

**MEDICAL LIBRARY GROUP OF SOUTHERN CALIFORNIA & ARIZONA
A CHAPTER OF MEDICAL LIBRARY ASSOCIATION, INC.**

BYLAWS

ARTICLE I. NAME AND BOUNDARIES

Section 1. Name

The name of this organization shall be Medical Library Group of Southern California and Arizona, a Chapter of the Medical Library Association, Inc.

Section 2. Boundaries

The boundaries of this Chapter include the California counties of Madera, Fresno, Kings, Tulare, Inyo, San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Orange, Riverside, San Diego, and Imperial, and the entire state of Arizona.

ARTICLE II. PURPOSE

The purpose of this Chapter shall be to promote continuing education; to promote cooperation among medical and allied health libraries and to assist in developing their resources; to promote and foster awareness among members of the health sciences professions and the general public of the valuable role of medical librarians in health care; and to maintain regional affiliation with the Medical Library Association, Inc (MLA).

ARTICLE III. MEMBERSHIP

Section 1. Members

Both members and nonmembers of the Medical Library Association (MLA) may belong to this Chapter.

Section 2. Rights and Privileges

A. Voting members of this Chapter shall consist of all members, except that only Voting Members of the Medical Library Association shall be qualified to move or to vote on recommendations to the Chapter Council regarding MLA policies or actions, to vote on the selection of a candidate for the MLA Nominating Committee, or to vote on the selection of the Chapter's Representative and Alternate Representative to the Chapter Council.

B. Officers of this Chapter shall be Voting Members of the Medical Library Association.

Section 3. Dues

A. Dues shall be determined by a majority vote of those present and eligible to vote at any Meeting of the Chapter. Dues shall be assessed on an annual basis for the period of one calendar year. Chapter dues shall not exceed MLA membership dues for Regular Members.

B. Chapter dues shall be payable on joining the Chapter and thereafter (on receipt of an invoice from the Chapter) annually on January 1st each year.

C. The fiscal year of this Chapter shall be the calendar year.

D. If dues are unpaid by March 1st, the dues shall be considered in arrears and without further notice the member shall be suspended from all rights and privileges of membership until membership dues are paid.

ARTICLE IV. OFFICERS

Section 1. Officers and Terms of Office

A. Elective officers of the Chapter shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, Representative to the Chapter Council, and Alternate Representative to the Chapter Council.

B. The term of office of the President shall be one year as President-Elect, one year as President, and one year as Immediate Past President. No one may serve more than three successive terms as President-Elect/President/Immediate Past President.

C. The term of office of the Secretary shall be one year. An individual may not serve more than three successive terms as Secretary.

D. The term of office of the Treasurer shall be two years. An individual may not serve more than three successive terms as Treasurer.

E. The term of office of the Representative to the Chapter Council shall be three years, except that if the Representative's term be made shorter by action of the Council or the Bylaws of the Medical Library Association, the term will coincide with that action.

F. The term of office of the Alternate Representative to the Chapter Council shall be the same as that of the Representative.

G. Elected officers, except Representative to the Chapter Council and Alternate Representative to the Chapter Council, shall take office at the close of the Chapter Annual Meeting or following their election and serve, unless they resign, die, become incapacitated, or are removed, until the close of the Chapter Annual Meeting at the end of their terms of office or until their successors are elected and assume their duties. The Representative to the Chapter Council and the Alternate Representative to the Chapter Council shall take office at the close of the MLA Annual Meeting, or as stipulated by the Chapter.

Section 2. Duties

A. The duties of the President shall be to preside over all meetings and to represent the Chapter at all times and on all occasions not in conflict with any other officer's defined duties and responsibilities, to appoint all committee chairs and some members of the Advisory Council, the Archivist, and PSRML Advisory Committee member, to appoint and exercise supervision over the ILL Coupon Exchange Manager, to submit an Annual Report to MLA Headquarters by the date requested, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter. A Parliamentarian may be appointed by the President to serve a term concurrent with that of the President. This person may be reappointed to serve additional terms.

