

HSLANJ

HEALTH SCIENCES LIBRARY ASSOCIATION OF NEW JERSEY

ORGANIZATIONAL **MANUAL**

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II. MEETINGS

A. MEETING SCHEDULES

1. BOARD MEETINGS

Time: 10 a.m. – 1 p.m.

Place: New Jersey Hospital Association
Conference Center
760 Alexander Road
Princeton, NJ
(unless otherwise indicated)

Board meetings are usually held on Wednesdays, although this may be changed to accommodate scheduling conflicts.

There are usually three board meetings per year; held in January, April and October. A board retreat is usually held sometime during the summer months.

Notices are always sent prior to the meeting with a tentative agenda.

It is requested that you RSVP to the Recording Secretary concerning your ability to attend the board meeting.

A dutch lunch usually follows the meeting at a local restaurant.

2. GENERAL MEETINGS

Time: 9 a.m. – 3 p.m.

Place: New Jersey Hospital Association
Conference Center
760 Alexander Road
Princeton, NJ
(unless otherwise indicated)

General meetings are usually held on Wednesdays.

There are usually three general meetings per year; in March (annual meeting for the installation of officers and presentation of recognition awards), September and December.

Meeting notices are sent out prior to each general meeting, at least four weeks in advance.

II. MEETINGS

B. INCLEMENT WEATHER

If it appears that weather conditions are severe enough to warrant cancellation or delayed start of a meeting, the President (or his/her designee) must notify the New Jersey Hospital Association's independent answering service by 6:30 a.m. The telephone number is **(609) 888-5008**.

RESPONSIBILITY

The final decision as to whether or not a meeting should be cancelled rests with the President. It is recommended that the President confer with the Vice-President/President-Elect and the NJHA Librarian, as speakers need to be notified when a meeting is cancelled.

PROCEDURE

The President or his/her designee must provide the answering service with the following information:

1. Your name, the name of your group, the title of the meeting being held at the New Jersey Hospital Association, and the time your conference/meeting is to start.
2. Whether you are canceling or delaying the start of your conference/meeting at the New Jersey Hospital Association.
3. Request that the message be conveyed to all callers inquiring about your conference/meeting.
4. Request the answering service immediately convey this message to Karen Wood, manager of Conference and Facilities.

For this means of communication to be effective, the following instructions must be included in the brochure or invitation sent to all participants of your conference/meeting:

“In the event of inclement weather, please call **(609) 888-5008** to determine if the conference/meeting is cancelled or delayed. The following radio stations will announce the closing or delayed opening of the New Jersey Hospital Association: **WHWH (130 AM), WKXW (101.5), WPST (97.5).**”

NOTE: Cancellations can also be found on the NJHA website
www.njha.com/inclement.html (see following page)

III. BOARD OF DIRECTORS

A: DUTIES

General Functions of Board Members

In general, it is the function of all Board Members to:

1. Attend all meetings. Ex-officio members do not necessarily need to attend every meeting, and may send a delegate. All Board members should RSVP to the Recording Secretary concerning attendance, with the minutes reflecting those who attended, and those not present.
2. Establish and maintain procedures for conducting business.
3. Establish and update Association goals and policies.
4. Monitor and evaluate plans, programs, and committees to ensure that they meet the Association's mission, goals and objectives.
5. Ensure the Association's long-range-financial stability.
6. Ensure that the membership is well informed about the goals and performance of the Association; and that the goals and activities are meeting the needs of the membership.

Special Functions of Board Members

7. Under the direction of the President, establish annual goals for the committees of the Association.
8. Act as a liaison to a HSLANJ committee. This requires regular communication with the committee chair. You will be required to report on committee activities at Board and General meetings in the absence of the chair. Perhaps the most important function of the liaison is advising/instructing the committee chair of any tasks/activities/charges the Board may request of the committee.

An article on the Board's responsibilities follows this page.

III. BOARD OF DIRECTORS

B: TRAINING

The HSLANJ Board of Directors recognizes the need to train officers, members, etc. on the operation of computers, software, etc. in order that these officers, members, etc. can fulfill their responsibilities to the Association.

In such instances, the Board of Directors shall have responsibility for prior approval of these training costs. Such items might be workshops, CE seminars, or other professional development education programs.

The ethical responsibility of the member receiving such training is to fulfill the duties they have accepted, as officer, chair of a committee, etc.

Persons unable to fulfill these responsibilities may be required by the Board to provide remuneration, or training of a person to replace their position, or other arrangements. Circumstances will be considered on an individual basis by the President, for recommendation to the Board.

IV. OFFICERS

A: PRESIDENT

The President of the Association is to be the Chief Elected Officer of the Association.

The President:

1. Appoints Chairpersons to all committees in March.
2. Presides at all meetings of the Association and of the Board of Directors and performs all other duties prescribed by the Bylaws adopted by the Association.
3. Prepares the agenda for Board meetings. A sample appears on page 10.
4. Serves as the Chairman of the Board of Directors.
5. Represents the Association in all its affairs.
6. Conducts the administrative affairs of the Association in accordance with the official policies of the Association.
7. Performs such duties as may be assigned by the Board of Directors.
8. Calls special meetings as necessary.
9. Serves as an ex-officio member of all standing committees.
10. Prepares the Association's written annual report for distribution with Fall Newsletter.
11. Is responsible for procedure for the cancellation of meetings. See page 3.
12. Prepares general meeting agenda, in consultation with the Board. A draft can be discussed at each Board meeting, prior to the general meeting. The exact nature of the agenda, and even the committees that need to report, will vary with each meeting. A sample meeting agenda is on page 9.
13. Requests all committee chairmen to submit their committee annual report by the beginning of February.
14. Is responsible for telephoning and inviting representatives from the New Jersey State Library and the Middle Atlantic Region of the National Network of Libraries of Medicine to HSLANJ meetings for reports, as appropriate.

Current contacts:

- a. Richard Collucci, New Jersey State Library
- b. Mary Mylenki, NN/LM Middle Atlantic RML

[Sample Business Meeting Agenda]

HSLANJ BUSINESS MEETING
September 22, 1999

AGENDA

1. Approval of past minutes
2. Officers reports:

President	Barbara S. Reich
VP/President Elect	Sonal Shukla
Treasurer	Yingting Zhang
Recording Secretary	Kathy Moeller
Corresponding Secretary	Cathy Hilman
Membership Secretary	Kathy Lindner
3. Ex-Officio Board Member Reports:

New Jersey Hospital Association	Michelle Volesko
UMDNJ	Victor Basile
Rutgers/SCILS	Judy Cohn
4. Committee Reports

Archives	Erica Moncrief
Awards	Elaine Brogan
Bylaws	Cathy Weglarz
Consumer Health	Mary K. Joyce
Finance	Elaine Goldman/JoAn Petersen
Government Relations	Jim Delo/Duressa Pujat
Hospitality	Vicki Sciuk
Information Technology	Claudia Allocco/Patty May
Interlibrary Loan	Pat Regenberg
Newsletter	Anne Grenda
NJLA/HSLANJ AIDS Task Force	Cathy Weglarz
Nominating Committee	Doris Eaton
Public Relations	Erica Moncrief
Website	Louise Yorke
5. Ad Hoc Committee Reports

Membership Profiling Committee	Barbara Miller
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6. Liaison Reports

NJ State Library	Richard Colucci
NN/LM	Mary Mylenki
7. Old Business
8. New Business
9. Adjournment

[Sample Board Meeting Agenda]

HSLANJ BOARD MEETING
April 14, 1999

AGENDA

1. Approval of past minutes
2. Officers Reports:

President	Barbara Reich
VP/President Elect	Sonal Shukla
Treasurer	Yingting Zhang
Recording Secretary	Kathy Moeller
Corresponding Secretary	Cathy Hilman
Membership Secretary	Kathy Lindner
Immediate Past President	Doris Eaton
3. Ex Officio Board Member Reports:

New Jersey Hospital Association	Michelle Volesko
UMDNJ	Victor Basile
Rutgers/SCILS	Judy Cohn
4. Committee Reports:

Archives	Erica Moncrief
Awards	Elaine Brogan
Bylaws	Cathy Weglarz
Consumer Health	Mary K. Joyce
Finance	JoAn Petersen
Government Relations	Jim Delo/Duressa Pujat
Hospitality	Vicki Sciuk
Information Technology	Claudia Allocco/Patti May
Interlibrary Loan	Pat Regenberg
Newsletter	Robb Mackes
NJLA/HSLANJ AIDS Task Force	Cathy Weglarz
Nominating	Doris Eaton
Public Relations	Erica Moncrief
5. Ad Hoc Committee Reports:

Membership Profiling	Barbara Miller
Web Page Development	Louise Yorke
Joint MLA/HSLANJ Meeting	Cathy Weglarz
Credentialing & Licensure Task Force	Kathy Moeller
6. Old Business
7. New Business
8. Adjournment, next meeting dates

RSVP: KATHY MOELLER, RECORDING SECRETARY
PHONE: (908) 522-2119
FAX: (908) 522-2274
EMAIL: kathymoeller@oh.ahsys.org

B: VICE PRESIDENT / PRESIDENT ELECT

The Vice President / President Elect shall serve as the Program Chairperson for the Association's three general meetings per year.

The Vice President / President Elect:

1. Chairs the Education Committee. Holds at least one meeting per year, usually in the early summer, to create an annual plan for education.
2. Plans each program with input from the Education Committee, Board, et al.
3. Makes arrangements for speakers for each program. Invites the speakers and helps them arrange for transportation and accommodations, if necessary. Lunch is provided free of charge for speakers. Speakers should be invited well in advance of the meeting so that they can arrange their schedules and obtain permission if necessary. An honorarium may be offered, within budget (see policy on honoraria). Fundraising to offset a special funding need for a speaker can also be considered. Sends confirming letters to speakers, including the program schedule and map of directions.
4. Prepares and submits the application for MLA continuing education credits. This must be done at least two months in advance. This includes:
 - a. filling in the application form (form may be found in the files of the Vice President, or one can be obtained from MLA.);
 - b. writing brief educational objectives;
 - c. preparing meeting evaluation forms;
 - d. preparing certificates to be passed out at the end of the program;
 - e. assuring that each attendee signs in at the beginning and end of each program;
 - f. collecting the evaluation forms at the end of the program.
5. Arranges for payment of speaker expenses and/or honorarium with Treasurer. Have the check available on the day of the program if at all possible.
6. Introduces the program and speakers.
7. Collects program evaluation forms from participants.
8. Tallies the results of the evaluation forms, or delegates this task to a member of the Education Committee. Reports the results to the Board of Directors.

B: VICE PRESIDENT / PRESIDENT ELECT

The Vice-President / President-Elect shall perform the duties and exercise the function of the President in his/her absence. This may include the following:

1. prepares agenda and/or Chairs a Board Meeting;
2. writes letters or makes telephone calls;
3. attends meetings representing the Association (serves as Liaison to the New Jersey Library Association);
4. conducts the general meeting

C: RECORDING SECRETARY

The Recording Secretary is responsible for keeping a permanent record of the Association's activities.

The Recording Secretary:

1. Takes minutes at Board and General Meetings.
2. Distributes minutes at meetings to attendees.
3. Keeps attendance.
4. Makes meeting arrangements.
5. Performs any other duties assigned by the President.

TASKS

A. General Meeting Arrangements

1. Determine the meeting time and location. Meetings are usually held at the New Jersey Hospital Association. Phone numbers are in the front of the meeting arrangement book.
2. Average attendance is 50. Some special meetings run higher. The number can be changed up to 24 hours in advance of meeting.
3. Arrange coffee, tea, bagels and danish half an hour before meeting. Lunch will coincide with the meeting schedule set by the Vice-President. Order lunch.
4. Reserve all audiovisual equipment as far in advance as possible.
5. Reserve meeting room as far in advance as possible.
6. When bills for the meeting arrive, keep a copy and forward original to the Treasurer for payment.

B. Meeting Notices

1. Meeting notices should include the Recording Secretary as the person to receive registrations and a deadline for registrations.
2. Send one copy of each meeting notice to the Editor of the Newsletter and one to the Archives Chairman. A courtesy copy should be sent to each speaker (get addresses from the Vice-President).

