

MIDCONTINENTAL CHAPTER, A CHAPTER OF THE MEDICAL LIBRARY ASSOCIATION, INC. BYLAWS

Approved October 9, 2010

ARTICLE I. Name

Section 1. Name

The *corporate* name of the organization shall be the Midcontinental Chapter of the Medical Library Association, Inc., a Chapter of the Medical Library Association, Inc., hereinafter called the Chapter; its acronym shall be MCMLA.

Section 2. Boundaries

The region served by this Chapter shall be the states of Colorado, Kansas, Missouri, Nebraska, South Dakota, Utah, and Wyoming.

ARTICLE II. Purpose

The purposes of the Chapter shall be:

- a. To stimulate and strengthen interest in health science library and information activities, and the Medical Library Association, Inc., whose acronym is MLA;
- b. To further the professional development of members;
- c. To promote cooperation and communication among members and area groups within the Chapter and between Chapters.

ARTICLE III. Membership

Section 1. Eligibility

Membership shall be open to persons who are, or at the time of becoming members were, engaged or interested in library work, medical or allied scientific fields or information management and who pay annual dues. Applicants shall become members upon receipt of their dues by the Executive Secretary of the Chapter. Both members and nonmembers 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 (2) two consecutive years;
- c. ~~Distinguished Senior Members: members presently retired and/or recognized by the Executive Committee, as defined in Article VIII, Section 2, for their outstanding contributions to the Chapter.~~ **Emeritus Members: members shall have been a Regular Member for a minimum of 3 years, shall have requested Emeritus membership, and shall have retired from active professional work.**

Section 3. Rights and Privileges of all members of the Chapter

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. attend without fee, all business meetings of any board, committee, or other body of the Chapter at which no program is presented.

Section 4. Rights and privileges of those members of the Chapter who are also voting members of the Medical Library Association (MLA)

- a. Members of the Chapter who are also voting members of MLA are eligible to:
 - i. be a committee chair including an Annual Meeting Chair;
 - ii. vote for the Representative and the Alternate Representative to Chapter Council;
 - iii. vote for the Potential Candidate for Membership on the MLA Nominating Committee.
- b. Members of the Chapter who are also voting members of MLA are eligible to 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. Members of the Chapter who are also voting members of MLA are eligible to be appointed Executive Secretary, Archivist, Parliamentarian, Auditor, Web Site Editor, and Annual Meeting Advisor.
- d. Members of the Chapter who are also voting members of MLA are eligible to 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. The dues shall be determined by a majority vote of the members of the Chapter at the Annual Meeting.
- b. Chapter dues shall not exceed MLA membership dues for Regular members.
- c. Chapter dues shall be payable upon joining the Chapter and, thereafter, at the beginning of the calendar year.
- d. Any member who has not renewed a membership by April 1 shall lose all membership privileges until dues are paid.

ARTICLE IV. Elected Officers, Appointed Officials, and Representatives

Section 1.

The elected officers of the Chapter shall consist of a Chair, a Vice-Chair/Chair-Elect, a Recording Secretary, the Immediate Past Chair, the Chapter Council Representative and the Chapter Council Alternate Representative.

Section 2. Terms of Offices

The term of office for the Chair, the Vice-Chair/Chair-Elect, the Recording Secretary, and the Immediate Past Chair is for one year. The term of office for the Chapter Council Representative and the Chapter Council Alternate Representative is for three years.

Section 3. Chair

The Chair assumes office at the close of the Annual Meeting following her/his term of office as Vice-Chair/Chair-Elect.

Section 4. Vice-Chair/Chair-Elect

- a. The Vice-Chair/Chair-Elect shall be elected annually prior to the Annual Meeting.
- b. S/he shall take office at the close of the Annual Meeting following her/his election and one year later shall assume the office of Chair, again at the close of the Annual Meeting.
- c. S/he shall become the Acting Chair if a vacancy occurs in the office of Chair, and shall continue as Chair for the full succeeding term to which s/he was elected.
- d. In the event that a vacancy occurs in the office of Vice-Chair, the Executive Committee shall select two nominees for the office and submit their names to the membership in a special election not more than two months after the vacancy occurs. This specially elected Vice-Chair will succeed as Chair.

Section 5. Recording Secretary

- a. The Recording Secretary shall be elected annually prior to the Annual Meeting.
- b. S/he shall take office at the close of the Annual Meeting following her/his election.
- c. In the event that a vacancy occurs in the office of Recording Secretary, the Executive Committee shall appoint a Chapter member to serve as Recording Secretary until the next regularly scheduled election.

