



**MACHIS**  
**Michigan Association of**  
**Consumer Health Information Specialists**

MACHIS  
MISSION STATEMENT

Mission statement: a broad statement of purpose  
justifying the organization's existence.

The Michigan Association of Consumer Health  
Information Specialists (MACHIS) is a diverse, special  
interest group formed and designed to facilitate the  
networking of Information Specialists in the area of  
consumer health.

This networking will encompass resource sharing,  
exchange of ideas, educational speakers, etc. Through  
communication from within this network, members will  
receive the professional support to promote improved  
health information services to their respective  
communities.

MICHIGAN ASSOCIATION OF CONSUMER HEALTH  
INFORMATION SPECIALISTS

BYLAWS

- ARTICLE I. Name  
The name of this non-profit organization shall be the Michigan Association of Consumer Health Information Specialists.
- ARTICLE II. Purpose  
✓ The purpose of the Michigan Association of Consumer Health Information Specialists is to facilitate the networking of information specialists in the area of consumer health; and will encompass resource sharing, exchange of ideas, educational speakers, and professional support; all of which will promote improved health information services to the members' respective communities.
- ARTICLE III. Membership
- Section 1. Eligibility  
✓ Membership shall be open to any person interested in consumer health education.
- Section 2. Rights and privileges  
All dues-paying members are eligible:
- A. To vote
  - B. To serve on committees
  - C. To be nominated and elected officers of the Association
  - D. To receive all official mailings of the Association
  - E. To receive any publications of the Association
- ARTICLE IV. Fees and Dues
- Section 1. Fiscal Year  
✓ The fiscal year of the Association shall be the calendar year.
- Section 2. Membership Year  
The membership year of the Association shall be the calendar year.
- Section 3. Dues  
The dues shall be determined by simple majority vote during a regular meeting. Annual dues shall be payable on presentation of a notice by the Treasurer at the beginning of each fiscal year.
- Section 4. Cessation of Membership
- A. Second Notice  
If dues are unpaid by February 1st, a second notice will be sent.

ARTICLE IV. Fees and Dues (continued)

B. Loss of Membership

If dues are unpaid by April 1st, the dues shall be considered in arrears and without further notice the member shall lose the rights and privileges of membership.

C. Reinstatement of Membership

Upon payment of dues for the current calendar year, the member shall regain the rights and privileges of membership for that year.

ARTICLE V. Officers

Section 1. Election and terms of Officers

The Association shall have three elected officers; President, Secretary, and Treasurer.

A. Nominations

The elected officers of the organization shall be nominated at the September meeting and elected at the November meeting. The term of office shall be one year for all officers.

B. Term of Office

Elected officers shall take office at the close of the last yearly meeting. The term of office shall begin January 1st.

Section 2. Duties of the Officers

A. President

The President shall preside at all meetings of the Association

B. Secretary

The Secretary shall maintain the records of the Association including the minutes of the meetings. The Secretary shall mail notices of all regular and special meetings and announcements to the Members. The Secretary is also responsible for distribution of any publications produced by the Association.

C. Treasurer

The Treasurer is responsible for the receipt and disbursement of all Association funds and shall inform the Secretary as to changes in individual member's status. The Treasurer shall provide, when requested, a detailed report in writing to the membership on monies received and expended.

ARTICLE VI.

Meetings

Section 1.

Quorum

Five (5) Members must be present in order to have a quorum for the transaction of business

Section 2.

General Meetings

The Association shall meet a minimum of four times per year. Various members shall host the meetings on a volunteer basis. The Membership shall decide upon topics and speakers for various meetings.

ARTICLE VII.

Dissolution

This Association can be dissolved by a quorum at a general meeting. Upon dissolution, the active (dues paying) members shall divide the net assets equally among the active members.