



Consortium of Health Information Professionals (CHIP)

Bylaws

Rev. November, 2014

Article I. NAME AND BOUNDARIES

- A. The name of the organization shall be the Consortium of Health Information Professionals.
- B. The name of the organization may be abbreviated to CHIP.
- C. The boundaries and county locations of participating libraries include: Santa Clara, Alameda, San Mateo, Fresno, Marin, San Francisco, Monterey, Solano, Contra Costa, and Sacramento areas of Northern California.

Article II. PURPOSE

The purposes of the Consortium shall be to:

- A. cost-effectively facilitate the rapid exchange of information in the health-care field.
- B. provide educational opportunities and forums for peer interaction, networking and professional growth.
- C. promote continuing education.
- D. to promote cooperation among CHIP member libraries and to assist in developing their resources
- E. support the rapid dissemination of information through electronic or other means.

Article III. MEMBERSHIP

A. Membership shall be composed of:

1. Regular Membership - This is open to individuals interested in or actively engaged in library or other information service in the health care field and its related disciplines.
2. Emeritus/Emerita membership - This is granted for life to those persons who have retired from library service or not presently working in the library field, who are members at the time of their retirement or cessation of active involvement from library service or related activity.

B. Voting

1. Each member shall be represented by one vote.
2. A quorum will consist of no less than six of the active Consortium members and/or emeritus members (not including elected officers) to be present at the meeting.
3. 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.
2. Each member shall make every attempt to attend or send an alternate to all meetings.

D. Responsibilities

1. Each member will share best practices related to health librarianship and/or library management via email, blog posts, phone conferencing, and during CHIP meetings.
2. Members may participate in the CHIP consortia discounted purchase agreements for databases and/or electronic resources.
3. Members will provide the consortium updated contact information on an annual basis.
4. Each member may offer additional support and services to other members as needed.
5. Members may offer online searching services and resources to other Consortium members on an emergency basis at no cost.

Article IV. OFFICERS

A. Elected Officer is the Chairperson* and the Secretary/Treasurer.

B. Duties of the Chairperson:

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

C. Duties of the Secretary/Treasurer

1. The secretary/treasurer records and distributes the meeting minutes and will pay any outstanding bills.

D. Election

1. The Chair and Secretary/Treasurer shall be elected and installed at the Spring meeting and shall hold office for two years.
2. An election will be held for a new Chair and Secretary/Treasurer prior to the end of the Chairs' and Secretary/Treasurer's term.

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.

Assessment of fees will be based on membership categories as outlined in the Consortium bylaws, Article III A, and;

1. Regular membership dues are determined by needs and approved by the membership.
2. Emeritus members do not pay dues.
- D. The Santa Clara County Medical Association will be the repository of CHIP dues and disperses funds as directed by the treasurer to include:
 1. Cost of educational programs for members as voted by the members.
 2. Postage, paper and other incidental costs for officers conducting Consortium business.
 3. Other expenses as the Chair needs with agreement of CHIP members.

Article VI. REVISION AND REVIEW of BYLAWS

- A. The Consortium's "Bylaws" for members are to be reviewed as needed
- B. Changes to the Consortium's "Bylaws for Members" will be made by a quorum vote of six CHIP members.

***Chair or chairperson is defined as President**