

CHIP By-Laws

Revised 3/2003

BY-LAWS OF THE CONSORTIUM OF HEALTH INFORMATION PROFESSIONALS

Article I. NAME

- A. The name of the Consortium shall be the Consortium of Health Information Professionals
- B. The name may be abbreviated to CHIP

Article II. PURPOSE

The purposes of the Consortium shall be:

- A. to cost-effectively facilitate the rapid exchange of information in the health-care field.
- B. to provide educational opportunities and forums for peer interaction, networking and professional growth.

Article III. MEMBERSHIP

A. Membership shall be composed of:

- 1. Medical Libraries: Libraries in the health care field
- 2. Non-Medical Libraries: Libraries whose main focus is other than the health care field.
- 3. Interested others

B. Voting

- 1. Each member institution shall be represented by one vote.
- 2. Each member institution will have a designated representative with the option of specifying an alternate.
- 3. A quorum will consist of the majority of the Consortium members present at the meeting.
- 4. Members may vote in absentia by written vote given to the Chair prior to the meeting.

C. Meetings

1. Meetings will be held at least triennially; the Chair may call additional meetings as required. A dinner meeting usually is held in the Summer.

2. Member representatives shall attend or send an alternate to all meetings.

D. Responsibilities

1. Interlibrary services among members should be given priority.

2. Members should participate in electronic and other methods for the transfer of health-related information between members.

3. Each member shall delegate a person(s) to be responsible for request, receipt, and return of materials borrowed.

4. Each member may offer additional support and services to other members as needed.

Article IV. OFFICERS

A. Elected Officer is the Chairperson.

B. Duties:

1. The Chair calls and presides at meetings of the membership and performs the necessary duties of the office. If Chair can't be present, s(he) appoints a member to run the meeting.

2. The Chair appoints for the year or at each meeting a secretary to take the minutes.

3. The Chair also coordinates the CHIP account with the Santa Clara Medical Association.

C. Election

1. The Chair shall be elected and installed at the Spring meeting and shall hold office for one year.

2. Re-election of the Chair shall be for one additional consecutive year only.

Article V. FINANCE

A. The Consortium is a non-profit organization.

B. The fiscal year of the Consortium is January 1 through December 31.

C. Annual dues are determined by the Membership. They are payable at the beginning of the new fiscal year. Fee structure is outlined in the Consortium's "Guidelines for Members".

D. The Santa Clara County Medical Association assumes fiscal and legal responsibilities of the Consortium.

Article VI. GUIDELINES

A. The Consortium's "Guidelines for Members" are to be reviewed as needed

B. Changes to the Consortium's "Guidelines for Members" will be made by a quorum vote.

