

SOUTHEASTERN WISCONSIN HEALTH SCIENCE LIBRARY CONSORTIUM

Organizational Guidelines

I. GUIDELINES

This consortium shall be known as the Southeastern Wisconsin Health Science Library consortium (SWHSL). The primary purpose of the organization is to share resources and expertise. This includes, but is not limited to, interlibrary loan, formal and informal educational sessions, or other means of professional development and communication.

II. MEMBERSHIP CRITERIA

- A. Membership is open to health science libraries in the seven counties of southeastern Wisconsin: Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha.
- B. Members must have an existing, organized, central collection of current books and journals known as the library in the parent institution. Alternate names such as the Resource Center or Learning Center are also acceptable.
- C. Members must have a collection of books, journals, and related materials that falls into the field of pure or applied health sciences.
- D. Members must have at least one paid staff member whose primary responsibility is the library.

III. MEMBERSHIP PRIVILEGES, RESPONSIBILITIES, AND AUTHORITY

Failure to comply with these responsibilities is grounds for termination of membership.

A. General Responsibilities of Membership

- 1. The members hold authority for decision-making. Decisions are made by voice vote at a meeting, by electronic (e-mail) vote, or by print vote via the U.S. Postal Service, after information gathering and discussion. Each member institution shall designate one representative for voting. A majority vote of the membership is binding.
- 2. The membership may delegate authority to officers and committees to accomplish approved tasks.
- 3. The membership must approve a biennial budget in even numbered years submitted by the executive committee.
- 4. The membership must approve any expenditures over \$100.00 not included in the annual budget.
- 5. Attendance at one meeting per year, or designation of a voting representative to attend, is strongly suggested to promote networking.
- 6. Pay annual membership dues.
- 7. Staff members in member institutions must assume a leadership position either as an officer or committee chair/member on a rotating basis.

B. Sharing Responsibilities of Membership

1. Share books, journals, and audiovisuals according to the ALA Code for Interlibrary Loans to the extent permitted by the policy of each parent institution.
2. Comply with current copyright law, particularly concerning retention of documentation of interlibrary loan transactions.
3. Provide reference services to other consortium members according to the capabilities of each member library.

IV. MEMBERSHIP PROCESS

- A. To initiate the membership process, a prospective member should contact the Presiding Officer to indicate their desire to join. Potential members who satisfy membership criteria will be provided a dues invoice and will become members upon payment of dues.
- B. New members will be added to the SWHSL directory.
- C. The staff of new member institutions should be invited to SWHSL meetings already scheduled.

V. MEMBERSHIP RESIGNATION

- A. Voluntary resignation from SWHSL can be done at any time. Resignation from membership shall be submitted in writing to the Presiding Officer indicating the effective date. Stating the reason for resigning is optional.
- B. There may be circumstances when a member will be ejected from the consortium. This will be used as the last recourse after a member has been given the opportunity to respond and/or correct the areas of concern but has not done so. (See Procedure #1)

VI. MEETINGS

- A. Generally, there are three meetings each year. Two shall be business/educational meetings and one may be a business/social meeting.
- B. If a special meeting is requested, it is the responsibility of the Executive Board to decide on the merits of the request. If the request is valid, the Presiding Officer will handle planning responsibility of meeting.
- C. A quorum is necessary for voting. Each member institution shall designate one representative to vote. A quorum shall be three members.

VII. EXECUTIVE BOARD RESPONSIBILITIES

An Executive Board consisting of the Presiding Officer, Secretary, and Treasurer shall govern the consortium. The board shall:

- A. Prepare and disseminate background information on issues of concern for consideration by members.
- B. Review and accept committee reports.
- C. Submit a biennial budget for membership approval at the fall meeting in even numbered years.
- D. Approve incidental expenses under \$100.00. Expenses over \$100.00 must be approved by the membership. These can be submitted in the biennial budget or individually as needed.
- E. Executive Board decisions will be approved by a majority vote. All members must vote.
- F. The Presiding Officer will arrange for the SWHSL Presiding Officer (every calendar year) and the Secretary and Treasurer (every two years) by contacting SWHSL members from the three

institutions that have not served in that capacity for the longest period of time. Members are expected to serve as officers but may delay accepting nomination for reasons of personal/institutional hardship for a year or two. The new officers will assume their responsibilities in January.

G. Presiding Officer Responsibilities

1. Plans all SWHSL meetings.
 - i. Prepares an agenda of subjects to be discussed and business to be handled for all general meetings.
 - ii. When preparing the agenda, contacts committee members as to whether or not they would like time during the meeting to give a report.
 - iii. Post the agenda on the webpage prior to the meeting.
2. Processes new membership.
3. Solicits, accepts, and distributes to Executive Board applications for SWHSL grant.

H. Secretary Responsibilities

1. Records and prepares minutes of SWHSL meetings.
2. Sends copies of minutes to the Presiding Officer.
3. Posts copies of minutes on website.
4. Organizes and maintains SWHSL website.

I. Treasurer Responsibilities

1. Maintains financial records including bank statements, bills and receipts of revenue and expenses:
 - i. Revenue/expenses created by meetings/programs
 - ii. Annual membership dues
 - iii. Any other revenue or expense generated by the consortium
2. Presents Treasurer's report at meetings.
3. Prepares the budget before the fall meeting in even numbered years, sends to executive board for approval, and presents to the membership.
4. Updates the membership directory as needed annually and updates the website.

VIII. COMMITTEES

- A. There are no standing committees of SWHSL. Ad Hoc Committees may be appointed by the Presiding Officer.
- B. Terms of committee appointments will vary with the type and charge of the committee. The chairperson of each committee should receive a written confirmation of committee make up, charge and expected term from the Presiding Officer. The size of the committees will vary with the charge.

IX. ANNUAL MEMBERSHIP DUES

- A. Any change to the amount of the annual membership dues is decided at the fall meeting by a majority vote. Dues are institutional in nature. Membership entitles any staff member from the institution to attend SWHSL meetings and their educational offerings at no additional charge *unless* otherwise indicated.
- B. The Treasurer sends out dues invoices in the fall. Checks should be made payable to SWHSL and returned to the treasurer.

- C. It is the responsibility of the Treasurer to notify the members who have not paid their dues as of 60 days of mailing of the invoice.

X. AMENDMENTS

- A. These guidelines may be amended by a membership vote.
 - 1. At a meeting which includes the discussion as an agenda item.
 - 2. By a majority vote.
- B. These guidelines may be suspended to expedite consortium business at the request and with a majority vote of the membership.

PROCEDURE: NONVOLUNTARY MEMBER RESIGNATION

There may be circumstances when a member will be ejected from the consortium. This will be used as the last recourse after a member has been given the opportunity to respond and/or correct the areas of concern but has not done so.

Requests to the Presiding Officer that a member should be ejected may be because of:

- Lapse in payment of membership dues
- Refusal to take leadership role on a rotating basis
- Lack of participation in meetings
- Unethical, dangerous, or destructive behavior of personnel from member institution in attendance at SWHSL meetings