

Constitution and Bylaws

ARTICLE I. NAME

The name shall be the **Association of North Carolina Health and Science Libraries (ANCHASL)**.

ARTICLE II. PURPOSE

ANCHASL was organized to promote excellence in health and science information services. The organization fosters resource sharing, information exchange, education, and professional growth of its members. It provides a forum for cooperation, communication, and exchange of ideas. It shall also serve as a liaison to other organizations desiring input from **ANCHASL** members.

ARTICLE III. MEMBERSHIP

A. Eligibility

Membership is open to all persons interested in furthering the purposes of this organization. Membership is official upon payment of dues.

B. Privileges

All *active members are eligible to:

1. Vote for officers.
2. Vote on decisions affecting the organization.
3. Serve on committees and as officers of the organization.
4. Receive all organizational publications, including the membership directory.
5. Attend meetings and CE courses at the membership rate.
6. Access the members only area of the ANCHASL website.

*An active member is defined as one whose membership has been paid for the current calendar year.

C. Dues

Dues will be established by a majority vote of the membership. To participate in the election, which is held each fall, dues must be current. Voting shall be conducted electronically and by ballot at the Fall Meeting. Only ballots received from active members, as defined above, will be counted. It is recommended that members pay dues as soon as possible after the first of each year, in order to guarantee the privileges of membership and inclusion in the Membership Directory. Officers and Committee members must be active members (paid for the current calendar year).

D. Fiscal Year

The organizational fiscal year will be observed on a calendar year basis. This stipulation will be denoted in all program announcements.

ARTICLE IV. MEETINGS

A. Frequency

Meetings will be called by a consensus of the membership, but not less than twice yearly. Notice of the meeting arrangements will be distributed at least four (4) weeks in advance of the meeting.

B. Location

Meetings will be held at various locations around the state of North Carolina.

C. Quorum

A quorum will be those present, in person. Only those who have paid dues according to the guidelines above will be eligible to vote.

D. Evaluation/Survey

A meeting evaluation will be distributed at each meeting. A survey will also be conducted at least once a year to get input from members as to future programs and CE courses/skills sessions.

E. Speaker Expenses

ANCHASL will reimburse speakers for mileage (at the current rate), hotel expenses (if necessitated) and food. A modest honorarium of up to \$100 will be provided if requested by the speaker. Any requested honorarium amount over \$100 will require EXECUTIVE BOARD approval.

ARTICLE V. OFFICERS AND ELECTIONS

A. Elected Officers

Elected officers shall be: PRESIDENT; PRESIDENT-ELECT; SECRETARY; and TREASURER. Appointed officers shall be: ADVISOR; ARCHIVIST; and WEBMASTER. These officers, the IMMEDIATE PAST-PRESIDENT, and standing Committee Chairs shall form the EXECUTIVE BOARD. Elected and appointed officers, committee chairs and committee members shall begin their terms of office at the end of the fall meeting.

B. Elections

Officers shall be elected by a majority vote of the membership and shall serve for terms as follows:

- PRESIDENT-ELECT Succeeding year
(President-Elect becomes President in the second year and Immediate Past-President in the third year)
- *SECRETARY Succeeding TWO years
- *TREASURER Succeeding TWO years *Elected on alternating years

Officers are elected from a slate presented by the Nominating Committee prior to the Fall Meeting. The slate shall consist of one nomination for each vacant office. Candidates may be suggested to the Nominating Committee by a date specified at the Spring Meeting. Voting shall be conducted electronically and by ballot at the Fall Meeting, with the option for write-in candidates.

C. Replacements

In the event that an office is vacated, the remaining officers shall select a replacement until the next election.

D. Duties

1. The EXECUTIVE BOARD shall exercise general supervision of organizational affairs in the interim between general membership meetings; track potential continuing education opportunities; make recommendations to the membership; monitor expenditure of funds; and perform other duties as necessary.
2. The PRESIDENT shall preside at all EXECUTIVE BOARD and Business Meetings, appoint Committee Chairs (with the approval of the EXECUTIVE BOARD), and shall be (or shall appoint) the official representative of the organization.
3. The PRESIDENT-ELECT shall assist the PRESIDENT whenever possible, and in the absence of the PRESIDENT, be prepared to perform the duties of that office. The PRESIDENT-ELECT, in consultation with the EXECUTIVE BOARD and the PUBLICITY/PUBLIC RELATIONS COMMITTEE, shall also be responsible for the program at the Spring and Fall Meetings. Duties include meeting planning, publicity, and local arrangements. The PRESIDENT-ELECT is responsible for the creation and mailing of the meeting flyers.
4. The SECRETARY shall record proceedings of the EXECUTIVE BOARD and Business Meetings, conduct correspondence, assist with meeting registration, and organize the mailing list and Membership Directory.

