Maryland Information Literacy Exchange

Bylaws for Maryland Information Literacy Exchange (MILEX)

Article I - Name:

The Maryland Information Literacy Exchange (MILEX).

Article II - Mission:

MILEX members work together to develop better pedagogical, promotional and organizational models and materials for librarians and individuals interested in information literacy.

Article III - History:

In October 2002, librarians from across the University System of Maryland and Affiliated Institutions (USMAI) convened at the University of Maryland Baltimore County's Albin O. Kuhn Library & Gallery to discuss information literacy issues. The intent of the initial meeting focused on forming a collaborative effort within the USMAI to support information literacy efforts on individual campuses within the System. The University of Maryland Collaborative (UMC), as the group was initially known, focused its first efforts on obtaining grant funding to support the collaborative development of faculty workshops (and financial incentives for faculty to attend those workshops) designed to enhance faculty awareness of and provide faculty training on information literacy. In spring 2004, grant work was completed with submission of the proposal to the following prospective funding institutions: William and Flora Hewlett Foundation, Andrew W. Mellon Foundation, SBC Foundation and AT&T. Ultimately all grant efforts were unsuccessful.

Following the grant funding work, the focus of the UMC changed. In fall 2005, the UMC members voted to change the name of the group to Maryland Information Literacy Exchange (MILEX) and subsequently opened membership to the wider community of Maryland academic libraries (university, college and community college). The hope was that broader participation in the group would encourage the collaborative development and sharing of resources focused on awareness of and instruction in academic integrity and information literacy.

Projects under consideration include the collaborative development of templates and course proposals for information literacy instruction as well as the development of resources for use in online course environments. One ongoing effort is involvement in local and regional conferences (such as MEMO and MLA) to highlight academic integrity issues and the information literacy activities of MILEX and its active member institutions. Additionally, MILEX offers small-scale conferences and workshops. The focus of these events is academic integrity and information literacy awareness and training.

Add date of non profit status.

Article IV - Membership:

MILEX is open to librarians and other individuals interested in information literacy. MILEX welcomes ideas for collaborative efforts to develop information literate students at all levels. The membership year of MILEX shall be for the fiscal year.

Article V - Dues:

MILEX membership is on an annual basis, *July1 – June 30*. MILEX members enjoy reduced registration rates for MILEX programs and conferences.

Article VI - Officers:

Section 1. Officers

The officers shall be a Chair, a Secretary, a Treasurer, an Assistant Treasurer, a Webmaster and a Registrar.

Section 2. Elections and Term of Office

Elections shall be held annually at the June meeting. Membership will be notified prior to the June meeting. Nominations will be made before May 31st. The officers will be elected by a majority of the members present at the June meeting. The term of office will be July 1- June 30.

Section 3. Duties

The Officers shall constitute the Board of Directors of the organization. The duties of the officers shall be those which normally pertain to the office. Selected specific responsibilities shall be carried out as follows:

(a) The Chair *shall serve as Registered Agent,* call and preside at all meetings, submit an agenda and reports as deemed necessary. *The address of the Registered Agent shall be the address of the home institution of the chair. The home institution of the chair (or Registered Agent) is not liable for the actions of the organization.*
(b) The Secretary shall record the proceedings of all business meetings and send notices and announcements to the membership.
(c) The Treasurer shall accept membership dues, report financial status to the group, and; send membership applications and notices to the members. *The treasurer shall assure compliance with state forms and shall file tax and change of Registered Agent forms.*
(d) The Assistant Treasurer shall co-sign forms for reimbursements, outlays and expenditures as needed.
(e) The Webmaster shall design and maintain the MILEX Website.
(f) The Registrar *shall* coordinate registration for conferences.

ARTICLE VII - Committees:

Members and chairs of all committees shall be appointed by the Chair.

ARTICLE VIII – Treasury:

Section 1. Checks, drafts or orders

All checks, drafts or orders for payment of monies issued in MILEX's name shall be signed by the Treasurer and the Assistant Treasurer.

Section 2. Deposits

All MILEX funds shall be deposited to the credit of the organization in such banks, trust companies or other depositories selected and approved by the membership.

Section 3. Loans

No loans shall be contracted on behalf of MILEX and no evidence of indebtedness shall be issued in MILEX's name.

ARTICLE IX - Meetings:

Section 1. Annual Business Meeting

The annual business meeting shall occur in June.

Section 2. Other Meetings

Other meetings shall occur regularly throughout the year.

ARTICLE X - Year:

The fiscal year of MILEX shall be July 1-June 30.

ARTICLE XI - Rules of Order:

The rules contained in *Robert's Rules of Order* shall be applied to reach consensus when they are not inconsistent with the MILEX Bylaws.

ARTICLE XII - Amendments:

Bylaws may be amended by a majority vote of members present and voting at any business meeting, provided that specific notice of the proposed amendment has been given in the call for the meeting and that such call has been distributed to all members.

ARTICLE XIII - Approval:

Bylaws may be approved by a majority vote of members present and voting at any business meeting, provided that specific notice of the proposed approval has been given in the call for the meeting and that such call has been distributed to all.

ARTICLE XIV - Dissolution:

MILEX may be dissolved by a majority vote of members present and voting at any business meeting, provided that specific notice of the proposed dissolution has been given in the call for the meeting and that such call has been distributed to all members. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. The members shall designate the recipient(s) of the assets by a majority vote.

Final copy submitted by Shu Qian, Marianne Sade, & Simmona Simmons March 2013

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