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## **Manitoba Association of Health Information Providers**

### **Constitution**

#### **ARTICLE 1 - NAME**

- 1.1 The name of the association shall be the Manitoba Association of Health Information Providers.

#### **ARTICLE 2 – OBJECTIVES**

- 2.1 The purpose of the Manitoba Association of Health Information Providers shall be to improve and promote the provision of quality health information services and resources throughout Manitoba.

#### **ARTICLE 3 – MEMBERSHIP**

- 3.1 There shall be two classes of membership:
- a) Membership shall be open to any person or organization interested in the objectives of the Association. In the case of organizations, two individuals shall be designated as the representatives authorized to represent that organization in all matters of business and voting. In the event one authorized representative is absent during a vote, prior to the vote, the voting privilege can be delegated, prior to the vote in writing, to the other authorized representative.
  - b) Student membership is available to any student currently enrolled in a relevant university or college program.

#### **Privileges of Membership**

- 3.2 All members shall be eligible to attend general meetings of the Association, to take part in discussion, and to vote thereat.
- 3.3 One vote may be registered per membership held. Where an organization's designated member representative is unable to attend a meeting, that representative may arrange for an alternate voting representative, with notification of the substitution being given to the Executive Committee, prior to or at the time of the meeting

- 3.4 Only current registered members shall be eligible to nominate, to stand for election to office, and to vote in those elections for office.

### **Membership Fee**

- 3.5 The annual fees shall be as proposed from time to time by the Executive Committee to be voted on at a general meeting, but no such alteration shall take effect otherwise than in respect of a complete membership year.
- 3.6 The membership year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **Termination of Membership**

- 3.7 Non-payment of membership fees within six months of the date on which they become due and payable shall constitute termination of membership.
- 3.8 Member(s) may be terminated by a special resolution at a quorate meeting of the Executive. The notice of special resolution for termination must be accompanied by a brief statement of the reason(s) for the proposed termination. The person who is the subject of the proposed termination must be given an opportunity to be heard at the meeting before the special resolution is put to a vote. Member fees will not be returned.

## **ARTICLE 4 - HONORARY LIFE MEMBERSHIP**

- 4.1 All (MAHIP) members in good standing may submit nominations for Honorary Life Membership in the Association to the Executive Committee.
- 4.2 To be eligible for Honorary Life Membership in the Association, a candidate must have made a significant contribution to the advancement of the goals of the Association, be at or near retirement, and hold a current membership in the Association at the time of nomination.

### **Criteria for awarding of Honorary Life Membership**

- 4.3 All nominations must be made in writing to the Executive Committee, and must be signed by a nominator and a seconder. The nominator and the seconder must be members in good standing of the Association
- 4.4 A statement of the candidate's contributions to, and activities within, the Association must be included.
- 4.5 Nominations will be considered by the Executive Committee, and the successful candidate must receive a minimum of three favorable votes of the Committee.
- 4.6 The conferring of the Honorary Life Membership in the Association will be made by the President at the Annual general meeting.

## **ARTICLE 5 — OFFICERS**

- 5.1 The business of the Association shall be conducted and managed by an Executive Committee.

5.2 The Executive Committee shall consist of the following officers:

- a) the President-Elect
- b) the President
- c) the Past President
- d) the Secretary
- e) the Treasurer
- f) the Webmaster (optional)

of which three shall constitute a quorum.

5.3 All officers of the Association shall be paid-up members of the Canadian Health Libraries Association/Association des Bibliothèques de la Santé du Canada to ensure the annual renewal of the Manitoba Association of Health Information Providers chapter status with that organization.

### **Terms of Office**

5.4 The President-Elect shall be elected for one term of one year and automatically accept the position of President in the second year of term, and the position of Past-President in the third year of term. The President shall not be eligible to stand for President-Elect until one year has expired. In the event of the resignation of the President during the term of office, the President-Elect shall in addition assume the duties of the President for the remainder of that term.

5.5 The Secretary and Treasurer shall each be elected for one term of two years. They may be re-elected for a second term. At the expiration of a second consecutive term of office, a member is not eligible for election to that office until one year has expired.