C. Meeting Registrations

1. As registrations are received, list the names of registrants. Keep track of those who send payment in with registration form.
2. One week before the meeting, send a copy of the list of registrants to the Corresponding Secretary so that the name tags can be prepared. If additional registrations are received between the deadline and the day of the meeting, notify the Corresponding Secretary of these additions.
3. The day before the meeting, type up a list of those registered, indicating payment status. Refunds for those who have prepaid and are unable to attend are given only if you are notified one week in advance of the meeting.

D. At The Meeting

1. Arrive half an hour before the meeting begins. Sit at the entrance to the meeting room and check off those who have prepaid and preregistered as they arrive. Add names of those who attend without registering. Be sure to have enough money to make change. Everyone must sign in at the meeting.
2. Some people will require receipts or proof of attendance. Make forms available for this.
3. Give money collected to Treasurer. Also give the Treasurer completed registration and payment list for follow-up.
4. Send a copy of the registration list to the Membership Secretary for comparison against the current membership files.
5. It is a good idea to have some membership forms and HSLANJ brochures available at meetings.
6. Read the minutes if President requests.
7. Keep a current copy of the Bylaws with you.

E. Minutes

1. At general meetings, minutes are taken only during the business meeting. Minutes are not taken of the program.
2. Send one copy of the minutes to the President, one to the Chair of the Archives Committee, and on to the Newsletter Editor.
3. Have copies of the minutes available for the membership at the next general meeting.
4. Sign all minutes.

F. Board Meetings

1. Board meetings are usually held at the New Jersey Hospital Association.
2. Call far in advance to arrange a meeting room.

G. Stationary

1. The present logo has never been officially adopted, but it is used on the directory and on the stationary.
2. When supplies are running low, contact a local printer to have more made up.
3. Carry some stationary with you to all meetings. Board members often need a small supply.

D: MEMBERSHIP SECRETARY

The Membership Secretary is responsible for compiling the annual membership directory, monitoring the HSLANJ toll-free phone line, and maintaining the membership files. This secretary also prepares the membership application and committee selection forms, reports news of the membership to the Newsletter Editor, and performs any other duties assigned by the President.

The Membership Secretary:

1. Prior to January 15th of each calendar year, a cover letter, membership application and committee interest form shall be drafted. Send enough copies of all forms for the complete HSLANJ mailing list (currently 200) to the Corresponding Secretary for distribution. Sample forms follow this section.
2. As applications are returned:
 - a. Check the information against the current Directory listing, noting any corrections to be made.
 - b. Send a copy of each application form to the Corresponding Secretary for updating of the mailing list.
 - c. Send all checks to the Treasurer.
 - d. Maintain running totals of the number of members in each membership category and the monies received.
 - e. Forward copies of any committee interest forms to the appropriate Committee chair.
 - f. If required, issue a receipt for dues. A sample form follows this section.
3. A list of corrections, deletions and additions to the Directory shall be compiled as they are noted. Once or twice a year, depending on the number of corrections noted, prepare Directory update pages for distribution to the membership.
4. Prior to March 15th of each year, compare the applications received against the membership records of the previous year. A reminder notice (a sample follows this section) and an additional application form should be sent to all members who have not renewed.
5. By July 1st, send a final notice to any members who have not renewed.
6. Prior to August 1st of each calendar year, prepare an annual membership directory. Contact Helen Fix at EBSCO Subscription Services to arrange for printing of the Directory. Request that 200 copies of the Directory be printed and shipped to the Corresponding Secretary for distribution.
7. Copies of the attendance lists from general meetings and educational programs are obtained from the Recording Secretary and compared against the membership files. Non-member attendees should then be sent an application for membership.

[Sample Cover Letter (use HSLANJ stationary)]

January 1999

TO: HSLANJ Members
Potential HSLANJ Members

FROM: Sonal Shukla
Membership Secretary

RE: Membership Drive 1999

Enclosed please find:

1. 1999 Membership Application – please complete and return as soon as possible.
2. Committee Selection Form – HSLANJ NEEDS YOU!!! Please consider serving on at least one committee. Information on the responsibilities of each committee is also included for your reference.
3. Directory Listing – if you are currently listed in the HSLANJ Directory, a copy is enclosed. Please review it for completeness and accuracy. Indicate any changes needed or that it is correct as is and return as soon as possible.

PLEASE!!! The Committee Selection Form and Directory Listings need not be held up to be returned with the Membership Application. I would appreciate their speedy return. A return label is enclosed for your convenience.

1998 members will also find enclosed:

Ballot/biographical sketches of the nominees for 1998-1999. Again – please return your completed ballot as soon as possible. The deadline for ballots is March 1st.
Directory update pages.

Consortia coordinators will find the present listing for their group.
Please verify this as well and return.

Committee chairs will find 1997-1998 listing for their committee.

Certificates of service to be presented at the annual meeting will be prepared based on this listing. **PLEASE GET IT BACK TO ME ASAP.** If you know that you will be adding or deleting members for 1999-2000, let me know that as well.

As always, your cooperation is greatly appreciated. Please feel free to call me at (908) 527-5371 with any problems, questions, or concerns regarding the above.

[Sample Membership Application (use HSLANJ stationary)]

HSLANJ 2001 MEMBERSHIP APPLICATION

HEALTH SCIENCES LIBRARY ASSOCIATION OF NEW JERSEY

INSTITUTIONAL

Membership required in order to access
the Health Sciences Network \$100.00 _____

PERSONAL

An individual engaged in biomedical library work.
Only active members may hold office. \$20.00 _____

STUDENT

\$10.00 _____

RETIRED

\$10.00 _____

COMPLETE ALL INFORMATION AS YOU WANT IT TO APPEAR IN THE DIRECTORY

NAME: _____ **TITLE:** _____

INSTITUTION: _____

NAME OF LIBRARY: _____

ADDRESS: _____

Degrees Held: (Include MLS and other degrees): _____

AHIP Certification (include level): _____

Interests (ex: consumer health, web design): _____

TELEPHONE: () _____ **EXT:** _____ **FAX#:** () _____

DOCLINE USER: Yes: _____ No: _____ **Serhold code (3-letter library code):** _____

LIBID: _____ **NJ REGION:** _____

COMET: Yes: _____ No: _____ **Are you a new member? Yes: _____ No: _____**

E-MAIL ADDRESS: _____

HOME E-MAIL (optional): _____

WEB-SITE: _____

DOES YOUR LIBRARY PARTICIPATE IN THE NEW JERSEY HEALTH SCIENCES NETWORK? Yes: _____ No: _____

LIST CONSORTIA TO WHICH YOUR LIBRARY BELONGS (please include abbreviations)

LIST ANY OFFICES CURRENTLY HELD: _____

List other members of your library staff you would like to include in the directory. (If they want to be a personal member, they should fill out another form.)

Include degrees and AHIP certification after each name.

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

If you wish to have mailings sent to an address different from above, please complete:

ADDRESS: _____

Phone: _____

MAKE CHECK PAYABLE TO HSLANJ Please mail the completed application and check to:

Kathy Lindner
Director, Health Sciences Library
Englewood Hospital and Medical Center
350 Engle Street
Englewood, NJ 07631

[Sample Committee Interest Form (use HSLANJ stationary)]

January 1999

TO: HSLANJ Members
FROM: Sonal Shukla
Membership Secretary
RE: Committees

HSLANJ needs the talents and ideas of its members to keep it vital and interesting. The committee level is where our members have the opportunity to make lasting contributions to HSLANJ and to health sciences library services throughout the state.

The following is a list of current committees:

- Archives
- Awards
- Bylaws
- Consumer Health Education
- Education
- Finance
- Government Relations
- Hospitality
- Information Technology
- Networking & Interlibrary Loan
- Newsletter
- Nominating
- Public Relations
- Web Page Development
- NJLA/HSLANJ AIDS Task Force

A brief description of the committees is attached. Please list any committees you would be interested in serving on (in order of preference). It is not necessary to list any committees you currently serve on. Please return the completed form to me as soon as possible. You will be notified of your committee appointment directly by the committee chairperson.

NAME: _____

ADDRESS: _____

PHONE: () _____ **FAX:** () _____ **E-MAIL:** _____

1. _____

2. _____

3. _____

[Sample Receipt (use HSLANJ stationary)]

DUES RECEIPT FOR THE YEAR _____

DATE: _____

ISSUED TO: _____

TYPE OF MEMBERSHIP:

INSTITUTIONAL	\$100.	_____
PERSONAL	\$20.	_____
STUDENT	\$10.	_____
RETIRED	\$10.	_____

Membership Secretary

E: CORRESPONDING SECRETARY

The Corresponding Secretary is responsible for maintaining an accurate mailing list of the membership, producing mailing labels, handling of Association mailings and correspondence, and performs any other duties as assigned by the President.

DUTIES

Correspondence

1. The Secretary should receive all Association correspondence and direct it to the attention of the appropriate officer or member.
2. Maintain a file of all Association correspondence.
3. Write letters for the President as directed.
4. If membership applications, meeting registrations or checks are received, forward them to the appropriate Secretary or Treasurer.
5. Distributes meeting notices, membership applications, committee interest forms, HSLANJ publications (Directory, Pulse, HSLANJ Manual), ballots, and any other materials as requested.

Meeting Notices

1. Obtain the notice for each General Meeting from the Recording Secretary at least four (4) weeks in advance of the meeting.
2. Sends a copy of the notice to everyone on the Association mailing list at least three (3) weeks prior to the meeting.
3. Send one copy of each meeting notice to the Newsletter Editor and one copy to the Archives Committee Chair. A courtesy copy should be sent to each meeting participant (get address from the Vice President). Copies should also be sent to RML, NYRG/MLA, MERMLS for their calendars.
4. Obtain the notice for each Board Meeting from the Recording Secretary at least two (2) weeks in advance of the meeting. Send a copy of the notice to each officer, board member, committee chair, and liaison. Send a copy of the notice to any other invited participant upon request of the President.

Ballots

1. Obtains the final ballot and biographical sketches of all nominees by January 15th of each year.
2. Distributes a copy of the ballot and biographical sketches to each institutional, personal, student and retired member by January 31st of each year. There is a March 1st deadline for the return of all ballots.
3. Receives and tabulates all ballots, and reports election results to the Nominating Committee Chair.

Mailing List / Labels

1. Maintains an accurate and up-to-date mailing list for the Association. Upon receipt of application or directory update forms from the Membership Secretary, check the information against the current mailing list, making any necessary corrections.
2. The mailing list is maintained in two (2) formats:
 1. COMET labels for all addressees having this service and US Mail labels for all others. (COMET is used whenever possible to reduce mailing costs.)
 2. US Mail labels for all addressees.
3. Ensures compliance with the HSLANJ policy and procedure for mailing labels (see following pages).

HSLANJ POLICY & PROCEDURE FOR MAILING LABELS

1. General

The mailing list is maintained and mailing labels are produced by the Corresponding Secretary.

2. Responsibilities for Mailing Labels

- A. Corresponding Secretary: This officer is the one authorized individual responsible for adding, deleting, and changing the HSLANJ mailing list, and producing the HSLANJ mailing labels.
- B. Treasurer: This officer receives the written requests for purchase of HSLANJ mailing labels for non-HSLANJ activities. The Treasurer is responsible for mailing invoices to purchasers of the labels, and/or receiving checks for pre-payment of mailing labels.

3. Availability

- A. In general, mailing labels will be made available at a fee to requesters for non-HSLANJ activities for such purposes as:
 - 1. complimentary copies of publications
 - 2. meeting notices of other organizations
 - 3. publisher blurbs on books, journals, etc.
- B. In general, mailing labels are available for HSLANJ business purposes such as:
 - 1. meeting notices
 - 2. newsletter distribution
 - 3. election ballots
 - 4. notice of proposed bylaws changes
 - 5. HSLANJ Directory distribution
 - 6. letters from the HSLANJ President to the membership

4. Fees

- A. HSLANJ business activities and non-profit activities of other library or professional organizations
Fee: none
- B. For-profit organizations, activities
Fee: \$50.00 per set
- C. The fee for mailing labels may be waived at the discretion of the HSLANJ Board and/or President.