Section 6. Representative and Alternate Representative to the MLA Chapter Council

- a. The Representative to the MLA Chapter Council shall be elected by eligible Chapter members not less than two months prior to the Annual Meeting of MLA for a term of three years from a slate of not less than two nominees.
- b. The Alternate Representative to the MLA Chapter Council shall be elected by eligible Chapter members not less than two months prior to the Annual Meeting of MLA for a term of three years from a slate of not less than two nominees.
- c. The Representative and Alternate Representative shall serve concurrently and take office at the close of the Annual Meeting of MLA following their election.
- d. In the event that a vacancy occurs in the office of Representative, the Alternate shall become the Representative.
- e. In the event that a vacancy occurs in the office of Alternate Representative, the Executive Committee shall appoint a Chapter member qualified as above to fill the remainder of the term as Acting Alternate Representative. If the vacancy occurs after the final MLA Annual Meeting of the Alternate's term, the office will remain vacant until the next scheduled election.
- f. If the position of Alternate is held by appointment (Acting Alternate Representative), this individual shall not succeed to the position of Representative. Instead, the Chapter

Nominating Committee shall select two nominees qualified as above for the position of Representative and submit their names to the MLA membership of the Chapter in a special election within two months after such vacancy occurs. If there will not be enough time to complete an election before the next MLA Chapter Council meeting, the Chair shall appoint an Acting Representative to represent the Chapter at that meeting and to serve until such an election can be held.

Section 7. Potential Candidate for Membership on the MLA Nominating Committee

The Potential Candidate for Membership on the MLA Nominating Committee shall be elected annually by eligible Chapter members not less than two months prior to the Annual Meeting of MLA.

Section 8. Holding Office and Succession

Elected officers (Chair, Vice-Chair/Chair-Elect, Immediate Past Chair, Recording Secretary, Representative to the MLA Chapter Council, Alternate Representative to MLA Chapter council) shall not hold two elected offices concurrently. Elected officers may not serve more than two successive terms in the same office.

Section 9. Appointed Officials

The appointed officials of the Chapter shall consist of an Executive Secretary, Parliamentarian, an Archivist, an Annual Meeting Advisor, the Editor of the MCMLA EXPRESS, an Auditor, a Web Site Editor, an Electronic Discussion List Owner, and the Annual Meeting Chairs.

Section 10. Terms of Appointed Officials

The appointed officials of the Chapter shall serve one-year terms beginning at the close of the Annual Meeting. Annual Meeting Chairs will serve one additional year following his/her respective Annual Meeting. In addition, when requested by MLA, the Executive Committee will appoint special liaisons to MLA. All liaisons must be voting members of MLA.

ARTICLE V. Duties of the Elected Officers, Appointed Officials, and Representatives

Section 1. Chair

The Chair shall:

- a. represent the Chapter at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities;
- b. preside at all meetings of the Chapter and the Executive Committee;
- c. be an ex-officio member of all committees except the Chapter Nominating Committee;
- d. prepare official correspondence, including the Annual Report to the Medical Library Association;
- e. appoint all committees and committee chairs, except the Chapter Nominating Committee, on the recommendation of the Vice-Chair/Chair-Elect;
- f. prepare a budget for the coming year in consultation with the Vice-Chair/Chair-Elect and the Executive Secretary for the approval of the Executive Committee;
- g. approve all official actions undertaken on behalf of the Chapter by the Executive Secretary;
- h. recommend eligible members for appointment as special liaisons to MLA;
- i. appoint a Chapter Archivist and a Parliamentarian;

- j. appoint Ad hoc committees as needed;
- k. recommend eligible members for positions as appointed Chapter Officers;
- l. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 2. Vice-Chair/Chair-Elect

The Vice-Chair/Chair-Elect shall:

- a. become Acting Chair if a vacancy occurs in the Office of Chair;
- b. in the absence of the Chair or at the Chair's request, preside at meetings of the Chapter and of the Executive Committee;
- c. propose Chapter goals and objectives for approval by the Executive Committee;
- d. work closely with the Annual Meeting Advisor to prepare for the Annual Meeting at which s/he shall preside as Chair;
- e. actively participate in the budget preparation for the coming year;
- f. recommend committee appointments and committee chairs to the Chair, with the exception of the Editor of the EXPRESS, the Publications Committee, and the Chapter Nominating Committee members;
- g. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 3. Recording Secretary

The Recording Secretary shall:

- a. prepare the official minutes for each Executive Committee and Chapter meeting;
- b. assist with correspondence as called upon by the Chair, Chair-Elect, or Immediate Past Chair;
- c. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 4. Immediate Past Chair

The Immediate Past Chair shall:

- a. maintain and distribute a manual of Chapter procedures. The manual and all changes shall be approved by the Executive Committee;
- b. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 5. Representative to the MLA Chapter Council

The Representative to the MLA Chapter Council shall:

