

CONSTITUTION AND BYLAWS OF THE
ASSOCIATES OF THE CUSHING/WHITNEY MEDICAL LIBRARY AT YALE

CONSTITUTION

I. NAME

This Association shall be called the Associates of the Cushing/Whitney Medical Library at Yale (the Associates).

II. GOAL

The goal of the Associates is to assist in the maintenance and augmentation of the collections and services of the Cushing/Whitney Medical Library, both historical and current through contributions of money, service, and encouragement and in the extension of their usefulness, not only to Yale, but to the health professions and medical historians at large.

III. GOVERNMENT

The affairs of the Association shall be managed by a Board of Trustees (the Board). This Board shall have the power to elect, or appoint, and authorize such officers and agents and such auxiliary committees as they may determine, and to make bylaws and change the same. The Board shall have the power to delegate its authority for the periods between the sessions of the Board to an Executive Committee composed of the Chair, the Director, and one member of the Board of Trustees serving in the third year. The Chair of the Associates will also serve as the Chair of the Executive Committee.

The Executive Committee shall meet once each year to carry out any business deemed necessary. Such business would include the appointment of a Nominating Committee every fourth year to recommend a candidate for the Chair of the Associates of the Cushing/Whitney Medical Library.

IV. TRUSTEES

The Board of Trustees shall be composed of sixteen (16) members divided into four classes of four members each; of a Chair, who may or may not be a member of one of the four classes; of a Secretary; of the University Librarian of Yale University; of the Chair of the History of Medicine Department; of the Director of the Medical Library; of the Director of Alumni Affairs; of the Director of Medical Development; and of the Honorary Trustees, subject to the voting limitations set forth in Article VIII. The term of office of the members or the four classes shall be for four years, one of the classes retiring each year. The Successors to each retiring class shall be elected by a plurality vote of the previous Board of Trustees. Board member terms shall coincide with annual April Meetings. New trustees will begin their term immediately upon election, and trustees rotating off the board will do so at the end of the meeting of their fourth year of service.

V. CHAIR

The Board of Trustees by a plurality vote shall elect a Chair of the Associates, who shall be Chair of the Board of Trustees and the entire Association. The term of office shall be for four years, after which the Chair shall be eligible for immediate reelection, with no limit on the number of terms. During any period when the Chair is unable to serve, the Secretary shall act as Chair. If the Chair is permanently unable to serve, the office shall be filled by election for a full four-year term at the next meeting of the Board of Trustees.

VI. SECRETARY

The Librarian of the Medical Historical Library or a representative of the Cushing/Whitney Medical Library shall serve as Secretary of the Associates. During any period when there is no Secretary of the Associates, the Director of the Cushing/Whitney Medical Library may appoint an Acting Secretary.

VII. TREASURER

Yale University financial rules and regulations guide financial transactions for the Associates. The Business Manager for the Medical Library acts as trustee of the Associate funds and as such handles and prepares financial reports following University guidelines. The Director of the Medical Library will give the annual financial report at the Associates Annual Meeting.

VIII. MEMBERSHIP

Membership in the Associates of the Cushing/Whitney Medical Library at Yale shall be open to any contributor of funds specifically designated as dues to the Associates, in accordance with the schedule of dues as adopted by the Board of Trustees. All Medical Center students and graduates within the past 5 years are considered active members of the Associates. Membership shall be held during their term of service and by virtue of their office by any others elected or appointed as officers, Trustees, Honorary Trustees, or Honorary Members. Each Associate shall have those privileges of the Library, which the Director shall designate for each membership year. The Board of Trustees shall consult with and advise the Director on the nature of those privileges.

IX. HONORARY TRUSTEES

The Board of Trustees by a plurality vote may elect any number of Honorary Trustees, who shall continue until retired by a plurality vote. The Honorary Trustees shall participate in all meetings and discussions of the Trustees. They shall have the power of vote on all motions and in all elections on an equal basis with other Trustees, except on the motion to amend this Constitution and except when members of the Board of Trustees who are not Honorary Trustees decide by a specific motion and plurality vote to limit the vote on a motion then on the floor to those who are not Honorary Trustees. Such a motion to limit the vote shall have priority over any other motion whatever, and Honorary Trustees may not vote on it.

X. FUNDS

All funds gathered as dues and any other funds earmarked by their donor or the Director of the

Medical Library as for the Associates and not for any other account shall be credited to a Yale account, entitled "Associates of the Cushing/Whitney Medical Library at Yale" and deposited into the account. The Board of Trustees may allocate funds for specific or general purposes, but in the absence of such allocations, no funds may be expended except by the direct or delegated authority of the Director of the Medical Library or such other Library official as the University Librarian of Yale University may appoint when the Director of the Medical Library is unable to serve.

XI. AMENDMENTS

This Constitution may be amended at any time by the written consent of a three-fourths majority of the Board of Trustees, not counting those who are Honorary Trustees.

BY-LAWS

I. DUTIES OF OFFICERS

The Chair shall have all the usual powers and duties of a Chair or President of a voluntary association. The Secretary shall have all the usual powers and duties of those officers. The Business Manager for the Medical Library acts as trustee of the Associates funds and prepares financial reports.

II. MEETINGS OF THE BOARD OF TRUSTEES

Meetings of the Board of Trustees may be held upon the call of the Chair or the Secretary, when written notice is mailed at least one month in advance, stating the time and place and, if not the regular meeting, including some indication of the agenda. An annual meeting shall be held each spring for the purposes of holding elections, receiving reports, and conducting other business.

III. NOMINATIONS FOR THE BOARD OF TRUSTEES

The Secretary shall send a letter at the beginning of each calendar year to the membership of the Associates asking for nominations for the Board of Trustees, including the new quadrennial class of four Trustees and any vacancies in a class of Trustees. One month in advance of the annual meeting, the Secretary shall mail the list of candidates to the Board of Trustees and the Honorary Trustees. Current Board members must rotate off for one year before being eligible for reelection.

IV. ELECTIONS

Elections shall be by written secret ballot of the Board of Trustees at their annual meeting. All members of the Board of Trustees may vote, subject to the right of limitation of the vote to those who are Honorary Trustees, as specified in Article VIII of the Constitution.

V. MEMBERSHIP CLASSES AND DUES

Individuals (a Joint Membership, a single contribution in the name of two or more individuals, shall be counted in statistics as no more than the number of memberships which the amount equals, but all such individuals otherwise shall be considered members);

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|----------------------------------|-----------------------------------|
| Student/recent graduate/resident | gratis |
| Member | \$ 50 - \$149 yearly |
| Contributing Member | \$150 - \$299 yearly |
| Sustaining Member | \$300 - \$1,499 yearly |
| Life Member | \$1,500.00 or greater onetime fee |

VI. MEMBERSHIP AND FISCAL YEARS

The membership shall be the calendar year. The fiscal year shall be the same as that of Yale University, July 1 – June 30. Members who do not renew their dues are carried on the rolls for one year beyond their last paid year.

After June 1 of the first year of nonrenewal, members who have not paid their dues cannot be a candidate for office.

VII. AMENDMENTS

These Bylaws may be amended at any time by the written consent of a two-thirds majority of the Board of Trustees, not counting those who are Honorary Trustees, as specified in Article VIII of the Constitution.

Revised 1987
1991
2010
2013
2015
2016
2019