

BYLAWS
Health Libraries of Eastern Oklahoma

Article I
Name

The name of this organization shall be Health Libraries of Eastern Oklahoma, hereinafter referred to as HeLEO.

Article II
Purpose

The purpose of this association shall be to encourage sharing and information exchange, to provide a forum for professional development, and to promote interest in health sciences libraries. Some activities may include, but are not limited to the following:

- a. creating union lists
- b. continuing education activities
- c. promoting networking of library staff
- d. sharing of expertise
- e. increasing buying power with collective pricing

Article III
Calendar Year

This organization will operate on the calendar year.

Article IV
Membership

Membership is open to institutions with libraries with health sciences collections in northeast Oklahoma. These institutions must:

- a. Maintain an organized collection of information resources with staff and financial resources dedicated to that maintenance.
- b. Accept responsibility for meeting the basic needs of its primary clientele.

Each institution will have one voting member, which will constitute the general membership. Each institution is expected to send a representative to at least one meeting per year.

Article V Officers

There will be three officers:

- a. The president will serve a one-year term. Duties will be conducting meetings, appointing committees, and in general conducting the business of the organization. The president will be authorized to sign checks on the organization's funds account.
- b. The president-elect will serve a one-year term. Duties will be planning programs for meetings and acting as president in the absence of the president. The president-elect will become president when the president's term expires or the president resigns.
- c. The secretary/treasurer will serve a two-year term. Duties will be maintaining records and membership, taking minutes, handling correspondence, collecting dues, and being responsible for the organization's funds. The secretary/treasurer will be authorized to sign checks on the organization's funds account.

Committees shall be appointed by the president as needed to carry on the organization's business.

Article VI Meetings

The organization will have a meeting of the general membership at least twice a year. Decisions shall be made by a simple majority of those present at the meeting. The agenda and minutes of the previous meeting shall be distributed to the membership at least two weeks prior to the meeting date.

Article VII Dues

The dues structure will be reviewed at the last meeting of the calendar year. Dues will be the same of each institution. The amount will be set by the membership and is payable at the first meeting of each calendar year.

Article VIII Elections

The immediate past-president will chair the nominating committee. Elections will be held at or before the last meeting of the year to determine the officers for the coming year.

Article IX Amendments

These bylaws may be altered, amended, revised or repealed at a meeting of the membership by a two-thirds vote of the members present. Notice of amendments, repeals, or other alterations to these bylaws shall be given to the membership by the secretary two weeks in advance of the meeting where the changes will be voted on.