5. Access

- A. Requests for mailing labels should be made at least two (2) weeks prior to their need. This allows for printing and additional mailing time.
- B. Requests for purchase of mailing labels must be confirmed in writing with a letter to the Treasurer. This letter must include:
 - 1. name of organization / individual purchasing labels
 - 2. acceptance of fee of \$50.00
 - 3. statement of the purpose for which the labels are needed and a sample of the item to be mailed
 - 4. date the labels will be used
 - 5. statement that the labels will be used for this single purpose and that the data will not be entered into a data file, list, etc. of any other kind without remuneration of \$50.00 per use to HSLANJ.
- C. Requests for mailing labels for HSLANJ business purposes can be made by telephone to the Corresponding Secretary and do not require a written confirmation. Requests for mailing labels must be made at least on (1) week in advance of their need.
- D. Requests for a mailing to be done by the Corresponding Secretary for HSLANJ business purposes can be made by telephone. The item to be distributed must be provided by the requester. Intended date for and type of (member only, complete mailing list, etc.) mailing must also be specified.

6. Updating Mailing Labels

All additions, deletions, or changes should be forwarded to the Corresponding Secretary.

F: TREASURER

The Treasurer conducts the financial affairs of the Association and is responsible for all its monies and funds. Serving on the Finance Committee, the Treasurer also presents the annual budget to the membership.

DUTIES

1. Meets as needed with the Finance Committee, which is composed of members chosen by this committee's chairman.
2. Assists the Finance Committee in preparing the annual operating budget of the Association.
3. Prepares and presents an annual financial report for fiscal year, April 1 to March 31. A sample report follows this section.
4. Prepares and presents quarterly financial statements for the following quarters: 1st quarter – April to June, 2nd quarter – July to September, 3rd quarter – October to December, and 4th quarter – January to March. A sample statement follows this section.
5. Reports to the Board of Directors on a regular basis regarding Association finances and makes recommendations as necessary.
6. Prepares and delivers a Treasurer's Report at each meeting of the general membership.
7. Is responsible for the disbursement and deposit of all Association funds. Maintains the Association checking and savings accounts, and all their statements.
8. Keeps abreast of trends in savings, to obtain the highest available interest rate on Association funds.
9. Is responsible for applying for and filing forms with the Internal Revenue Service and the State of New Jersey and any other legally required forms.

[Sample Annual Financial Report (print on HSLANJ stationary)]

Yearly Financial Statement
April 1, 1998 – March 31, 1999

Checking balance as of April 1, 1998		\$7,049.74
Income:		
Dues	4,810.00	
Interest	72.97	
Meeting Fees	3,020.00	
Gifts/Donations	1,514.85	
Other	65.75	
		<u>\$9,483.57</u>
Total:		\$16,533.31
Expenses:		
AIDS Committee	15.90	
Finance Committee	92.30	
Info Technology Committee	459.04	
Meeting Expenses	5,150.60	
Meeting Expenses – speakers fees	4,062.33	
Meeting Expenses – honorariums	0.00	
Meeting Expenses – retreat	426.25	
Administrative Expenses – newsletter	1,437.41	
Administrative Expenses – publicity	95.00	
Administrative Expenses – gifts/donation/awards	875.46	
Administrative Expenses – correspondence	674.32	
Administrative Expenses – telecommunications	332.54	
Administrative Expenses – board exp./ memberships	1,257.20	
Administrative Expenses – MLA	450.00	
Total:		<u>\$15,329.35</u>
Checking balance as of March 31, 1999		\$1,203.96
Vanguard balance as of March 31, 1999		\$23,765.10
Total assets as of March 31, 1999		\$24,969.06

submitted by _____, Treasurer (Date) _____

[Sample Quarterly Financial Statement (print on HSLANJ stationary)]

**Quarterly Financial Statement
April 1, 1999 – June 30, 1999**

Checking balance as of April 1, 1998 \$1,203.96

Income:

Dues	2,410.00
Interest	2.69
Meeting Fees	2,880.00
Gifts/Donations	0.00

Total: \$5,292.69
\$6,496.65

Expenses:

AIDS Committee	0.00
Finance Committee	173.45
Info Technology Committee	0.00
Meeting Expenses	1,190.67
Meeting Expenses – speakers fees	0.00
Meeting Expenses – honorariums	0.00
Meeting Expenses – retreat	705.00
Administrative Expenses – newsletter	0.00
Administrative Expenses – publicity	0.00
Administrative Expenses – gifts/donation/awards	0.00
Administrative Expenses – correspondence	0.00
Administrative Expenses – telecommunications	500.64
Administrative Expenses – board exp./ memberships	720.75
Administrative Expenses – MLA	0.00

Total: \$3,290.51

Checking balance as of June 30, 1999 \$3,206.14

Vanguard balance as of June 30, 1999 \$24,020.74

Total assets as of June 30, 1999 \$27,226.88

Respectfully submitted by _____, Treasurer Date: _____

G: NJHA LIBRARIAN (HSLANJ Permanent Board Member Ex-Officio)

The primary responsibility of the NJHA Librarian as a permanent Board member is to advise and provide for HSLANJ access to the resources and expertise at the Center for Health Affairs. The NJHA Librarian assures that the organization and the members know which services and resource people in the New Jersey Hospital Association and affiliated corporations can appropriately provide guidance and support for their needs. Secondly, the NJHA Librarian is responsible for apprising the NJHA staff of the new projects and needs of the Health Sciences Library Association of New Jersey.

DUTIES

1. At HSLANJ meetings, act as a hostess and a “behind the scenes” checkpoint for the following:
 - a. Make sure the room scheduled by the Recording Secretary for the meeting is indeed scheduled. Check with the Education Center staff for this twice; two to three months before the meeting and then again two to three weeks before the meeting.
 - b. One to two days before the meeting make sure that the room set-up (chairs, easel, projectors, etc.) is sufficient.
 - c. Soon after the new Vice-President is elected provide him/her with maps to the CHA and transportation information for making arrangements with speakers.
 - d. On the day of the meeting make sure coffee and lunch is sufficient. (Do not sit down until everyone else has so that you can quickly see if more chairs are needed).
 - e. Provide the President with the inclement weather policy of the CHA and instructions for meeting cancellations.
 - f. Provide back-up and get extras of name tags, receipts, etc. Provide registration assistance if needed.
2. Assists with the HSLANJ Archives in vertical file. Provides for member access to the Archives when requested.
3. Maintains the HSLANJ Organizational Manual and sends copies to new officers, chairpersons and board members. Revisions should be made on an annual basis.
4. Coordinates the NJHA press release with NJHA. Communications department for New Jersey Health Sciences Librarians Week.
5. Photocopies any and all last minute materials for officers and members.
6. Offers the library phone if needed by a speaker.
7. Is on hand in the library or leaves contact information for “emergencies” that may arise on the day of the HSLANJ meeting such as speakers or officers who call about being delayed, cancellations, etc.

H: IMMEDIATE PAST PRESIDENT

DUTIES

1. Attend all board meetings. You are still a voting member and your input is valuable.
2. Chair the Nominating Committee. See Section XVII for details about the Nominating Committee. This process should be started in October.
3. Offer your advice. New officers will be looking to you for new ideas and for practical suggestions. This task may be your most important contribution.

V. COMMITTEES

A: STANDING COMMITTEES – LISTS AND CHARGES

The HSLANJ Board of Directors establishes any standing and special committees and prepares charges for each committee. The chairman for each committee is appointed by the President of the Association immediately after installation. The number of committee members shall be determined by the committee chairman. Committee members shall be selected and appointed by the chairman. All standing committees must meet at least once per year.

ARCHIVES COMMITTEE

The responsibilities of this committee shall include, but not be limited to, maintaining the permanent records of the membership; collecting data concerning the Association from all officers and committee chairmen; sorting through correspondence to determine which documents are to be placed in permanent files and those which should be discarded after five to ten years.

AWARDS COMMITTEE

The responsibilities of this committee shall include, but not be limited to, administering the Association's annual recognition and awards program. This may include identifying award categories, defining criteria for selection, and overseeing the nomination process. The committee shall work with the Public Relations Committee to publicize the awards program and its recipients within the Association and outside of the Association.

BYLAWS COMMITTEE

The responsibilities of this committee shall include, but not be limited to, insuring that the Association's bylaws are kept current and procedurally correct reflecting changes in the Association's direction and goals. This shall be accomplished by maintaining and updating the bylaws; examining, writing, and proposing that changes be made; forwarding all proposed modifications to the Newsletter Editor for inclusion prior to discussion and vote by the general membership; gaining Board approval for all changes; reprinting the bylaws in the Newsletter on an annual basis.

CONSUMER HEALTH INFORMATION COMMITTEE

The responsibilities of this committee shall include, but not be limited to, bringing issues on consumer health to the Association. This may be accomplished by sponsoring programs; contributing items to the Association newsletter; producing and maintaining a directory of consumer health collections and policies of member libraries; and other activities as identified.

EDUCATION COMMITTEE

This committee is always chaired by the Vice President. The goal of this committee is to annually assess and evaluate the continuing education needs of the membership. It plans a cohesive set of programs for the three general membership meetings on an annual basis. The committee usually meets in the early summer. This committee may also consider HSLANJ sponsored CE courses, from MLA or others, as part of this annual plan in addition to the regular programming. The committee is advisory to the Vice President.

FINANCE COMMITTEE

The responsibilities of this committee shall include, but not be limited to, the effective management of the Association's finances. This may be accomplished by advising the Board as to the Association's fiscal matters; recommending to the Board approval of fiscal projects; preparing and submitting a budget to the Board and, upon their approval, to the general membership. The Treasurer shall serve on this committee.

GOVERNMENT RELATIONS COMMITTEE

The responsibilities of this committee shall include, but not be limited to, monitoring federal and state legislation regarding health and library issues; providing information to Association members through reports at general meetings and via the newsletter; preparing position statements and letters of support or opposition on legislative matters; serving as a communications link in and to work with legislative committees of other library organizations, especially the Medical Library Association, the New York Regional Group of MLA and the New Jersey Library Association.

HOSPITALITY COMMITTEE

The responsibilities of this committee shall include, but not be limited to, recruiting new members into the Association; welcoming, introducing and orienting all first-time members; fostering professional and personal networking among Association members. This may be accomplished by contacting new members; writing articles for the Association newsletter; planning special receptions for recruitment purposes; planning programs at general meetings; maintaining a handbook for members.

INFORMATION TECHNOLOGY COMMITTEE

The responsibilities of this committee shall include, but not be limited to, maintaining and improving the technical competencies of the membership in areas of information technology. This may be accomplished by sponsoring brown-bag discussion groups, programs, and CE courses; contributing items to the Newsletter; developing and advertising technological standards; assisting the membership with grantsmanship activities; maintaining a directory; and other activities as identified.

INTERLIBRARY LOAN AND NETWORKING COMMITTEE

The responsibilities of this committee shall include, but not be limited to, understanding how networking is presently working in New Jersey; monitoring the operation of the New Jersey Health Science Library Network; discussing any problems arising between medical school and hospital libraries; setting up network coordinators for the gathering and interpretation of statistics. Representatives of each of the seven consortia, Rutgers, UMDNJ and the New Jersey State Library shall serve on this committee.

NEWSLETTER COMMITTEE

This is a working committee, chaired by the Newsletter Editor. Each member is responsible for writing at least two columns a year, and meeting deadlines. The Newsletter is published in the Spring and Fall.

NOMINATING COMMITTEE

The responsibilities of this committee shall include, but not be limited to, annually reviewing the open Association positions; suggesting possible candidates for each position; contacting possible candidates for acceptance of a nomination; preparing a ballot and biographical sketch of each candidate by January 15. This committee is normally comprised of four members; one from each of the New Jersey State Library Network regions. It is chaired by the Immediate Past President.