- a. represent this Chapter at MLA Chapter Council meetings and submit Chapter recommendations to the Council;
- b. make an informal report of each Council meeting to the MCMLA Chapter Chair within thirty days of the Council meeting;
- c. make a formal report of each Council meeting to the Chapter at the Annual Business meeting;
- d. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 6. Alternate Representative to MLA Chapter Council

The Alternate Representative to MLA Chapter Council shall:

- a. substitute for the Representative at MLA and Chapter meetings when necessary;
- b. keep informed of Chapter Council activities and issues;
- c. serve as Representative if a vacancy occurs;
- d. attend all Chapter Council meetings of MLA;
- e. make an informal report of each Council meeting to the MCMLA Chapter Chair should the Representative be unable to do so;
- f. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 7. Potential Candidate for Membership on the MLA Nominating Committee

The Potential Candidate for Membership on the MLA Nominating Committee shall:

- a. serve on the MLA Nominating Committee, if elected;
- b. not serve on the MLA Nominating Committee as a voting member for more than one term during a period of five years;
- c. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 8. Executive Secretary

The Executive Secretary shall:

- a. maintain the membership records, including information on chapter members who are voting members of MLA;
- b. prepare mailing lists and mailing labels;
- c. have custody of all financial records and funds belonging to the Chapter;
- d. collect membership dues;
- e. meet all financial obligations of the Chapter;
- f. report on the financial and membership status of the Chapter at each Executive Committee meeting, and at the Annual Meeting;
- g. notify members by January 15 that dues are payable by February 15;
- h. draft an annual report of all financial receipts and disbursements;
- i. serve as ex-officio member on the Membership Committee and the Executive Committee;
- j. file Annual Report with the State of Illinois no later than April 1;
- k. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 9. Parliamentarian

The Parliamentarian shall:

- a. advise the Chair on the conduct of meetings in accordance with the current edition of Robert's Rules of Order, Newly Revised;
- b. serve as ex-officio member of the Bylaws Committee and the Executive Committee;
- c. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 10. Editor of the MCMLA EXPRESS

The Editor of the EXPRESS shall:

- a. serve as an ex-officio member of the Executive Committee;
- b. have responsibility for the content of the EXPRESS, the official publication of the Chapter;
- c. recommend Chapter members to serve on the Publications Committee;
- d. serve as Chair of the Publications Committee;
- e. be responsible for the timely production and distribution of the EXPRESS;
- f. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 11. Archivist

The Archivist shall:

- a. maintain the historical records of the Chapter;
- b. assist in disseminating historical information/materials relating to the Chapter;
- c. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 12. Annual Meeting Advisor

The Annual Meeting Advisor shall:

- a. assist in any matters regarding Annual Meetings;
- b. provide and maintain files or software programs for tracking Annual Meeting registration;
- c. serve as an ex-officio member of the Education Committee and the Executive Committee;
- d. develop and maintain a procedure manual for use by the Annual Meeting Chairs;
- e. check all vendor contracts regarding the Annual Meeting;
- f. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 13. Annual Meeting Chairs

The Annual Meeting Chairs shall:

- a. coordinate all activities regarding the planning, organization, and completion of Annual Meetings for which they are responsible;
- b. attend Executive Committee meetings for the two years immediately prior to and the year of their Annual Meeting assignment;
- c. serve as ex-officio members of the Executive Committee;
- d. coordinate Annual Meeting activities with the Annual Meeting Advisor;
- e. supervise planning, organization, and local arrangements for Annual Meetings;
- f. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 14. Auditor

The Auditor shall:

- a. review all chapter fiscal and membership records for completeness and compliance;
- b. report her/his activities and findings to the Executive Committee biennially, or when there is a new Executive Secretary;
- c. not serve in any other capacity such as an elected officer, an appointed officer, or committee

- chair;
- d. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 15. Web Site Editor

The Web Site Editor shall:

- a. update and maintain the Chapter's web site;
- b. prescribe how information for the web site will be received for inclusion on the web site;
- c. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

Section 16. Electronic Discussion List Owner

The Electronic Discussion List Owner shall:

- a. maintain the Chapter's electronic discussion group, MCMLA-L;
- b. register all new members on MCMLA-L upon notification of the Executive Secretary;
- c. resolve and respond to any difficulties experienced by MCMLA-L members;
- d. perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

ARTICLE VI. Nominations and Elections

Section 1. Nominations

The Chapter Nominating Committee shall:

- a. annually submit a slate of not less than two candidates from among the eligible Chapter members for each of the offices of Vice-Chair/Chair-Elect, Recording Secretary and for the Potential Candidate for Membership on the MLA Nominating Committee;
- b. every three years or as required, submit a slate of not less than two nominees for MLA Chapter Council Representative and not less than two nominees for MLA Chapter Council Alternate Representative.