A Webmaster can be elected for a term of two years, but can remain vacant if another member of executive takes on the Webmaster role; they will only have one vote on the Executive in this situation. The Webmaster may continue in the position for any number of consecutive terms.

5.6 If a vacancy occurs in the Executive Committee, the Committee shall invite an eligible member in good standing to serve out the elected term of office, except in the case of the President-Elect, for which vacancy an election shall be held within 60 days.

### **Duties of Officers**

- 5.7 The President shall preside at all meetings of the Association and of its Executive Committee. In the absence of the President the duties of the office shall be performed by the President-Elect.
- 5.8 The Past President shall strike and chair the Nominating and Elections Committee to oversee the process of electing new Executive members.
- 5.9 The Secretary shall keep a record in minutes of the proceedings of the meetings of the Association and shall have custody of all books, records and papers of the Association, except such as shall be in the custody of other persons authorized to have possession by resolution of the Executive Committee.
- 5.10 The Treasurer shall have supervision of all of the moneys and securities belonging to the Association, shall cause all moneys to be received to be deposited in a financial institution to be designated by the Executive Committee, and shall prepare financial statements as required by the Executive Committee.

### **Committees and Appointments**

- 5.11 The Executive Committee shall have the power to appoint committees.
- 5.12 The Executive Committee shall appoint members in good standing to such duties as may from time to time be required by the Canadian Health Libraries Association/Association des Bibliothèques de la Santé du Canada.
- 5.13 All appointments and committees shall terminate at the end of the membership year unless otherwise stated by the Executive Committee.

### **ARTICLE 6 - MEETINGS**

- 6.1 The annual general meeting of the Association shall be held in the winter of each year upon a date fixed by the Executive Committee. Business transacted at the annual general meeting shall include consideration of the reports of the President and the Treasurer, and the declaration of election of officers.
- 6.2 Additional general meetings shall be held as required.
- 6.3 The rules of order embodied in Bourinot's Rules of Order (latest edition) shall be used in the conduct of all meetings to the extent permitted by the constitution and bylaws of the Association.
- 6.4 No failure to adhere to the rules of order aforesaid shall invalidate the proceedings at any general meeting.

- 6.5 The Secretary shall distribute to all members in good standing an agenda (to include place, date, time and purpose thereof) and the minutes for each general meeting, at least two weeks in advance of the meeting.
- 6.6 No omission to notify a member nor the non-receipt of any such notice by a member shall invalidate the proceedings of any meeting.
- 6.7 25% of the membership shall constitute a quorum at any meeting with the exception of votes regarding constitutional amendments. (8.3)
- 6.8 Unless otherwise provided, questions arising at any general meeting shall be decided by a simple majority vote of members present and in good standing, with the Chair having a vote in the case of a deadlock.

## **ARTICLE 7 — ELECTIONS**

- 7.1 The procedure for the election of officers shall be as determined by the Executive Committee except that it shall include the following provisions:
- a) The appointment of a Nominating and Elections Committee chaired by the Past President.
  - b) The exclusive use of a ballot, the results of which shall be declared at the Annual General Meeting.
  - c) The Nominating and Elections Committee shall be responsible for preparing, distributing, receiving and counting the ballots.

## **ARTICLE 8 — AMENDMENTS**

- 8.1 At least 30 days advance notice of proposals to amend this constitution shall be given to all members by mail. Constitutional amendments will be discussed and voted upon at the annual general meeting of the Association.
- 8.2 A two-thirds majority of those voting shall be required to approve any amendment.
- 8.3 Where a vote for the purpose on constitutional amendments is to be taken a quorum for that vote shall be 60%.

## **ARTICLE 9 – BYLAWS, RULES AND REGULATIONS**

- 9.1 The Association may devise and give effect to such bylaws, rules, or regulations as may be requisite for its governance provided they are consonant with the principles embodied in this constitution.

9.2 Such bylaws, rules or regulations shall be amended as necessary at general meetings of the Association.