PUBLIC RELATIONS COMMITTEE

The responsibilities of this committee shall include, but not be limited to, handling the public relations of the association; coordinating photography and audiorecording of lectures given at general membership meetings; contributing articles to the Newsletter; coordinating advance publicity to library and state educational and medical journals prior to general membership meetings. The Awards Committee is a subcommittee of Public Relations that is responsible for the presentation of the annual HSLANJ awards given at the March general meeting (i.e. you can volunteer to serve on either or both Publications and Awards).

WEB PAGE DEVELOPMENT COMMITTEE

The responsibilities of this committee shall include, but not be limited to, developing and maintaining the HSLANJ web site; providing current information, meeting announcements and providing tools to assist HSLANJ librarians. The web site is used as a medium to disseminate news and other information to the membership and other interested parties in an electronic format.

NJLA/HSLANJ AIDS TASK FORCE

B: COMMITTEE CHAIRPERSON

DUTIES

1. Select committee members as directed in the bylaws and send a listing to the President by July 1.
2. Hold at least one meeting a year.
3. Advise the President in advance of meetings, as he/she is an ex-officio member of all committees.
4. Prepare minutes and send two copies, one to the President and one to the Association Archives.
5. Communicate with President or the Board designated liaison concerning your committee's activities.
6. Attend Board Meetings upon invitation for the purpose of a committee report; or report via a representative.
7. Prepare an annual report by February 15.
8. Present oral reports during the general meeting as needed.
9. Keep your committee active and "excuse" inactive members from the committee.
10. Recruitment of new committee members should always involve a personal "ask". This is very important in a volunteer organization. Review all committee interest forms that are received from the Membership Secretary.
11. Act as a mentor to your committee members. This is especially important for preparing the next chairman.
12. Each committee chair will establish/maintain a binder documenting the charge and activities of their committee. A suggested outline for the format is on the following page.
13. Large committees should have a co-chair. If one is needed for your committee, contact the President to have the appointment made.

[Sample format for committee manuals]

**INFORMATION TECHNOLOGY COMMITTEE
1998-1999**

- I. Committee Charge
- II. Committee Members
- III. Meeting Notices
- IV. Program Announcements
- V. Agenda
- VI. Minutes
- VII. Finances
- VIII. Reports
- IX. Promotional Materials
- X. Surveys
- XI. Articles
- XII. Miscellaneous Future Topics
- XIII. Course Evaluations

C: NOMINATING COMMITTEE

1. Chairperson

The immediate Past President chairs the Nominating Committee. The duties of the Chair are:

- a. In October, schedule the committee to meet in November. Usually, it is very difficult to do this in December. Meeting in January is too late. There is not enough time to complete all of the tasks and the ballot must be ready by January 15.
- b. READ THOROUGHLY the article describing how to run a Nominating Committee that appears after this section. Prepare a list of open positions. This will always include the Vice President/President Elect, one Board Member, and 4 Nominating Committee Members. Copy the duties and responsibilities of these positions from this manual. Copies of the article, the list of open positions, and the responsibilities of each position should be distributed in advance to your committee members.
- c. Chair the Nominating Committee meeting. Refer to Robert's Rules of Order Chapter 14 if needed. (A member of the committee itself may be nominated for an open position, but that person is not permitted to participate in the discussion of him/her, nor that of other nominees for the same position).

2. Members

The duties of the Nominating Committee Members are:

- a. Come to the meeting prepared with suggestions for the open positions which will always include the 4 members of the next Nominating Committee.
- b. As a committee, develop a profile of the current Board, as instructed in the article that appears in this manual.
- c. Decide whether you will have contested elections. Usually you will not. It is too difficult to find one person for each position, much less two.
- d. Telephone candidates and obtain an acceptance to be on the ballot for the position the committee has chosen. You can attempt to complete these calls as part of the meeting; or, have phone calls made the following day. It usually works best if a person on the Nominating Committee who knows the potential nominee makes the call. If you wait to make the calls, it means more coordination by the Chair of the Nominating Committee to ascertain the status of the nominees.
- e. General outlines of the telephone call:
 - i. Let the person know that they were selected by the Nominating Committee.
 - ii. Mention the abilities the Committee believes the person has which makes them a good candidate for the position.
 - iii. Tell them the length of the term of the position.
 - iv. Describe the position and the time commitment.
 - v. Ask if they would consider accepting the position.
 - vi. If needed, give them a day or two to decide.
 - vii. Request that they forward a one paragraph biography to the committee members who will be coordinating the "Biography" page of the ballot.

- f. The Nominating Committee members decide and delegate responsibility for the following:
 - i. Type the ballot to fit on the HSLANJ letterhead. A sample appears after this section.
 - ii. Collect and type the biographies onto one or two pages. A sample appears after this section.
 - iii. Give the Corresponding Secretary as the return address for the ballots.
 - iv. Photocopy the ballot and biography pages making enough copies for the entire membership. Forward the completed copies to the Corresponding Secretary prior to January 15.

3. The Immediate Past President will report for the Nominating Committee at the Annual Meeting. Items to be included in this report are:
 - a. Members of the Nominating Committee
 - b. Dates the Committee met
 - c. Number of ballots mailed and returned
 - d. The names of winning candidates, the position they will serve in, and the term of office.
 - e. Remember to include the names of the new Nominating Committee members.

[Sample Ballot (print on HSLANJ stationary)]

BALLOT

<u>POSITION</u>	<u>CANDIDATE</u>	<u>WRITE-IN CANDIDATE</u>
Vice President/President Elect 1999-2000 (Vote for 1)	Sonal Shukla	_____
Corresponding Secretary 1999-2001 (Vote for 1)	Cathy Hilman	_____
Membership Secretary 1999-2001 (Vote for 1)	Kathy Lindner	_____
Treasurer 1999-2001 (Vote for 1)	Yingting Zhang	_____
Board Member 1999-2001 (Vote for 1)	Elizabeth Jacobsen	_____
Nominating Committee Member 1999-2000 (Vote for 4)	Cathy Boss	_____
	Lena Feld	_____
	Juliette Ratner	_____
	Judith Wilkinson	_____

Prepared by the 1998/1999 Nominating Committee:
Janice Skica, Chair
Eleanor Cohen
James Delo
Elizabeth Jacobson
Cathy Weglarz

Please return ballot to Cathy Hilman
HSLANJ Corresponding Secretary
Raritan Bay Medical Center
Health Sciences Library
530 New Brunswick Ave.
Perth Amboy, NJ 08861

DEADLINE FOR RETURN OF BALLOTS IS MARCH 1, 1999

[Sample Biographical Information Page]

BIOGRAPHICAL INFORMATION

SONAL SHUKLA

(Nominee for Vice President / President Elect)

Sonal became the Medical Librarian and CME coordinator at St. Elizabeth Hospital in 1998. Prior to that time she was Health Sciences Librarian at Rahway Hospital (1994-1998) and a library technician at St. Peter's Medical Center (1990-1994). Sonal served on the Total Quality Improvement Taskforce at St. Peter's Medical Center and managed the automation and renovation of the Library at Rahway Hospital.

Sonal earned her M.L.S. from Rutgers University. She earned a B.L.S. from S.N.D.T. University as well as a diploma in Advertising and Marketing from St. Xavier's College and B.A. in Political Science from the University of Bombay, all in Bombay, India.

Sonal has been the HSLANJ Membership Secretary and serves on the Information Technology Committee. She is also Secretary of CBLC.

CATHY HILMAN

(Nominee for Corresponding Secretary)

Cathy has been the Library Director at Raritan Bay Medical Center for 25 years. She has a Master's Degree in Library Science from Rutgers University and a Bachelor's degree from Douglass College.

Cathy has held several offices in HSLANJ including Treasurer, Recording Secretary, Membership Secretary and Corresponding Secretary. She also serves on the Networking and Interlibrary Loan Committee.

Cathy is a Senior Member of the Academy of Health Information Professionals (AHIP).

KATHY LINDNER

(Nominee for Membership Secretary)

Kathy has been the Director of the Englewood Hospital and Medical Center Health Sciences Library for 22 years, with very active interests in patient education and consumer health.

Kathy has an M.L.S. from Pratt Institute. She also became an R.N. in 1990 through the evening program at Bergen Community College.

In 1986-87 Kathy was the national Chairman for the MLA Consumer and Patient Health Information Section. From 1992-1993 she was a member of the MLA Task Force to develop a professional Code of Ethics for Health Sciences Librarianship, and in 1994 she was the Chairman of the MLA Relevant Issues Section of MLA.

In 1997 Kathy served on the HSLANJ Education Committee assisting in a program on Alternative Medicine. Kathy also published "A Piece of My Mind: Encouraging Information Therapy" in JAMA (May 20, 1992, 267(10):2592).

continued

YINGTING ZHANG
(Nominee for Treasurer)

Ying is a librarian in the Information and Education Department at the UMDNJ-George F. Smith Library in Newark. Prior to this, she worked as a cataloging librarian at the Smith Library, beginning in 1993 and was Director of the Plattekill Library in New York.

Ying has a Master's Degree in Library Science from Rutgers University. She has an undergraduate degree in English from Beijing Foreign Studies University (China) and completed graduate work in Applied Linguistics from the same university.

While in New York, Ying authored a column called "Librarian's Corner" in the Hudson Valley News, a local weekly newspaper and served on the ILL Advisory Committee of the Mid-Hudson Library System.

ELIZABETH JACOBSEN
(Nominee for Board Member)

Elizabeth has been the Manager of the Medical Library at Christ Hospital in Jersey City since 1991. Prior to that time she was the Research Library Director at Research Cottrell in Somerville and was Assistant Manager and Clinical Librarian at St. Peter's Medical Center in New Brunswick.

Elizabeth has a B.A. in English Literature from William Paterson College and is completing her studies toward a Master's Degree in Library Science at Rutgers University.

She has served on a number of HSLANJ Committees, including By-Laws, Awards, Education, Public Relations, Nominating, and the AIDS Task Force. She is also a past editor of the PULSE newsletter. Elizabeth has also served on the Nominating Committee for INFOLINK.

Elizabeth was the recipient of the MLA Hospital Libraries' Section Publication Award in 1992. She has delivered several lectures including a 1996 presentation on "Medicine in Cyberspace" (Grand Rounds, Christ Hospital) and "Marketing and Promoting the Small, Special Library", at the 6th Annual Conference of the New Jersey Association of Library Assistants in 1992.

VI. HONORARY MEMBERS

According to the HSLANJ Bylaws, Article III, Section 2, “honorary members shall be persons who have been nominated and approved by the membership for outstanding contributions to the health sciences library profession”.

Those who have been named as honorary members of HSLANJ are:

- 1) Estelle Brodman
19-09 Meadow Lakes
Hightstown, NJ 08520
(609) 448-4100
date of honorary membership: 1977?
(letter in Archives, unable to locate – MV 3/87)

- 2) Gertrude L. Annan
(deceased)
date of honorary membership: November 1977
(letter on file in Archives)

VII. HSLANJ ARCHIVES

HEALTH SCIENCES LIBRARY ASSOCIATION OF NEW JERSEY

ARCHIVES POLICY

I. Statement of Purpose

The Health Sciences Library Association of New Jersey (HSLANJ) Archives were established in 1980 for the purpose of preserving and making available for research materials which document the founding, development, organization, and achievements of HSLANJ.

Among the materials to be maintained are the following:

Membership Directories	Correspondence
Newsletters	Standing Committee Reports
Minutes of Meetings	Organizational Manuals
Meeting Notices	Special Interest Groups
Treasurers' Reports	Photographs
Annual Reports	Tapes of Programs
Publicity Concerning HSLANJ	HSLANJ Surveys
Legal Documents	

The records shall reflect HSLANJ's relationships with other organizations such as the New Jersey Hospital Association, the Health Research and Educational Trust of New Jersey, the New Jersey State Library, the New Jersey Library Association, the University of Medicine and Dentistry of New Jersey, the Greater Northeastern Regional Medical Library Program, the Interagency Council on Library Resources for Nursing, etc.

II. The Archival Program

The Archives will be maintained at NJHA. The integrity of archival records of HSLANJ shall be protected through the archival program. The Archives shall be secure against defacement, alteration, and theft; they shall be protected against physical damage by excessive exposure to light, dampness, and dryness; there shall be assurance that the value of the archival materials is not impaired in the normal course of rehabilitation, arrangement, and use.