Section 2. Elections

The Chapter Nominating Committee shall also serve as the Committee on Election. It shall:

- a. have charge of the conduct of the regular and special elections of the Chapter and the counting and tabulation of all ballots cast;
- b. distribute ballots to the voting membership by February 15;
- c. receive ballots for tabulation and determine the winner of each election. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect;
- ~~d. refer a tie vote to the Executive Committee which will break the tie. The Chair shall abstain from voting on tied elections;~~ **in the event of a tie vote, the election for the office in question will be re-balloted until one candidate receives a majority;**
- f. forward names of those elected to the Chair prior to public announcement.

ARTICLE VII. Meetings

Section 1. Annual Meetings

The Chapter will hold an Annual Meeting of the members for the transaction of general business. This meeting shall be scheduled so as not to conflict with the Annual Meeting of MLA.

Section 2. Meetings

All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be distributed to the membership at least thirty (30) days in advance of the meeting date.

Section 3. Quorum

The quorum shall be 35 members in good standing and eligible to vote.

Section 4. Executive Committee

The Executive Committee shall meet at the call of the Chair. Any three members of the Executive Committee may request a Committee Meeting by written request to the Chair, who shall then call such a meeting.

ARTICLE VIII. Executive Committee

Section 1. Membership

The Executive Committee shall consist of the Chapter Chair, Vice-Chair/Chair-Elect, Recording Secretary, Immediate Past Chair, the Representative to the MLA Chapter Council and the Alternate Representative to the MLA Chapter Council. The Annual Meeting Advisor and the Annual Meeting Chairs for the current and the two upcoming Annual Meetings and all appointed officials referred to in Article IV shall serve as ex-officio, non-voting members.

Section 2. Duties

The Executive Committee shall:

- a. have supervision of the business of this Chapter between its business meetings, fix the time and place of 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;
- b. be responsible for the general operations, planning, policy and procedures, and all financial affairs of the Chapter;
- c. appoint as specified within these Bylaws, other officers necessary to carry out Chapter business;
- d. approve an annual budget;
- e. select suitable sites for the annual meetings;
- f. fill any vacancies on the Executive Committee as specified in these bylaws;
- g. approve the goals and objectives submitted by the Vice-Chair/Chair-Elect;
- h. annually appoint one new member to the Chapter Nominating Committee to serve a two-year term. The appointee shall not be a member of the Executive Committee.

ARTICLE IX. Standing and Ad Hoc Committees

Section 1. The Executive Committee shall establish standing committees to consider matters of the Chapter that require continuity of attention by the members. The Executive Committee shall

recommend the name and size of each committee.

Section 2. The Chair-Elect, in consultation with the Executive Committee, shall designate and announce standing committee members and chairs in advance of the beginning of his or her term as Chair. Unless otherwise approved by the Executive Committee, members of standing committees shall be appointed for terms of three (3) years, and may be reappointed for a second term. The Chair shall have the discretion to terminate appointments. Neither the Chair nor the Chair-Elect shall serve on the Nominating Committee.

Section 3.

The standing committees are Bylaws , Education, Government Relations, Honors and Awards, Library Advocacy, Membership, Nominating, Publications, and Research.

Section 4.

The work of all standing committees shall be under the charge of the Chapter Chair. No such committee may commit the Chapter to a policy without prior approval of the Chapter Chair on behalf of the Executive Committee.

Section 5.

The Chair of each committee must be a voting member of MLA.

Section 6.

The term of office of committee chairs and appointed members shall be staggered to assure continuity within each committee.

Section 7.

Ad hoc committees may be created or dissolved by the Chapter Chair with the advice and consent of the Executive Committee.

Section 8.

The charge of each standing committee and number of members shall be defined by a Manual of Chapter Procedures. Each committee chair must submit a written report of the committee's activities to the Chapter Chair at mid-year and year end.

ARTICLE X. Relationship to the Medical Library Association, Inc.

Section 1.

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 2.

No part of these Chapter Bylaws shall contradict the MLA constitution and Bylaws.

ARTICLE XI. Dissolution of the Chapter

In the event the Chapter disbands, the Executive Committee shall be responsible for paying all outstanding bills. Any remaining assets shall be used in support of an organization or organizations that shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code. No funds shall benefit any individual member of the Chapter. If consensus cannot be reached, remaining assets shall be distributed to the Medical Library Association, Inc. within six 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 charters shall be returned to MLA Headquarters.

ARTICLE XII. 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 XIII. Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of the ballots cast, provided that the amendment has been submitted to the membership at least thirty (30) days prior to the vote being taken.

Bylaws Revised:

September 5, 1986

October 2, 1987

October 6, 1989

October 4, 1994

September 26, 2000

October 17, 2003

October 1, 2004

September 20, 2005

October 6, 2008

October 9, 2010