B. The duties of the President-Elect shall be to serve as President whenever the President is not able to do so, to be responsible for the program and agenda of each Chapter meeting, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

C. The duties of the Immediate Past President shall be to provide consultative assistance to the President and Advisory Council so as to ensure continuity of Chapter affairs, to serve ex officio

as chair of the Nominating Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

D. The duties of the Secretary shall be to be responsible for incoming and outgoing correspondence; to prepare minutes of all meetings, to distribute notices of Chapter and Advisory Council meetings, to publish annually a list of all committee members and chairs, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

E. The duties of the Treasurer shall be to receive and account for all monies due to the organization, to serve ex officio as a member of the Finance Committee, and to perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

F. The duties of the Representative to the Chapter Council shall be to represent the Chapter on the MLA Chapter Council by attending meetings of the Council, to transmit to the Council recommendations that have been approved by the Chapter, and to communicate Council business to the officers and membership of the Chapter.

G. The duties of the Alternate Representative to the Chapter Council shall be to attend the meetings of the Chapter Council, to serve as Representative whenever the Representative is unable to do so, and to assume the office of Representative and serve out the unexpired term should the Representative become unable to complete the term of office.

Section 3. Nominations and Elections

A. The Nominating Committee shall consist of five members, to include the Immediate Past President as ex officio committee chair, plus four members elected by the membership for a two-year term.

B. The Nominating Committee shall prepare annually a slate of (at least one, but more are preferred) nominee(s) for President-Elect and for each elective officer whose term expires. In addition, any Chapter member may submit written nomination/s to the Nominating Committee. The Nominating Committee shall submit all valid and timely nominations to the Advisory Council.

C. Ballots shall be distributed to the voting membership by the Nominating Committee at least thirty days prior to the Chapter's spring meeting and shall be received by the Nominating Committee by the date previously announced for counting ballots. Candidates shall be declared elected upon receiving a majority of the votes cast. Where there are more than two candidates, a plurality shall elect.

Section 4. Vacancies

A. A vacancy arising in the office of President shall be filled by the President-Elect, who shall cease to be President-Elect, shall serve out the unexpired term of the President, and shall continue as President for the full succeeding term to which he or she was elected. A new President-Elect shall immediately be appointed by the Advisory Council but the new President-Elect shall vacate his or her office when the next election of officers is held.

B. 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.

C. A vacancy arising in any other elected office shall be filled by the Advisory Council.

Section 5. Candidate for the MLA Nominating Committee

A. The name of one voting member of the Medical Library Association chosen by the Advisory Council, shall be submitted each year to the Chapter Council as a potential candidate for membership on the MLA Nominating Committee; this submission shall be made to the Council before its final assembly at the MLA Annual Meeting. The potential candidate shall prepare a biographical statement and a signed statement of willingness-to-serve if elected as a member of the MLA Nominating Committee. This statement shall accompany the name submitted.

B. No person shall consent to being 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.

C. 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 V. MEETINGS

Section 1. Meetings

At least one meeting shall be held in each fiscal year. Additional meetings may be held. One meeting of the Chapter shall be called the "Annual Meeting." All meetings shall be held at a time and place convenient for members. Notice of all meetings shall be disseminated to the membership at least thirty (30) days in advance of the meeting date.

Section 2. Quorum

Thirty members in good standing shall constitute a quorum of this Chapter.

ARTICLE VI. ADVISORY COUNCIL

Section 1. Advisory Council

The elected officers, committee chairs, Archivist, ILL Coupon Exchange Manager, and Representative to the PSRML Advisory Committee shall constitute the Advisory Council.

Section 2. Duties

The Advisory Council shall have general supervision of the affairs of this Chapter between its Business Meetings, fix the time and place of meetings, make recommendations to the membership, and shall perform such other duties as are specified in these bylaws and by the parliamentary authority adopted by the organization.

