



UNYOC/MLA

*Upstate New York and Ontario Chapter
of the Medical Library Association*

CHAPTER BYLAWS

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BYLAWS
UPSTATE NEW YORK ONTARIO CHAPTER
OF THE
MEDICAL LIBRARY ASSOCIATION

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Article I: Name and Geographic Area

The name of this organization shall be “The Upstate New York and Ontario Chapter of the Medical Library Association, Inc.”

The geographic area of the Chapter comprises the New York State counties north of Sullivan, Ulster, and Dutchess counties and the Province of Ontario, Canada.

Article II: Purpose

Notwithstanding any other provision of these articles, the organization shall be created for educational purposes as specified in section 501© (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501© (3) of the Internal Revenue Code of 1954.

The organization shall stimulate and strengthen interest in health sciences library service and in the Medical Library Association by sponsoring meetings for the exchange of information and ideas and by offering educational opportunities to individuals. It shall also provide opportunity for active participation by those members who cannot attend the annual meetings of the Medical Library Association and for liaison between groups with related interests.

No part of the net earnings of the organization shall inure to the benefit of any member, officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization assets on dissolution of the organization.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(h)), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Article III: Membership

SECTION 1. CLASSES

Both members and non-members of the Medical Library Association may belong to this Chapter. There shall be four classes of membership: Regular Members, Emeritus Members, Student Members, and Fellows.

SECTION 2. QUALIFICATIONS

1. Regular Members are persons who are, or at the time of becoming members were, engaged or interested in library work, allied scientific fields, or information management.
2. Emeritus Members are persons who were Regular Members and who have retired from employment. They are considered to be Regular Members and share all privileges. They are not required to pay dues. Candidates for Emeritus Membership may be recommended to the Treasurer who will submit their applications to the Executive Committee for approval.
3. Student Members are persons who are actively matriculating in a school of library or information science. They are eligible for this status for two consecutive years and their dues will be one-half of the dues of Regular Members. They are voting members of the association and will have all privileges of Regular Members.

4. Fellows are persons who have been Regular or Emeritus Members of UNYOC and have made significant contributions to the chapter or health sciences librarianship. They are elected by the Executive Committee to the status of Fellowship according to established Chapter criteria and process. Fellows are exempt from dues and will have all the rights and privileges of Regular Members.

SECTION 3. RIGHTS AND PRIVILEGES

1. All members of the Chapter are eligible to:
 - a. vote for Chapter Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer and three Members-at-Large,
 - b. vote on decisions affecting only the Chapter, and
 - c. be appointed to membership on standing or ad hoc committees of the Chapter.
2. Only those members of the Chapter who are also Voting members of the Medical Library Association are eligible to:
 - a. vote for Chapter Representative and Alternate Chapter Representative,
 - b. vote for candidate for the Medical Library Association Nominating Committee.
 - c. move or vote on recommendations to the MLA Chapter Council regarding MLA policies or actions,
 - d. be Chair of standing or ad hoc committees of the Chapter,
 - e. be Newsletter editor,
 - f. be an Executive Officer of the Chapter (Chair, Vice-Chair/Chair- Elect, Secretary, Treasurer, Member-at-Large),
 - g. be Chapter Representative or Alternate Chapter Representative,
 - h. be a candidate for the Medical Library Association Nominating Committee.

SECTION 4. DUES

The dues shall be determined by a majority of the voting members of the Chapter. Annual dues are payable upon joining the Chapter and annually thereafter and may not exceed the annual dues of the Medical Library Association.

SECTION 5. FISCAL YEAR

The fiscal year of the Chapter shall be from January 1 to December 31.

SECTION 6. SUSPENSION

Annual dues shall be payable at the beginning of the fiscal year. If unpaid six months after the beginning of the fiscal year, the dues shall be considered in arrears, and the member shall be automatically dropped from Membership in the Chapter.

Article IV: Elected Officers

SECTION 1. EXECUTIVE OFFICERS

The Executive Officers of the Chapter shall be Chair, Vice Chair/Chair-Elect, Secretary, Treasurer and the Immediate Past Chair and three Members-at-Large.

SECTION 2. ELECTION

1. The Executive officers shall be nominated and elected as provided by Article VIII of these Bylaws. Each officer shall take office at the close of the Annual Meeting at which the officer is elected and shall

serve until the successor to the office shall have been duly chosen and qualified, or until the officer shall have resigned.