5. The TREASURER shall assist with meeting registration, the collection of dues, and payment of bills (upon approval from the PRESIDENT). Additional responsibilities include the maintenance of financial records and submission of financial reports at each EXECUTIVE BOARD and Business Meeting.

6. The IMMEDIATE PAST-PRESIDENT shall serve on the EXECUTIVE BOARD in an advisory role. Additional responsibilities include chairing the NOMINATING COMMITTEE and annually re-evaluating the Bylaws.

7. The ADVISOR shall provide guidance to the Executive Board in its decision making process. The appointment and term of office is determined by the Executive Board. The ADVISOR shall serve on the Executive Board in an ex-officio capacity.

8. The ARCHIVIST shall solicit, organize, and retain official ANCHASL records, publications, and memorabilia. The appointment and term of office is determined by the Executive Board. The ARCHIVIST shall serve on the Executive Board in an ex-officio capacity.

9. The WEBMASTER shall update the Website's content and design as needed. The appointment and term of office is determined by the Executive Board. The WEBMASTER shall serve on the Executive Board in an ex-officio capacity.

ARTICLE VI. COMMITTEES

A. Standing Committees

Standing committees and their terms of office shall be established by the EXECUTIVE BOARD. Committees will conduct organizational business and shall be comprised of interested members from the ANCHASL general membership. Committee members shall begin their terms of office at the end of the fall meeting.

STANDING COMMITTEES:

1. The NOMINATING COMMITTEE shall prepare a slate of officers in advance of the Fall Meeting. Voting shall be conducted electronically and by ballot at the Fall Meeting. The results will be announced at the Fall Meeting by the SECRETARY, who receives and counts the ballots. Members shall serve for 1 year.

2. The PUBLICITY/PUBLIC RELATIONS COMMITTEE shall be responsible for all communication activities of the organization. Duties include maintaining the ANCHASL Website and electronic mailing list, advertising the Spring and Fall Meetings, and exhibiting at other meetings. The Publicity/Public Relations Committee will assist the President-Elect with creation and

distribution of meeting information as necessary. Members shall serve for 2 years.

3. The CONTINUING EDUCATION COMMITTEE shall be responsible for determining the educational needs expressed by the membership through surveys and meeting evaluations, and for planning future CE offerings /skills sessions in accordance with those needs. Members shall serve for 2 years.

4. The MEMBERSHIP COMMITTEE shall conduct an annual membership drive, maintain and produce an informational pamphlet for recruitment purposes, and assist the SECRETARY in maintaining a database of ANCHASL members. Members shall serve for 2 years.

5. The SCHOLARSHIP COMMITTEE shall provide an updated planning document and recommendations for funding each year to the EXECUTIVE BOARD for approval. The Committee shall recruit applicants, forward eligible applications to the EXECUTIVE BOARD for approval, notify those approved, and submit documented receipts to the TREASURER for reimbursement. Members shall serve for 2 years.

B. Ad-Hoc Committees

Ad-Hoc Committees shall be established by the EXECUTIVE BOARD as needed.

ARTICLE VII. AMENDMENTS

The bylaws may be amended by either: 1) a vote of those attending a Spring or Fall Business meeting, or 2) at any time by membership balloting.

This Constitution and Bylaws were approved by the Membership at the Spring Meeting in Salisbury, North Carolina on May 17, 1996.

Revisions were approved by the Membership at the Spring Meeting in Greenville, North Carolina on April 17, 1998.

Revisions were approved by the Membership at the Fall Meeting in Rocky Mount, North Carolina on November 19, 2004.

Revisions were approved by the Membership at the Spring Meeting in Charlotte, North Carolina on May 5, 2006.

Revisions were approved by the Membership on November 9, 2009.