Section 3. Meetings

The Advisory Council shall meet at least three times a year at the call of the President, or on written request of at least three members of the Advisory Council. Six members of the Advisory Council shall constitute a quorum.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

A. The Advisory Council shall establish standing committees to consider matters of the Chapter that require continuity of attention by the members. The Advisory Council shall recommend the name and size of each committee.

B. The President, in consultation with the Advisory Council, shall designate and announce committee members and chairs in advance of the beginning of his or her term of office and when these appointments shall take effect. Unless otherwise approved by the Advisory Council, members of standing committees shall be appointed for terms of one year, and may be reappointed for a second term. The President shall have the discretion to terminate appointments. N.B. Neither the President nor the President-Elect shall serve on or appoint members to the Nominating Committee.

Section 2. Special Committees

The Chapter President may appoint such other special committees as are necessary with the advice and consent of the Advisory Council.

Section 3. Committee Chairs

Chairs of committees shall be Voting Members of the Medical Library Association.

Section 4. Committee Reports

Each committee shall submit an annual report of its activities to the Chapter President prior to the compilation of the Annual Chapter Report for submission to MLA Headquarters.

ARTICLE VIII. ARCHIVIST

Section 1. Appointment

The President shall appoint an Archivist promptly after the spring meeting for a one-year term. The Archivist may serve an unlimited number of terms.

Section 2. Duties

The Archivist shall collect and maintain the records of the Chapter. All members of the Chapter shall fully cooperate with the Archivist in the performance of his or her duties.

ARTICLE IX. PACIFIC SOUTHWEST REGIONAL MEDICAL LIBRARY (PSRML) ADVISORY COMMITTEE REPRESENTATIVE

Section 1. Appointment

Promptly after the spring meeting and upon recommendation of the Advisory Council, the President shall fill any vacancy by appointing a representative to serve for three years on the PSRML Regional Advisory Committee. The representative should be presently employed in a health sciences library that is not a regional Resource Library. Members may serve an unlimited number of terms.

Section 2. Duties

The role of the representative is to strengthen communication between PSRML and MLGSCA. The representative shall provide feedback to PSRML on programs and services of the National

Network of Libraries of Medicine, on the needs of health science libraries, and on issues related to health information access. The representative shall gather input from MLGSCA members and keep them informed about PSRML activities. As requested by PSRML, the representative shall participate in electronic list discussions, serve on task forces, review outreach proposals, and attend Advisory Council meetings.

ARTICLE X. ILL COUPON EXCHANGE MANAGER

Section 1. Appointment

Promptly after the spring meeting, the President shall appoint an ILL Coupon Exchange Manager for a one-year term. The ILL Coupon Exchange Manager may serve an unlimited number of terms.

Section 2. Duties

The ILL Coupon Exchange Manager shall facilitate the purchase and redemption of MLGSCA coupons; maintain appropriate bank accounts; maintain proper records of all transactions and permit the Chapter President or his or her delegate to inspect said records at all times; render statements of receipts and expenditures to the Chapter President on a calendar quarterly basis and also when requested; serve as a member of the ILL Committee of the Chapter.

ARTICLE XIII. DISSOLUTION

In the event of dissolution of this Chapter, all liabilities and obligations shall be paid or adequate provision made for payment. Any assets not so disposed shall be disposed of by consensus of the Advisory Council of the Chapter to one or more organizations that at the time qualify under Section 501(c)(3) of the Internal Revenue Code. No funds shall benefit any individual member of the Chapter. If no consensus is met, 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 XIV. 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 XV. AMENDMENTS TO THESE BYLAWS

These Bylaws may be amended at any regular business meeting of the Chapter by a two-thirds vote of those attending provided that the amendment has been submitted in writing to the membership at least thirty (30) days prior to the meeting at which the vote shall be taken.

Bylaws last amended April 23, 2007.