Costs related to the Archives shall be borne by HSLANJ and maintenance of the Archives is the responsibility of the Archives Committee.

All open archival records shall be made available to HSLANJ members and to qualified researchers as determined by the Executive Board of HSLANJ. Photocopies of any of the documents may be arranged through the librarian of the NJHA Library.

III. Transfer of Records

On behalf of HSLANJ, the Chairperson of the Archives Committee or another committee member shall be authorized to receive all of the non-current records of the Association.

Any record-creating committee of HSLANJ shall be directed to release to the Archives for preservation and administration all such records legally in its custody that are no longer needed for the transaction of the current business of the committee, whenever a member of the Archives Committee is able to receive and take possession of them.

The records of any committee or special interest group shall, prior to or upon the termination of the existence and functions of that group, be transferred to the custody of the Archives unless otherwise directed by the President.

Since all records created by an Officer, Board Member, or Committee Chairperson in the performance of his or her duties are the property of HSLANJ, upon termination of office, all individuals shall transfer to the Archives those records no longer needed for current operation of their respective offices. In no case shall anyone remove such records from the Archives, or destroy the same, without the prior permission of the President and the Archives Chairperson.

IV. Records Management

The Archives Committee Chairperson together with the Librarian of the NJHA Library and the President and his/her designees shall develop guidelines and procedures for the management of the current records of HSLANJ. They shall establish retention and disposal policies for all types of records, and assure that such policies are observed by all Board Members and Committee Chairpersons.

V. Access to Records

The HSLANJ Archives shall conform to the “Standards for Access to Research Materials in Archival and Manuscript Repositories”, as approved by the Council of the Society of American Archivists in December 1973.

ARCHIVES COLLECTION POLICY

The Archives collection will be limited to the activities of the Health Sciences Library Association of New Jersey (HSLANJ).

Materials collected will be restricted to the types of materials normally encompassed by the term “archives”: official records, printed materials and audiovisual materials.

The Archives will not contain museum items. If such material is acquired, it will be sent to the University of Medicine and Dentistry of New Jersey, for disposition as they wish.

OFFICIAL RECORDS:

Official records collected by the Archives will be limited to those created by HSLANJ. Only records deemed by the Archives Committee and the Executive Board to have long-term historical value will be incorporated into the Archives collection.

PRINTED MATERIALS:

The Archives will collect two copies of all printed materials containing information about HSLANJ.

AUDIOVISUAL MATERIALS:

- A. Sound recordings, audio and visual tapes and cassettes – The Archives will collect at least one preservation copy of HSLANJ published and unpublished tape recordings, oral histories, etc. deemed to be of long-term historical value, as well as taped records of all program meetings.
- B. Photographs and Slides – The Archives will attempt to develop a collection of photographs and slides that chronicle HSLANJ activities and that are of long-term historical value. Photographs will be primarily of HSLANJ Board of Directors and members, and HSLANJ sponsored events.
- C. Microforms – When it is feasible, the Archives will consider preserving HSLANJ records on microforms for storage and research purposes.

HSLANJ ARCHIVAL MATERIALS AT THE NJHA LIBRARY

Anniversary Materials – 15th, 20th, 25th & 30th

Annual Reports: 1985 –

Certificate of Incorporation

Committee Reports

Constitution and Bylaws

Correspondence: 1972 –

Directories: 1972 –

HSLANJ Remembers: 1972 –

Meeting Minutes: 1972 –

Meeting Notices & Agendas

Membership Information

Newsletters: 1971 –

Organization Manuals

Photographs

Surveys

Treasurer Reports: 1974 –

VIII. NEW JERSEY HOSPITAL ASSOCIATION

A: DESCRIPTION OF NJHA ALLIED ORGANIZATIONS

The New Jersey Hospital Association encourages the development and growth of allied organizations. Our prime concern is better health care for the residents of the state of New Jersey and any organization that delivers health care which affect hospitals either directly or indirectly can become affiliated with the New Jersey Hospital Association.

DEFINITION

An affiliated society is an organized group of individuals who have joined together to achieve a common purpose. generally, they are people who have in common a particular area of responsibility in a member health care institution such as nurses, pharmacy, telecommunications. (Before the New Jersey Hospital Association will consider a group formally as “allied” with it, we ask for either a statement of purpose or a copy of the Constitution and/or By-laws and a membership list.) The New Jersey Hospital Association is willing to provide assistance in organizing new groups.

PURPOSES

The main purpose of affiliation between these various societies and the New Jersey Hospital Association is to improve upon the communication process through which the Association can best serve its membership.

The affiliation also:

1. Provides a mechanism through which important information needed for effective performance can be shared.
2. Provides a point of exchange with the members of other affiliated organizations.
3. Provides the New Jersey Hospital Association with a resource for the provision of expert professional advice on problems common to institutional members.

Since there is extensive overlap in memberships, there is a need for the Association and the organizations to work together closely and effectively to serve their members. Each has an important role to play in implementing the overall purposes and goals of both the Association and of its allied organizations. Each society operates under By-laws adopted by the members of the society. The activities of each society are determined by its own governing authority. From time to time (twice a year?) a meeting will be held for the Presidents of (allied and) affiliated organizations at the Center for Health Affairs. These meetings provide an opportunity for the presidents of all societies to exchange useful information and ideas on programs and other matters, as well as providing an organized channel for official communication with the New Jersey Hospital Association.

SERVICES

The following is a list of detailed services that the New Jersey Hospital Association will provide to affiliated groups:

1. Meeting facilities;
2. Develop educational programs and obtain speakers for programs for a fee;
3. Advice with handling of an organization's finances;
4. Regular distribution of calendar of meetings either planned or hosted by the New Jersey Hospital Association and others to Presidents of Allied Organizations;
5. Allied Organization Presidents receive a complimentary copy of the Association Directory;
6. The New Jersey Hospital Association staff members are available to advise and assist Presidents of Allied Organizations;
7. HRET and Hospital Service Corporation provide technical expertise to Allied Organizations on a "fee for service" basis;
8. News releases and notices of special educational programs submitted to the New Jersey Hospital Association will be included in the "Reporter" if appropriate and if space is available;
9. A limited amount of library space at the New Jersey Hospital Association is provided for minutes, book, articles, films, file space, etc;
10. Presidents of Allied Organizations also receive copies of the "Reporter", "Legislation Today", "In Labor", and "Memo Planning" as they are issued.

DIRECTIONS TO THE NEW JERSEY HOSPITAL ASSOCIATION

New Jersey Hospital Association
760 Alexander Road
Princeton, NJ 08543
(609) 275-4000

Directions to the New Jersey Hospital Association can be found via the Internet at:
www.njha.com/aboutNJHA/mc.directions.html



Directions To The:
New Jersey Hospital Association
& Conference Center At NJHA
760 Alexander Road
Princeton, NJ
609-275-4000

From North Jersey

Via Route 31:

Proceed on Route 31 heading south. After passing Walsh's Golf Farm (on left), proceed through blinking caution light (Sunoco Station on left). Continue on Route 31 to traffic circle (will enter at 6 o'clock). Exit traffic circle at 1 o'clock (2nd off shoot)-follow signs for Trenton. At next traffic light (Jct. I-95), take 2nd right (access ramp) to I-295 South/I-95 North. Proceed on I-95 North, which merges with I-295 South. Take Exit 67 for Route 1 North. Bear left at exit ramp fork and follow signs to Route 1 North. Proceed on Route 1 North for approximately 3 miles. (Division of Motor Vehicles, Quakerbridge Shopping Mall, Carnegie Center, and Summit Bank will be on your right). Take Alexander Road East (Princeton Junction) exit. Turn right onto Alexander Road. New Jersey Hospital Association is approximately one mile on right. Park in rear.

From the Somerville Area And Points To The North And West:

Take Route 206 South to Nassau Street (Route 27) at Princeton. Turn left onto Nassau Street (Route 27). Go to first traffic light and turn right onto University Place. Follow University Place to end and turn left onto Alexander Street; after approximately 1/2 mile this becomes Alexander Road. Cross over Route 1 and continue on Alexander Road approximately 1/2 mile. New Jersey Hospital Association is on right. Park in rear.

From New Brunswick Area:

U.S. Route 1 South (approximately 15 miles) to Alexander Road East/Princeton Junction exit. Take exit and turn right onto Alexander Road (Hyatt Regency Princeton is on your right). Go through 3 lights. New Jersey Hospital Association is on right. Park in rear.

Via New Jersey Turnpike

Proceed south on NJ Turnpike to Exit 8 (Hightstown/East Windsor). Take Route 33 West into Hightstown. At second traffic light, make a left (Main Street). Make first right onto Stockton Street. Stay on Stockton Street (which turns into Route 571) for approximately 8 miles. After traffic light at Clarksville Road turn left at the next traffic light (between Mobile and Shell Stations) onto Alexander Road making a right over the railroad bridge. After crossing over the railroad bridge continue on Alexander Road approximately 1/2 mile. New Jersey Hospital Association is on left. Park in rear.

Via Garden State Parkway

Proceed south on Parkway to Exit 129. Exit onto NJ Turnpike. Proceed south on NJ Turnpike to Exit 8. Take Route 33 West into Hightstown. At second traffic light, make a left (Main Street). Make first right onto Stockton Street. Stay on Stockton Street (which turns into Route 571) for approximately 8 miles. After traffic light at Clarksville Road turn left at the next traffic light (between Mobile and Shell Stations) onto Alexander Road making a right over the railroad bridge. After crossing over the railroad bridge continue on Alexander Road approximately 1/2 mile. New Jersey Hospital Association is on left. Park in rear.

From Hightstown

Take Stockton Street (which turns into 571) for approximately 8 miles. After traffic light at Clarksville Road turn left at the next traffic light (between Mobile and Shell Stations) onto Alexander Road making a right over the railroad bridge. After crossing over the railroad bridge continue on Alexander Road approximately 1/2 mile. New Jersey Hospital Association is on left. Park in rear.

From Points East

Take Route 33 West to Route 133. Take Route 133 and follow signs for Princeton 571 West. Stay on Route 571 for approximately 3 miles. After traffic light at Clarksville Road turn left at the next traffic light (between Mobile and Shell Stations) onto Alexander Road making a right over the railroad bridge. After crossing over the railroad bridge continue on Alexander Road approximately ½ mile. New Jersey Hospital Association is on left. Park in rear.

From South Jersey

From Philadelphia Area

Take I-95 north from Philadelphia; continue on I-95 across the Delaware River into New Jersey. That road becomes I-295 south approximately 5 miles into New Jersey. Continue on I-295 south to Exit 67 for Route 1 north. Proceed on Route 1 North approximately 3 miles. (Division of Motor Vehicles, Quakerbridge Shopping Mall, Carnegie Center, and Summit Bank will be on your right.) Turn right onto Alexander Road East (Princeton Junction) exit. Turn right onto Alexander Road. New Jersey Hospital Association is approximately one mile on right. Park in rear.

Via Route 206

Proceed north on Route 206. At Bordentown, shortly after Ground Round (on right), get in left lane. Where Route 206 and Route 130 separate, bear to the left and continue on Route 206. (Follow signs for Trenton-Mastoris Diner will be on your right.) After approximately 3 miles, exit from right lane onto I-195 West/I-295 North (sign also says Princeton). Stay on I-295 North and take Exit 67A onto Route 1 North (sign says Trenton/New Brunswick). Proceed on Route 1 North approximately 3 miles. (Division of Motor Vehicles, Quakerbridge Shopping Mall, Carnegie Center and Summit Bank will be on your right.) Turn right onto Alexander Road East (Princeton Junction) exit. Turn right onto Alexander Road. New Jersey Hospital Association is approximately one mile on right. Park in rear.

Via New Jersey Turnpike

Proceed north on Turnpike to Exit 8 (Hightstown/East Windsor). Take Route 33 West into Hightstown. At second traffic light, make a left (Main Street). Make first right onto Stockton Street. Stay on Stockton Street (which turns into Route 571) for approximately 8 miles. After traffic light at Clarksville Road turn left at the next traffic light (between Mobile and Shell Stations) onto Alexander Road making a right over the railroad bridge. After crossing over the railroad bridge continue on Alexander Road approximately ½ mile. New Jersey Hospital Association is on left. Park in rear.