2. Any vacancy which occurs shall be filled by an appointee of the Executive Committee who shall serve until the next election.
3. No officer may serve more than two consecutive terms in the same office. The officer may be nominated for the same office after a period of four years out of that office.

SECTION 3. TERMS OF OFFICE AND DUTIES

1. The CHAIR shall hold office for a term of one year, but continue on the Executive Committee for the following year as the Immediate Past-Chair. The Chair shall preside at all meetings of the Chapter and of the Executive Committee.

The CHAIR shall perform all duties appertaining to the office, including conduct of official correspondence. The Chair shall be responsible for submitting an Annual Report to the Medical Library Association Headquarters by the date requested each year.

The CHAIR shall submit to the Executive Committee nominations for members of all non-elective committees.

The CHAIR shall be ex-officio member of all committees.

The CHAIR shall serve as Chair of the Nominating Committee.

2. VICE-CHAIR/CHAIR-ELECT shall hold office for the term of one year. In the absence of the Chair or at the Chair's request, the Vice-Chair shall perform the duties and exercise the functions of Chair.

If the Chair is unable to complete the term of office the Vice-Chair shall become Acting Chair.

Vice-Chair will become Chair at the completion of the business at the Annual Meeting.

3. SECRETARY. The term of office of the Secretary shall be two years.

The Secretary shall record minutes of the meetings of the Executive Committee and the Chapter meetings. The Secretary shall perform any related duties assigned by the Executive Committee.

4. TREASURER. The term of Treasurer shall be two years

The Treasurer shall be responsible for maintaining both the membership list and the mailing list of the Chapter.

The Treasurer shall be responsible for the collection of dues and payment of bills.

5. MEMBERS-AT-LARGE. The term of each of the three Members-at-Large shall be for three years. The terms shall be staggered so that only one new Member-at-Large shall be elected each year.

The Members-at-Large shall be members of the Executive Committee and shall perform such other duties as assigned by the Executive Committee. The most senior Member-at-Large shall ensure the completion of these duties.

At least one of the members-at-large will live and/or work in the Province of Ontario and will serve as an ex-officio member of the annual conference planning committee.

SECTION 4.

No officer is authorized to incur any financial obligation without approval of the Executive Committee.

Article V: Chapter Representative to MLA Chapter Council

SECTION 1. CHAPTER REPRESENTATIVE

The Chapter Representative shall represent this Chapter on the Chapter Council of the Medical Library Association and shall serve as a voting member of the Executive Committee of UNYOC.

Only Voting Members of the Medical Library Association shall be eligible to be Chapter Representative.

SECTION 2. ALTERNATE CHAPTER REPRESENTATIVE

The Alternate Chapter Representative becomes the Chapter Representative of the Chapter Council of the Medical Library Association in the event that the original Chapter Representative is elected Chairman of the Chapter Council or is unable to complete the term of office; the Alternate will complete the term of the Representative the Alternate is replacing. Only Voting Members of the Medical Library Association shall be eligible to be Alternate Chapter Representative.

The Alternate Chapter Representative shall serve as a voting member of the Executive Committee of UNYOC.

SECTION 3. ELECTION AND TERM OF OFFICE

The Chapter Representative and the Alternate Chapter Representative shall be nominated and elected as provided for under Article XII of the Bylaws of the Medical Library Association. Chapter Representative shall be elected for a three-year term and shall begin this term at the first Chapter Council meeting following the Chapter Representative's election or at the conclusion of the Chapter Representatives predecessor's term. The Alternate Chapter Representative shall be elected in the same manner, at the same time.

Article VI: Nominee to the MLA Nominating Committee

One Regular Member or Fellow of the Chapter who is a Voting Member of the Medical Library Association is elected as a potential candidate for the MLA Nominating Committee. The submission of this name is made to Chapter Council prior to the MLA Annual meeting accompanied with biographical information and a statement from the candidate of willingness to serve.

No person shall consent to be a potential candidate or a candidate for 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.

