

WMLA Bylaws

- Adopted September 28, 1979 and Amended October 4, 1980
- Revised August 20, 1982 and Approved October 1, 1982
- Revised May 8, 1984 and Approved June 15, 1984
- Revised November 14, 1989 and Approved December 4, 1989
- Revised November 1991 and Approved December 1991
- Revised June 1993 and Approved August 15, 1993
- Revised October 2001 and Approved February 2002
- Revised June 2006 and Approved September 2006
- Revised July 2011 and Approved March 2012
- Revised July 2017 and Approved January 2018

Article I. Name of Organization

The name of this organization shall be the Washington Medical Librarians Association also known as WMLA and herein and thereafter referred to as WMLA. The organization is not organized for profit and shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code.

Article II. Purpose

WMLA's mission is to improve the quality of health sciences library service in the State of Washington, to provide opportunities for professional growth by interaction and continuing education for WMLA members, to improve the role of librarians and the library in the healthcare institution, and to enable WMLA members to assist healthcare professionals in providing excellent care.

Article III. Membership

Section 1. Eligibility

Membership shall be open to individuals employed by or consulting to a hospital or other health sciences library or anyone interested in and supportive of the objectives of this organization.

Section 2. Rights and privileges of membership

A. Full rights and privileges of membership shall be to vote, to hold elective office, to hold appointive office, to receive organizational communications, to participate in cooperative services, and to attend and participate in meetings.

B. Only members, including student members, shall have the right to apply for WMLA-sponsored scholarships. Nonmembers may join the Association at the time of application. The Board may make exceptions in individual and extraordinary cases to extend the privilege to nonmembers.

Section 3. Dues

A. Dues shall be determined by vote of the members of WMLA. See Article VIII, Section 3 regarding quorum. All members shall be required to pay dues.

B. The fiscal year shall be the calendar year (January through December).

C. Dues shall be payable on joining the Association and thereafter shall be payable July 15 for the current calendar year. If unpaid by August 15, dues shall be considered in arrears. Voting privileges for current calendar year will take effect upon payment of dues.

Article IV. Elected Officers

Section 1. Elected officers

Elected officers shall be a President, President-Elect, Past President, Treasurer, Recording Secretary, Membership Secretary, and two (2) Members at Large. An attempt will be made by the Nominating Committee to represent all areas of the state on the Executive Board slate.

Section 2. Election and term of office

Officers shall be nominated and elected prior to the annual meeting and usually in July, as provided by Article VII of the Bylaws. Each officer shall take office at the conclusion of the annual meeting, generally held in July, and continue to serve until the end of the annual meeting in the year their term expires. The Treasurer, Recording Secretary, and Membership Secretary shall serve for a minimum of two years.

Section 3. Vacancies

If the President is unable to complete the term of office, the President Elect shall assume that office for the un-expired term and then serve the regular term as president. All other vacancies shall be filled by Presidential appointment for the un-expired term from the Membership.

Section 4. Recall

Six members of the Executive Board may recall, by unanimous vote, any elected officer who fails to satisfactorily discharge responsibilities of the office.

Section 5. Incurring financial obligations

No officer is authorized to incur financial obligations in excess of \$75.00 without the approval of the Executive Board.

Section 6. President

The President shall serve as spokesperson for WMLA, shall preside at all Executive Board and other meetings and shall perform all duties pertaining to the office of the President. The President shall appoint chairpersons to all standing and ad hoc committees. The President shall serve as an Executive Board member for one year following his/her term as President.

Section 7. President Elect

The President Elect shall assume the duties of the President the year following election and shall assume the duties of the President in the absence of the President or in the event of a vacancy in the position.

Section 8. Recording Secretary

The Recording Secretary shall record the minutes of the annual meeting or special meetings and Executive Board meetings. All minutes shall be forwarded to the President for review by the Executive Board. Minutes of the Executive Board meetings will be available to the Membership upon request. Minutes of the annual and special meetings shall be approved by the Membership at the appropriate Annual Meeting.

Section 9. Membership Secretary

The Membership Secretary shall maintain the membership roll and mailing list.

Section 11. Treasurer

The Treasurer shall keep all financial records, present an annual Treasurer's Report at the annual meeting and pay all routine operating expenses with the approval of the Executive Board. The Treasurer shall advise the Executive Board and Membership on financial matters. The Treasurer shall prepare a year-end report for the Executive Board to include a copy of the latest bank statement and any necessary access information, such as passwords, for the financial records.

Section 12. Past President

The Past President shall chair the Nominating Committee and appoint up to three committee members to serve for one year.

Article V. Executive Board

The elected officers of WMLA shall constitute the Executive Board. The Executive Board shall have general supervision of the association's affairs and shall formulate programs and prepare agendas for meetings and initiate publications. They shall meet at least once each year in addition to the annual meeting of the Membership. Executive Board meetings may be called by the President or by two or more members of the Board provided all the members of the Board have been notified at least two weeks prior to the meeting. Executive Board meetings may be conducted via electronic means such as conference calls or electronic mail.

Article VI. Committees and Appointive Positions

Section 1. Standing Committees

A. Standing Committee shall be the Nominating Committee. The Executive Board may create other standing committees as needed,

Section 2. Ad Hoc Committees

The Executive Board shall create ad hoc committees as deemed necessary. The President shall appoint the chairperson of the new committee. The chairperson shall forward committee members' names to the Webmaster for inclusion on the WMLA web site.

Section 3. Webmaster

The Board may appoint a Webmaster, who shall be an ex-officio member of the Executive Board.

Article VII. Nominations and Elections

Section 1. Nominations

The Nominating Committee shall consist of the Past President, as Chair, and up to three Committee members voted by the Executive Board to serve for one calendar year. The Committee will prepare a slate of candidates for consideration by the Membership.

Section 2. Method

A mail or electronic mail ballot including profiles of the candidates shall be distributed by the Nominating Committee at least thirty days prior to the election.

Section 3. Counting

The Past President shall receive and count the votes. In the case of a tie, the President shall cast the deciding vote. The Past President shall report the results to the Executive Board, who shall report to the Membership.

Article VIII. Meetings

Section 1. Membership Meetings

There shall be at least one membership meeting a year. The first meeting will be designated the annual meeting. When possible, the annual meeting shall be held in Washington State.

Section 2. Special Meetings

Special meetings of the Membership may be called by the Executive Board.

Section 3. Quorum

A quorum shall be 25% of the members for the purpose of conducting business. Motions shall be approved by a simple majority vote.

Article IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order this organization may adopt.

Article X. Amendments

These Bylaws may be altered, amended, or repealed, or new Bylaws may be adopted by a mail or electronic mail ballot, which reflects the proposed Bylaws changes. A two thirds (2/3) majority of the votes cast will be required to change a Bylaw. The proposed amendment change must be submitted to the voting Membership at least thirty days prior to the ballot deadline.