Via Garden State Parkway

Proceed north on Parkway to Exit 98. Take Exit 98 onto I-195 West, which becomes I-295 North. Stay on I-295 North and take Exit 67A onto Route 1 North (sign says Trenton/New Brunswick). Proceed on Route 1 for approximately 3 miles. (Division of Motor Vehicles, Quakerbridge Shopping Mall, Carnegie Center, and Summit Bank will be on your right). Turn right onto Alexander Road East (Princeton Junction) exit. Turn right onto Alexander Road. New Jersey Hospital Association is approximately one mile on right. Park in rear.

Via I-295

Take Route I-295 North to exit 67A onto Route 1 North (sign says Trenton/New Brunswick). Proceed on Route 1 for approximately 3 miles. (Division of Motor Vehicles, Quakerbridge Shopping Mall, Carnegie Center, and Summit Bank will be on your right). Turn right onto Alexander Road East (Princeton Junction) exit. Turn right onto Alexander Road. New Jersey Hospital Association is approximately one mile on right. Park in rear.

XI. HONORARIUMS

HONORARIUMS (Draft)

HSLANJ does not pay honorariums for speakers unless required by the speaker. If required, the amount should be within budget and negotiated according to the following guidelines:

One hour presentation	\$ 75.
Two hour presentation	\$ 150.
All day program	\$ 500.

In addition, speakers will be reimbursed for travel expenses. If required, accommodations for the night preceding a program might be included in negotiations with a speaker presenting an all day program.

When an honorarium is waived, the Association will send a book of the Vice President's choice, based on the speaker's interest and inscribed with a note of appreciation from the Association.

XII. REMEMBRANCES / ACKNOWLEDGEMENTS FOR HSLANJ MEMBERS

With the belief that major events in the lives of our members should be remembered / acknowledged by HSLANJ, the Board of Directors has established the following guidelines for such occasions:

Gift / Contribution:

Occasion: Birth of Child/Adoption
Serious Illness/Hospitalization/Surgery
Death of Immediate Family Member (Spouse, Child, Parent)
Members Eligible: Officers, Board Members, Committee Chairs, Liaisons

Card:

Occasion: Birth of Child/Adoption
Serious Illness/Hospitalization/Surgery
Death of Immediate Family Member (Spouse, Child, Parent)
Members Eligible: All Members

Definition of Officers, Board Members, Committee Chairs, Liaisons:

Officers: President, Vice President/President Elect, Recording Secretary, Membership Secretary, Corresponding Secretary, Treasurer, Immediate Past President
Board of Directors: 3 elected Board Members, ex-officio members (i.e. NJHA, UMDNJ, Newsletter Editor, Bylaws Chair)
Committees: Archives, Awards, Consumer Health, Education, Finance, Government Relations, Hospitality, Information Technology, Networking & Interlibrary Loan, Public Relations, Web Page Development
Ad Hoc Committees: Task Force on Values & Competencies of Medical Librarians, Membership Profiles Committee
Joint Committees: NJLA/HSLANJ AIDS Task Force
Liaisons: Interagency Council on Library Resources for Nursing, Network Services Librarians of New Jersey, Rutgers University Graduate School of Library & Information Studies, New Jersey State Library, NN/LM (RML)

This program will be funded through a "Sunshine Fund" established specifically for this purpose.

XIII. GOVERNOR'S PROCLAMATION

HEALTH SCIENCES LIBRARIANS WEEK

1. Ideally, the proclamation should be requested early in November as enough time is needed to plan and execute publicity.
2. The Chair of the Public Relations Committee will:
 - a. Request the Governor's Proclamation of Health Sciences Librarians Week. A minimum of three weeks' advance notice is required. New text for the proclamation is preferred, if possible.
Contact numbers for the Governor's office are:
Phone (609) 292-6000 Extension 285
Fax (609) 984-6886
 - b. Notify the NJHA Librarian as soon as the proclamation is received so NJHA can also issue a press release.
3. The NJHA Librarian will:
 - a. Request an NJHA Press Release for Health Sciences Librarians Week when the proclamation is officially received.
 - b. Mail press release out to HSLANJ membership, Directors of Public Relations, TV, radio, and newspaper in January, or as soon as possible once proclamation is received.
4. The proclamation is displayed at the March meeting and the text is usually read as part of the business meeting.
5. The HSLANJ Archivist keeps the proclamation itself in the Association Archives after the March meeting.

XIV. CONSTITUTION AND BYLAWS

HSLANJ - Health Sciences Library Association of New Jersey 2002 BYLAWS

ARTICLE I. NAME.

The name of this association shall be the Health Sciences Library Association of New Jersey, Inc.

AMENDMENTS

1987 - Amended and approved by the membership December 2, 1987. Prior to this date the name of the organization was "Health Sciences Library Association of New Jersey." Date of incorporation September 29, 1986.

ARTICLE II. OBJECTIVE.

The objective of this organization shall be to encourage and to promote the utilization of health and wellness information through the collection, organization and dissemination of information; to develop the usefulness and efficiency of health science libraries in support of quality patient care; to promote research in the field of information sciences; to promote high professional standards; to provide its members with channels of communication; to help members in their professional development and advancement.

AMENDMENTS

1982 - Section not applicable. Article II added to read "and wellness in support of patient care." Approved by membership March 24, 1982.

ARTICLE III. MEMBERSHIP.

Section 1. Classifications.

There shall be five classes of membership: Individual Members, Retired Members, Student Members, Institutional Members, and Honorary Members.

Section 2. Qualifications.

A. Individual members shall be persons who are or were at the time of application, engaged or interested in health care or allied scientific library work, and shall have paid the required membership fee.

B. Retired Members shall be persons who have retired from active library work and paid the required membership fee.

C. Student Members shall be persons who are enrolled in an accredited library school. Student membership is limited to three consecutive years. Proof of enrollment is required.

D. Institutional Members shall be organizations that support the objectives of the Association. An Institutional Membership is required for participation in the New Jersey Health Science Interlibrary Loan Network. Institutional Members shall designate one representative to vote on Association matters. Employees of member institutions, other than the designated representative, may participate in Association activities, but must join as an Individual Member in order to vote or hold office.

E. Honorary members shall be persons who have been nominated and approved by the membership for outstanding contributions to the health sciences library profession.

Section 3. Rights and Privileges.

A. All Individual and Retired Members may vote. One designated representative from an Institutional Membership may vote.

B. Individual, Institutional and Retired Members are eligible to hold office or to be appointed to committees.

Section 4. Membership Application and Approval.

Application for any class of membership shall be made on appropriate forms to the Board of Directors, the President, or the Membership Secretary. Applicants meeting the requirements set forth in the Bylaws shall be entitled to all rights and privileges of membership from the time dues are paid.

Section 5. Dues.

The dues shall be determined by the voting members of the Association. Changes in the fee structure will be printed in the newsletter prior to voting at a general meeting. Retired and Student Members shall pay reduced fees as delineated in the Association directory. Honorary Members shall be exempt. Dues shall be paid by June 1st. Any member who has not paid by this date shall be dropped from the membership.

Section 6. Fiscal Year.

The fiscal year of the Health Sciences Library Association of New Jersey shall be April 1st through March 31st.

AMENDMENTS

1998 - Section 3. Approved by the membership September 16, 1998. The right to hold office or to be appointed to committees is extended to Retired Members at the request of the Board of Directors.

1995 - Section 6. Approved by the membership September 20, 1995. Prior to this date section reads " The fiscal year of the Health Sciences Library Association of New Jersey shall be October 1st through September 30th."

1992 - Section 5. Approved by the membership September 30, 1992. Prior to this date section reads "Dues shall be paid by June 30th."

1992 - Section 6. Approved by the membership September 30, 1992. Prior to this date section reads "The fiscal year of the Health Sciences Library Association of New Jersey shall be July 1st through June 30th."

1990 - Sections 2 through 4. Approved by the membership September 14, 1990. Rights and responsibilities of Institutional membership changed upon recommendation of the Board of Directors. Originally reads "Institutional Members shall be organizations that support the objectives of the Association and designate one representative to vote on Association matters. Employees of member libraries may participate in Association activities."

1989 - Sections 1 through 6. Amended and approved by the membership March 8, 1989. "Active" member renamed "Individual" member as a membership category. Description of category is changed to include those who are "interested in" health care or allied scientific library work.

1989 - Sections 1 through 6. Amended and approved by the membership March 8, 1989. "Special" member deleted from the membership categories. Prior to this date category read "Special members shall be persons, organizations, or institutions interested in libraries of the health sciences and shall have paid the required membership."

1989 - Section 5. Amended and approved by the membership March 8, 1989. Prior to this date section reads "Dues shall be paid March 31st."

1982 - Added and approved by membership March 24, 1982. Article III prior to the above date reads "Any person or institution in health science libraries may become a member of the association by complying with the bylaws provisions."

1981 - Section 1. Prior to March 24, 1982 "Inactive" members replaced "Retired" members as a membership category. Section 1 reads "There shall be six classes of membership: Active members, Inactive members, Student members, Special members, Institutional members, and Honorary members."

1981 - Section 2.B. Prior to March 24, 1982 this section reads "Inactive members shall be paid members who do not attend the required number of meetings."

1980 - Section 5. Added and approved by the membership September 17, 1980. Prior to this date text reads "Annual dues shall be paid by the end of the first month of the fiscal year." Amended to read "March 31st of each calendar year."

1980 - Section 5. Added and approved by the membership September 17, 1980. Prior to this date the fiscal year was "April 1 through March 31." Amended to read "July 1st through June 30th."

1980 - Section 5. Added and approved by the membership September 30, 1980. Prior to this date retired members are exempt from dues. "Student members dues shall not exceed half of the active members' fees." Amended to read "Retired and student members shall not exceed half of the Active members dues."

ARTICLE IV. MEETINGS.

Section 1. General Meetings.

There shall be one regular general meeting each year which shall be called the Annual Meeting. This meeting shall include the Association's annual business meeting and the installation of officers. Additional meetings and continuing education programs will be held as necessary.

Section 2. Quorum.

A quorum for the transaction of business shall be the presence of at least twenty-five per cent (25%) of the voting membership.

Section 3. Order of Business.

The order of business at the general meeting shall be at the discretion of the presiding officer and the Board of Directors, but the business can include: Approval of Minutes, Treasurer's Report, Committee Reports, other reports from the Board of Directors, Old Business and New Business.

AMENDMENTS

2001 - Section 1. Approved by the membership September, 2001. Prior to this date section reads: "Three general meetings shall be held in September, December, and March. At the March meeting, installation of officers will take place."

2001 - Section 2. Approved by the membership September, 2001. Original section deleted. Prior to this date section reads: "At any time in the interval between regular meetings, special meetings may be called by the Board of Directors or by at least ten active members. The purpose shall be submitted in writing to the membership not less than fourteen days in advance of the meeting."

1987 - Section 2. Approved by the membership December 2, 1987. Section 2A deleted, originally reads "A special meeting is held at the Middle Atlantic Health Congress in Atlantic City."

1982 - Sections 1 through 4. Added sections approved by membership March 24, 1982. Article IV prior to this date originally reads "Meetings shall be held as provided in the Bylaws."

1972 - Section not applicable. Article IV originally reads "A business meeting shall be held at least once a year."

ARTICLE V. OFFICERS, NOMINATING PROCESS AND ELECTIONS.

Section 1. Elected Officers.

The elected officers of the Association shall be a President, a Vice-President/President-Elect, Recording Secretary, Corresponding Secretary, Membership Secretary, and Treasurer.

Section 2. Nominations and Nominating Process.

A. The Nominating Committee shall consist of the immediate Past President and a representative from each New Jersey State Library Region who is an active member of the Association. Members of the Committee shall not serve more than one successive year on the committee. This Committee shall meet at least once annually.

