-Elect shall approve expenditures.

**ARTICLE VI: EXECUTIVE BOARD**

**Section 1: Composition**

The Executive Board shall consist of the four (4) executive officers and the Immediate Past President.

**Section 2: Duties**

The duties of the Executive Board shall be to discuss the activities, problems and mission of the Consortium. Meeting shall be called by the President of SFHSLC or in his or her long absence by the Vice-President/President-Elect.

**ARTICLE VII: COMMITTEES**

**Section 1: Selection of Chairs**

The President shall appoint a Chair for each Committee. Interests and qualifications of the members of the Consortium shall be the motivating factors in the choice of Committee Chair. The Committee Chairs shall select additional members to serve on Committees. The number of appointments shall be at the discretion of the Chair.

## **Section 2: Committees**

### **Part 1: By-Laws Committee**

Purpose: Recommend, draft and revise the official Consortium bylaws when needed.

### **Part 2: Continuing Education Committee**

Purpose: Responsible for evaluating the needs and interests of the general membership, then planning educational programs for the Consortium. This Committee shall be responsible for informing members of the Consortium of other continuing education programs offered locally, statewide, regionally, and nationally, and advising the membership on professional developments.

### **Part 2: Nominating Committee**

Purpose: Prepare a slate of officers when elections are called and to conduct elections.  
Members: a minimum of three (3) members. The Immediate Past President serves as Chair.

### **Part 3: Publicity/Website Committee**

Purpose: Exchange information, report activities, maintain the SFHSLC website, and keep up with a paid and retired membership roster on the website.

## **Section 3: Meetings**

Chair of each committee shall call committee meetings if necessary. A report shall be presented by the Committee Chair at the general membership meetings.

## **Section 4: Additional Committees**

If there is a need for an additional committee it can be decided by the voting of the Executive Board.

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Revisions:

12/2013

10/2008