The term is one year. The individual may be nominated repeatedly; however, 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 VII: Executive Committee

SECTION 1. MEMBERSHIP

The Executive Committee shall consist of the Elected Officers: Chapter Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, the Immediate Past-Chair, and the three Members-at-Large, Chapter Representative and Alternate Chapter Representative. The Newsletter Editor and the Chairs of the Standing Committees: Continuing Education, Governmental Relations, Membership and Conference Planning shall be ex-officio voting members of the Executive Committee.

SECTION 2. DUTIES

The duties of the Executive Committee shall be to conduct the business of the Chapter and to make all necessary appointments.

Article VIII: Nominations and Elections

SECTION 1. NOMINATIONS

The Nominating Committee shall prepare annually a slate of at least one nominee for Vice-Chair/Chair-Elect and for each executive officer whose term expires.

The slate shall be distributed to the members of the Chapter at least three weeks before the Annual Meeting.

Nominations may also be made from the floor at the Annual Business Meeting before the vote is taken. All persons nominated shall have consented to the nomination prior to the date of the meeting, or if nominated from the floor, shall consent to the nomination.

SECTION 2. ELECTIONS

Officers and Members-at-Large of the Executive Committee shall be elected at the Annual Business Meeting. Their terms shall begin at the close of the meeting at which they are elected. If for any reason an election cannot be held at the Annual Meeting, a ballot distributed to members of the Chapter may be substituted. Report of the election is part of the report of the meeting.

SECTION 3. VACANCIES

A vacancy arising in the office of Chair shall be filled by the Chair-elect, who shall cease to be Chair-elect, shall serve out the unexpired term of the Chair as Acting Chair, and shall continue as Chair for the full succeeding term to which he or she was elected.

A vacancy arising in the office of Representative to the Chapter Council shall be filled by the Alternate Representative, who shall cease to be Alternate-Representative, and shall serve out the unexpired term of the Representative. A new Alternate shall be elected and shall serve out the remaining term of the Alternate who is being replaced.

A vacancy arising in any other elected office shall be filled by the Executive Committee.

Article IX: Appointed Officers

SECTION 1.

The Newsletter Editor shall be appointed by the Chair for a term of no more than three years. The appointee shall be a Voting Member of the Medical Library Association.

SECTION 2.

The work of the Newsletter Editor shall be under the charge of the Executive Committee.

SECTION 3.

The Newsletter Editor shall be an ex-officio voting member of the Executive Committee.

Article X: Standing Committees

SECTION 1.

There shall be standing committees on Continuing Education, Governmental Relations, Membership and Conference Planning.

SECTION 2.

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

SECTION 3.

The Chairs of the Standing Committees must be Voting Members of the Medical Library Association. They shall be appointed by the Chapter Chair and approved by the Executive Committee for terms of office of no more than three years.

SECTION 4.

Members appointed to Standing Committees shall serve for three years.

SECTION 5.

The Chairs of Standing Committees shall be ex-officio voting members of the Executive Committee.

Article XI: Meetings

SECTION 1. ANNUAL MEETINGS

There shall be at least one meeting a year, including a business meeting, at a time which will not conflict with the Annual Meeting of the Medical Library Association and as close to the third week of October as possible. Report of the Meeting is distributed to the members.

SECTION 2. PARLIAMENTARY AUTHORITY

The business meeting shall be conducted according to Robert's Rules of Order, latest edition. A parliamentarian shall be appointed by the Chair to serve a term concurrent with the Chair's year of office.

SECTION 3. PLACE

Meetings of the members may be held at any location which is approved by the Executive Committee.

SECTION 4. QUORUM

At all meetings of the members, the presence of 25 members of the Chapter shall constitute a quorum.

Article XII: Relationship to the Medical Library Association, Inc.

SECTION 1.

The Chapter shall not take direct action with respect to Medical Library Association business or in the name of the Medical Library Association. The Chapter may make recommendations regarding Association procedures or actions to the Chapter Council through the Chapter Representative.

SECTION 2.

In the event of dissolution, all the remaining assets of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or to another organization (namely, the Medical Library Association, Inc.) to be used in such a manner as in the judgment of a justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this organization was formed.

Article XIII: Amendment of Bylaws

These Bylaws may be amended at any meeting by a majority vote of members present, provided announcement of the proposed Amendment shall have been distributed to all members at least 30 days prior to the meeting at which the Amendment is to be voted on. A vote distributed to all Chapter members on the Amendment may be authorized at the meeting at which the amendment was discussed.