B. The Nominating Committee shall notify the membership of at least one nominee for each office of the Association and four nominees for the following year's Nominating Committee. The slate of nominees shall be printed in the Newsletter of the Association. Included also on the ballot shall be any nominee of active membership status proposed by at least three voting members.

Section 3. Qualifications for Nomination.

The nominees for elected positions shall be active members of the association for at least two years.

Section 4. Elections.

A. The officers of the Association and members of the association's Nominating Committee shall be nominated and elected as provided for in the Bylaws. Elected officers shall be installed at the close of the March meeting.

B. Voting ballots and return envelopes shall be distributed and returned to the Corresponding Secretary by the designated date appearing on the ballot. The results of the election shall be announced at the March general meeting.

C. The President and the Vice-President/President Elect shall be elected for a one year term. The Treasurer, Membership Secretary, Recording Secretary and Corresponding Secretary shall serve for two years. The Recording and Corresponding Secretaries shall serve staggered terms. Officers shall not serve more than two successive terms in the same office.

D. The yearly terms of elected officers shall be staggered so that no more than four officers be installed in the same year.

AMENDMENTS

2002 - Section 4D. Amended and approved by the membership March 20, 2002. Prior to this date section reads " The yearly terms of elected officers shall be staggered so that no more than three officers be installed in the same year."

1996 - Sections 1, 4. Amended and approved by the membership March 27, 1996. The position of Recording-Correspondence Secretary is divided into two positions of Recording Secretary and Corresponding Secretary who shall serve staggered two year terms.

1995 - Section 2B. Amended and approved by the membership March 14, 1995 to read: "and four nominees for the following year's Nominating Committee." The number of New Jersey State Library Regions was consolidated from six to four.

1989 - Section 2A. Amended and approved by the membership September 20, 1989. Prior to this date article reads "Immediately following the installation of officers, the Immediate past president shall appoint the Nominating Committee. It shall consist of a representative from each consortia, chairperson or designate who is an active member of the Association. This Committee shall meet at least once annually."

1989 - Section 2B. Amended and approved by the membership September 20, 1989 to include: "and six nominees for the following year's Nominating Committee."

1989 - Section 4A. Amended and approved by the membership September 20, 1989 to include "and members of the Association's Nominating Committee."

1984 - Section 4. Membership Secretary replaced Corresponding Secretary upon request of the HSLANJ Executive Board. Amendment enables verification of current membership status prior to processing vote.

1982 - Section 1. Amended and approved by the membership March 24, 1982. Article V, Section 1 originally reads "Elected officers shall be such officers as provided in the Bylaws, who shall be nominated and elected as provided in the Bylaws."

1982 - Section 2. Amended and approved by the membership March 24, 1982. Article V, Section 2, originally reads "appointed officers shall be such officers as provided in the Bylaws." Section 2.A and 2.B added.

1982 - Section 4C. Amended and approved by membership March 24, 1982. Originally reads "2 consecutive elected terms." Amended as "two successive terms in the same office."

1980 - Section 4C. Amended and approved by membership March 1980. Originally reads "Officers shall not serve more than 2 consecutive terms." Amended to read "(see above)."

1980 - Section 4C. Originally reads "Treasurer. Term of office shall be 3 years." Amended to read "term of office shall be 2 years."

1980 - Section 4. Approved by membership March 1980. "Recording-Corresponding" Secretary replaced "membership" secretary.

1975 - Section 1. Approved by membership March 13, 1975. Originally reads "The elective officers of the NJ Hospital Library Association shall be a President, Vice-President Elect, Secretary and Treasurer."

1973 - Section 1. Approved by membership March 15, 1973. Addition of an Executive Board.

ARTICLE VI. DUTIES OF OFFICERS.

Section 1. President.

The President shall be the Chief Elected Officer of the Association and shall serve as Chairman of the Board of Directors. The responsibilities of this office include presiding at all meetings, preparing the annual report and serving as an ex-officio member of all standing committees. The President shall call special meetings as necessary.

Section 2. Vice-President/President Elect.

In the absence of or resignation of the President or at the request of the President, the Vice-President/President Elect shall perform the duties and exercise the functions of the President. The Vice-President/President Elect serves as the Program Chairman. In addition, the Vice-President/President Elect shall serve as Chair of the Education Committee and be a member of the Nominating Committee.

Section 3. Recording Secretary.

The Recording Secretary shall maintain and present the minutes of all general and Board of Director's meetings. The Recording and Corresponding Secretaries shall share any related duties as assigned by the Board of Directors.

Section 4. Corresponding Secretary.

The Corresponding Secretary shall conduct the official correspondence of the Association retain copies of all communications received and written on behalf of the Association. Voting ballots shall be distributed by and returned to the Corresponding Secretary. The Corresponding Secretary and Recording Secretaries shall share any related duties as assigned by the Board of Directors.

Section 5. Membership Secretary.

The Membership Secretary shall maintain the membership files and records and perform all duties relating to the application for membership process. Production and distribution of the Annual Membership Directory is also the responsibility of this officer. The Membership Secretary collects dues and maintains a list of members in good standing. Dues notices shall be sent during the month of December. Dues collected shall be turned over to the Treasurer.

Section 6. Treasurer.

The Treasurer shall conduct the financial affairs of the Association and shall be responsible for all monies and funds belonging to the Association. The Treasurer shall serve on the Finance Committee. Also, this officer shall present an annual financial report including the budget for the following year to the membership.

Section 7. Resignation.

In the event of the resignation of any officer, other than President, the Board of Directors shall appoint a member to fill the officer, subject to confirmation by vote of the membership, at the next general meeting.

AMENDMENTS

1996 - Sections 3, 4. Approved by the membership March 27, 1996. The position of Recording-Correspondence Secretary is divided into two positions of Recording Secretary and Corresponding Secretary who shall serve staggered two year terms.

1995 - Section 4. Approved by the membership September 20, 1995. Addition to duties of Membership Secretary to read "Dues notices shall be sent during the month of December."

1992 - Section 3. Approved by the membership September 30, 1992. Status of Education Committee changed from Ad Hoc to Standing.

1982 - Section 5. Approved by the membership March 24, 1982. The Finance committee is responsible for the presentation of the budget and not the Treasurer as previously stated.

1982 - Sections 1 through 6. Added and approved by the membership March 24, 1982. Article VI originally reads "This constitution may be amended or rescinded as provided in the Bylaws."

ARTICLE VII. BOARD OF DIRECTORS.

Section 1. Membership.

The Board of Directors shall consist of the six elected officers and the Immediate Past President. Three additional Directors shall be elected to serve three year terms. The Editor of the Newsletter, the Chairman of the Bylaws Committee, and the Librarians of the Health Research and Educational Trust, the University of Medicine and Dentistry of New Jersey, and the HSLANJ representative to the Rutgers University LIS Program Associates will serve in ex-officio capacity.

Section 2. Qualifications.

The elected members of the Board of Directors shall be active members of the Health Sciences Library Association of New Jersey.

Section 3. Terms of Office.

The six elected officers shall be members of the Board of Directors during their terms of office. The three elected Directors shall serve terms of three years each, one member to be elected annually. Each member must attend at least four meetings per year, one being the March general meeting. In the event of resignation by any of these members, a vacancy in the Board membership shall be filled by a majority vote of the remaining members of the Board of Directors. The interim Board member shall serve until approval by vote of the general membership at the next general meeting.

Section 4. Duties.

The Board of Directors shall generate and maintain written policies and procedures. Long range goals and objectives shall be written and updated annually. The Board shall review all standing and special committee reports on an annual basis and perform other functions as the membership directs. The Board of Directors shall review and evaluate the Bylaws every three years.

Section 5. Meetings.

The Board of Directors shall hold at least four meetings annually. The subject of the summer meeting shall be to plan programs for the coming year. Additional meetings shall be held upon request of the President or upon written request of any three members of the board. Actions taken by the Board will be highlighted in the President's Annual Report. Summary reports of Board Meetings will be published in the Newsletter.

Section 6. Board of Directors Meetings.

All elected officers shall attend the Board of Directors Meetings.

Section 7. Quorum.

A quorum for conducting the business of the Board of Directors shall be no less than four Board members empowered to vote.

AMENDMENTS

2002 - Section 1. Approved by the membership March 20, 2002. Prior to this date section reads: "The Board of Directors shall consist of the six elected officers and the Immediate Past President. Three additional Directors shall be elected to serve three year terms. The Editor of the Newsletter, the Chairman of the Bylaws Committee, and the Librarians of the Health Research and Educational Trust and the University of Medicine and Dentistry of New Jersey will serve in ex-officio capacity."

2001 - Section 5. Approved by the membership September, 2001. Prior to this date section reads: "The Board of Directors shall hold at least four meetings annually prior to each general meeting. The subject of the summer meeting shall be to plan programs for the coming year. Additional meetings shall be held upon request of the President or upon written request of any three members of the board. Actions taken by the Board will be highlighted in the President's Annual Report. Summary reports of Board Meetings will be published in the Newsletter."

1996 - Sections 1, 3. Approved by the membership March 27, 1996. The position of Recording-Correspondence Secretary is divided into two positions of Recording Secretary and Corresponding Secretary who shall serve staggered two year terms.

1991 - Sections 1, 3. Descriptive language change approved by the membership September 27, 1991.

1982 - Section 2. Approved by the membership March 24, 1982. Deleted "who are working in the state in a health related field."

1980 - Section 1. Approved by the membership March 1980 to add "and the Librarian of the Health Research and Educational Trust."

ARTICLE VIII. COMMITTEES.

Section 1. Establishment.

The Board of Directors shall establish, by majority vote, any standing and special committees considered useful to furthering the aims and objectives of the Association. The Board of Directors shall prepare charges for each committee.

Section 2. Appointment of Committee Chairman.

The Chairman of each committee shall be appointed by the President immediately after installation. The Chairman is appointed for one three year term and may be reappointed for one additional consecutive three year term.

Section 3. Standing Committees.

Standing Committees shall consist of at least the following: Archives, Bylaws, Finance, Interlibrary Loan and Networking, Government Relations, Education, Hospitality, Public Relations, Information Technology, Consumer Health, Awards, Website Development, and Newsletter.

Section 4. Special Committees.

Special Committees shall be formulated by the Board of Directors as needed. Upon presentation of a final report to the general membership, the Special Committee automatically ceases to exist. The Nominating Committee shall serve as a Special Committee.

Section 5. Duties of Committee Chairman.

The Committee Chairman shall appoint its members and prepare minutes. Minutes and reports shall be submitted to the President at least one month prior to the March general meeting.

Section 6. Standing Committees and Charges.

The number of committee members shall be determined by the committee chairman. Committee members shall be selected and appointed by the committee chairman. All standing committees shall meet at least once per year.

A. Archives Committee - The responsibilities of this committee shall include, but not be limited to, maintaining the permanent records of the membership; collecting data concerning the Association from all officers and committee chairman; sorting through correspondence to determine documents to be placed in permanent files and those which should be discarded after five to ten years.

B. Bylaws Committee - The responsibilities of this committee shall include, but not be limited to, insuring the Association's Bylaws are kept current and procedurally correct reflecting changes in Association direction and goals. This shall be accomplished by maintaining and updating the Bylaws; examining, writing and proposing that changes be made; forwarding all proposed modifications to the Newsletter Editor for inclusion prior to discussion and vote by general membership; gaining Board approval for all changes, reprinting the Bylaws in the Newsletter on an annual basis.

C. Finance Committee - The responsibilities of this committee shall include, but not be limited to, the effective management of the Association's finances accomplished by advising the Board as to the Association's fiscal matters; recommending to the Board approval of fiscal projects; preparing and submitting a budget to the Board and upon their approval to the general membership. The Treasurer shall serve on this committee.

D. Government Relations Committee - The responsibilities of this committee shall include, but not be limited to, monitoring federal and state legislation related to health and library issues; providing information to Association members through reports at general meetings via the Newsletter; preparing position statements and letters of support or opposition on legislative matters; serving as a communications link in and to work with legislative committees of other library organizations, especially the Medical Library Association, the New York Regional Group of MLA and the New Jersey Library Association.

