

TAMPA BAY MEDICAL LIBRARY NETWORK  
BYLAWS

**ARTICLE I. NAME**

The name of this organization shall be the Tampa Bay Medical Library Network (TaBaMLN).

**ARTICLE II. PURPOSE**

The purpose of this organization shall be to provide members the opportunity to collaborate, share best practices of medical librarianship, and participate in sponsored professional development.

**ARTICLE III. MEMBERSHIP**

**A. Eligibility**

Membership shall be open to health care or educational institutions and individuals who are employed by or interested in health sciences librarianship in the Tampa Bay and surrounding areas in Florida. Individuals representing commercial interests to libraries will be excluded from membership.

**B. Levels**

1. Institutional
2. Individual
3. Student
4. Retired
5. Honorary

**C. Privileges and Benefits**

All members are eligible to attend meetings, vote, participate in TaBaMLN activities, serve on committees, participate in continuing education (CE) courses, and apply for a scholarship to participate in CE courses sponsored by other library organizations.

**1. Institutional Members:**

- a. Vote and hold office through one representative from the institution's library.
- b. Participate in CE courses at no charge or discounted rates (if applicable).
- c. May participate in reciprocal interlibrary loans with other member institutions at no charge or reduced fees.

**2. Individual Members:**

- a. Vote and hold office.
- b. Participate in CE courses at no charge or discounted rates (if applicable).

**3. Student Members:**

- a. Vote.
- b. Participate in CE courses at no charge or discounted rates (if applicable).

**4. Retired Members:**

- a. Vote.
- b. Participate in CE courses at no charge or discounted rates (if applicable).

**5. Honorary Members:**

- a. Vote.
- b. Participate in CE courses at no charge or discounted rates (if applicable).

**D. Administrative Fees (See Membership Benefits & Fees – Appendix A)**

**ARTICLE IV. OFFICERS**

The officers of the organization shall be a Chair, Vice-Chair/Chair-Elect, Immediate Past Chair, Secretary, and Treasurer. These officers shall comprise the Governing Board which shall be the policy-guiding body of the organization and shall be elected annually. Elected officers' terms are limited to three consecutive years.

- A. The Chair shall preside over each meeting, disseminate the business meeting agenda including voting items one week prior to the meeting, and represent the membership as necessary. The Chair may establish committees and appoint committee chairs as needed. The term of service as Chair is one calendar year (January through December).
- B. The Vice-Chair/Chair-Elect shall preside over meetings in the absence of the Chair. The Vice-Chair shall commit to a three-year term on the Governing Board, becoming familiar with the organization during the first year, serving as Chair during the second year, and serving as Immediate Past Chair during the third year. The term of service as Vice-Chair is one calendar year (January through December).
- C. The Immediate Past Chair serves as an advisor to the Governing Board and provides continuity for the organization. The term of service as Immediate Past Chair is one calendar year (January through December).
- D. The Secretary shall keep the minutes of each meeting (regular and special). The minutes shall serve as an accurate historical record of the organization. The minutes shall be emailed to the membership within two weeks following any given meeting. If the Secretary is absent from a meeting, the Chair will name a Secretary pro-tem for the meeting. The Secretary is responsible for maintaining the minutes and correspondence of the organization.
- E. The Treasurer shall assume responsibility for all monies belonging to the organization, - notify members of dues and charges, deposit all monies in a bank designated by the Governing Board, keep accurate and complete financial records and provide the membership with a quarterly report of all financial activities. The Treasurer shall act as Chair in the absence of the Chair and Vice-Chair/Chair-Elect.

Any officer vacancy shall be filled by majority vote of the Governing Board and will serve until the next regular election. Any officer unable or remiss in fulfilling their duties shall be notified of the Governing Board's concern and, if the situation cannot be resolved, the officer will be asked to resign.

## **ARTICLE V. APPOINTMENTS**

- A. The Continuing Education (CE) Chair shall be appointed by and collaborate with the Governing Board to coordinate arrangements in providing a minimum of two Continuing Education (CE) courses per year. CE course topics should address the needs and areas of interest pertinent to TaBaMLN members.
- B. The Webmaster shall be appointed by the Governing Board and shall maintain the TaBaMLN website, keeping it current and updating its contents whenever necessary.
- C. Nominating Committee members shall be appointed by the Governing Board and shall recruit volunteers from the current membership to serve as officers for the next calendar year.

## **ARTICLE VI. MEETINGS**

Regular meetings shall be scheduled for transacting the business of the organization. There shall be no fewer than three meetings held in one calendar year. A regular meeting in December of each year shall be designated for the election of officers. Additional meetings may be called as deemed appropriate by the Chair, the Governing Board, or by written request of three members.

Members are required to attend at least one meeting per year. At least ten voting members must be present to constitute a quorum for voting on business items. The majority of those present will constitute a ruling vote. Absentee ballots may be accepted on announced voting items at the discretion of the Governing Board.

## **ARTICLE VII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the organization 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 organization may adopt.

## **ARTICLE VIII. AMENDMENT TO BYLAWS**

These Bylaws may be amended at any regular meeting of the organization by two-thirds vote of the membership, provided that the amendment has been submitted in writing to the membership a minimum of 30 days prior to the meeting.

Last Revised: September 2014