E. Interlibrary Loan and Networking Committee - The responsibilities of this committee shall include, but not be limited to, understanding how networking is presently working in New Jersey, monitoring the operation of the Health Science Network; discussing any problems arising between medical schools and hospital libraries; setting up network coordinators for the gathering and interpretation of statistics. Representatives of each of the seven consortia and UMDNJ shall serve on this committee.

F. Public Relations Committee - The responsibilities of this committee shall include, but not be limited to, promoting and publicizing HSLANJ and its membership within the Association and outside of the Association to employers, other professional organizations, and the community at large. Publicity within the Association may include annual recognition awards, contributions to the Association newsletter, and photographs. The committee may seek recognition in the community at large by distributing press releases through print and electronic means. It may also work to remind its members to communicate their accomplishments to the committee which accomplishments it will publicize in turn.

H. Education Committee - The responsibilities of this committee shall include but not be limited to, developing and maintaining a long-range plan to address the educational needs of the membership by a continuous process that includes needs assessment and evaluation. This shall be accomplished by organizing a set of cohesive programs for general membership meetings on an annual basis. The Vice-President/President Elect shall serve as Chair of this Committee.

I. Hospitality Committee - The responsibilities of this committee shall include, but not be limited to, recruiting new members into the Association; welcoming, introducing and orienting all first-time members; fostering professional and personal networking among Association members. This may be accomplished by contacting new members; writing articles for the Association newsletter; planning special receptions for recruitment purposes; planning programs at general meetings; maintaining a handbook for members.

J. Information Technology Committee - The responsibilities of this committee shall include, but not be limited to, maintaining and improving the competencies of the membership in the areas of information technology. This may be accomplished by sponsoring brown-bag discussion groups, programs, and CE courses; contributing items to the Association newsletter; developing and advertising technological standards; assisting the membership with grantsmanship activities; maintaining a directory; and other activities as identified. The Chair of this Committee, or a designee of the Chair, shall serve on the Education Committee.

K. Consumer Health Committee - The responsibilities of this committee shall include, but not be limited to, bringing issues on consumer health to the Association. This may be accomplished by sponsoring programs; contributing items to the Association newsletter; producing and maintaining a directory of consumer health collections and policies of member libraries; and other activities as identified.

L. Awards Committee - The responsibilities of this committee shall include, but not be limited to, administrating the Association's annual recognition and awards program. This maybe accomplished by identifying award categories, defining criteria for selection, and overseeing the nomination process. The committee shall work the Public Relations Committee to publicize the awards program and its recipients within the Association and outside of the Association.

M. Website Development Committee - The responsibilities of this committee shall include, but not be limited to, the development and maintenance of the Association's website. The website shall be used as a medium to disseminate news and other information about the Association in an electronic format.

N. Newsletter Committee - The responsibilities of this committee shall include, but not be limited to, the writing, editing and production of the association's newsletter. The newsletter committee shall be chaired by the Newsletter Editor. The newsletter may be distributed electronically, through the official website of the association, or by any other means deemed appropriate.

AMENDMENTS

2002 - Sections 3,6. Approved by the membership March 20, 2002. Designation of the Newsletter Committee at the request of the Board of Directors.

2000 - Sections 3,6. Approved by the membership December 6, 2000. Designation of the Website Development Committee at the request of the Board of Directors.

1998 - Sections 3,6. Approved by the membership September 16, 1998. Designation of the Awards Committee at the request of the Board of Directors.

1997 - Section 6J. Approved by the membership December 4, 1997. Responsibilities added to charge of Information Technology Committee to read "The Chair of this Committee, or a designee of the Chair, shall serve on the Education Committee."

1997 - Sections 3, 6. Approved by the membership December 4, 1997. Status of the Consumer Health Task Force changed from Task Force to Standing Committee.

1996 - Section 6. Approved by the membership October 2, 1996. Language change to charge of Interlibrary Loan and Networking Committee. Originally reads "...Representatives of each of the seven consortia, Rutgers, UMDNJ, and the NJ State Library shall serve on this committee."

1996 - Sections 3, 6. Approved by the membership October 2, 1996. Deletion of Advisory and Long Range Planning Committee at the request of the Board of Directors. Originally reads "The responsibilities of this committee shall include, but not be limited to, exploring the long range aspects and future needs of the Association; goals of long range interest and monitoring to include networking, interactions with other association, fund raising, library standards, continuing education needs, consumer health education and public relations activities."

1996 - Section 1. Approved by the membership March 27, 1996. Addition to read "The Chairman is appointed for one three year term and may be reappointed for one additional consecutive three year term."

1995 - Sections 3, 6. Approved by the membership December 6, 1995. Name and responsibilities of Publicity Committee changed to Public Relations Committee.

1995 - Sections 3, 6. Approved by the membership December 6, 1995. Status of Information Technology Task Force changed from Task Force to Standing Committee.

1994 - Sections 3, 6. Approved by the membership September 21, 1994. Status of Hospitality Committee changed from Ad Hoc to Standing.

1992 - Sections 3, 6. Approved by the membership September 30, 1992. Status of Education Committee changed from Ad Hoc to Standing.

1991 - Sections 1 through 6. Approved by the membership March 13, 1991. RLC Committee deleted at the request of the Board of Directors. Originally reads "RLC Committee -The responsibilities of this committee shall include, but not be limited to, gathering analyzing, and disseminating information to the membership and the HSLANJ Board of Directors concerning the New Jersey Library Network, its Board, and the Regional Library Cooperatives (RLC's). Composition of this committee shall include at least one representative from each RLC who is, or has been an active individual participant in that Region."

1990 - Section 6H. Descriptive language change approved by membership March 12, 1990.

1986 - Section 6D. Approved by membership September 17, 1986 to change name of "Legislative Committee" to "Government Relations Committee."

1985 - Section 6H. RLC formalized and voted upon by membership as a standing committee.

1984 - Section 2. Approved by HSLANJ Board, May 9, 1984, a motion to change the HRET Liaison Committee status from that of standing to special committee. Membership vote approved March 16, 1985.

1982 - Section 1. Approved by membership March 24, 1982 to delete from the last sentence "such as Archival, Bylaws, Education, Finance, Interlibrary Loans and Networking, Legislative and Standards."

1982 - Section 2. Added and approved by membership March 24, 1982 to read "immediately after installation."

ARTICLE IX. FORMATION AND RECOGNITION OF SPECIAL INTEREST GROUPS

Section 1. Special Interest Groups.

A group based on special interests shall be referred to as a Special Interest Group. Only Association members may organize and function as Special Interest Groups. New Special Interest Groups shall be recognized by the Association provided that the following conditions are met.

A. The stated purpose of the Special Interest Group is consistent with and related to purposes stated in the Constitution and Bylaws and its activities are consistent with these purposes.

B. After considering a petition, the Board will approve or disapprove it. In the latter case, a petition will be referred back to the petitioners for further study and revision. Approval of a petition by the Board shall authorize permanent status, provided the terms of continued recognition are met.

C. Petitions to form a new Special Interest Group shall be signed by a minimum of five of the Association's voting members, except that the Board may consider a petition with less than five signatures when a smaller number of members are pursuing a specific interest which may justify a new Special Interest Group.

D. A section so requests.

Section 2. Membership.

An Association member may belong to more than one Special Interest Group.

AMENDMENTS

1982 - Sections 1 through 2. All sections as part of addended Article approved by membership as of March 24, 1982.

ARTICLE X. PUBLICATIONS.

Section 1. Newsletter.

The Association shall publish a Newsletter. Supplemental information will be published and distributed by the Board as required.

Section 2. Special Publications.

A. The President's Annual Report shall include the progress of all committees, the written policies and procedures and highlights of the long range plans of the Association and shall appear in the Newsletter.

B. An Annual Ballot shall be mailed to each voting member of the Association.

C. An Application Form for membership to the Association shall be available from the Membership Secretary.

D. The HSLANJ Organizational Manual shall be written, published and updated as needed to serve as an officer's manual with guidelines to the operation of the Association.

E. The Association Directory shall be published on an annual basis.

Section 3. Mailing Procedures.

A. Selection of a printer shall be at the discretion of the Newsletter editor and costs for this are assumed by the Association.

B. Special publications shall be included as inserts and mailed with the Newsletter.

AMENDMENTS

2000-Section 3A. Approved by the membership March 29, 2000. Section deleted, originally reads "Meeting notices and Newsletter shall be mailed and paid for by the Center for Health Affairs."

1997 - Section 2A. Approved by the membership December 4, 1997. Section originally reads "The President's Annual Report shall include the progress of all committees, the written policies and procedures and highlights of the long range plans of the Association and shall appear in the summer Newsletter."

1987 - Section 1. Added and approved by the membership December 2, 1987. Section originally reads "The Association shall publish a minimum of three Newsletters per year, prior to each general meeting."

1982 - Sections 1 through 3. All sections as part of added Article approved by membership as of March 24, 1982.

1981 - Comment: "Notice containing the text of any Bylaws changes shall be printed in the Newsletter, Article XIII. Section 3 to be voted on at the annual business meeting." Source: HSLANJ Newsletter September 17, 1980.

ARTICLE XI. HEADQUARTERS.

The location of the Association Headquarters shall be the institutional employer of the President; however, general meetings are hosted by the Center for Health Affairs in Princeton.

AMENDMENTS

1982 - Section not applicable. Added Article approved by membership March 24, 1982.

1975 - Section not applicable. Article XI originally reads "The location of the Association headquarters shall be the decision of the presiding President."

ARTICLE XII. AFFILIATION.

The Association is affiliated with the New Jersey Hospital Association. Affiliations with any societies having objectives allied to those of this organization shall be encouraged. Affiliation or disaffiliation may be proposed by the Board of Directors and authorized by a majority vote.

AMENDMENTS

1982 - Section not applicable. Added Article approved by membership March 24, 1982.

ARTICLE XIII. AMENDMENTS TO THE BYLAWS.

Section 1. Approval.

The Bylaws have been adopted by a majority vote of the membership of the Health Sciences Library Association of New Jersey.

Section 2. Proposed Changes.

Amendments should be submitted to the Bylaws Committee. They may be proposed by the Board of Directors, the Bylaws Committee, or five voting members of the Association. The Bylaws Committee shall be responsible for presenting proposals to the Board of Directors.

Section 3. Notices and Voting.

Notice containing the text of any Bylaws change shall be mailed to the membership. Voting may take place at a general meeting or by mail.

Section 4. Enactment.

A Bylaws Amendment goes into effect immediately upon its adoption unless motion specifies another time for its becoming effective.

AMENDMENTS

2002 - Section 3. Approved by membership March 20, 2002. Section 3 originally reads "Notice containing the text of any Bylaws change shall be printed in the Newsletter. Voting will take place after discussion at the meeting immediately following the notice in the Newsletter."

1982 - Sections 1 through 4. All sections within addended Article approved by membership as of March 24, 1982.

1972 - Section 3. Approved by membership March 15, 1972. Section 3 originally reads "Notice of any proposed Bylaws changes shall be sent to each voting member at least thirty days prior to the business meeting."

ARTICLE XIV. LIMITED POWER PROVISION.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Service Code of 1954 (or the corresponding provision of any future United States Internal Revenue Service Law).

AMENDMENTS

1982 - Section not applicable. Replacement of Article XIV as "Dissolution Clause" and addition of the "Limited Power Provision" to establish tax exempt status. Approved by membership December 2, 1982.

ARTICLE XV. DISSOLUTION.

In the event of dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1965, as the Board of Directors shall determine.

AMENDMENTS

1982 - Section not applicable. Addition of Article XV as "Dissolution Clause" replacing the text: "In the event of dissolution of the Association, remaining assets, after the satisfaction of all obligations of the Association shall be distributed for purposes within the scope of the Internal Revenue Service Code 501(c)(3) or amendments thereof." Approved by membership December 2, 1982.

1982 - Section not applicable. Addended Article approved by membership March 24, 1982.

ARTICLE XVI. PARLIAMENTARY AUTHORITY.

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

AMENDMENTS

1982 - Section not applicable. Added Article approved by membership March 24, 1982.
(Last update March 25, 2002)