

# HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

## CONSTITUTION

### ARTICLE I - NAME

The Health Instructional Resources Associated shall be a cooperative, non-profit association of institutions.

### ARTICLE II- AFFILIATION

Upon adoption of Constitution and By-Laws, request for affiliation will be sought from appropriate organizations.

### ARTICLE III- PURPOSE

The purpose of the association is to share informational resources in the health sciences in order to achieve quality health care through education.

1. Promote exchange and interloan of audio visual equipment and materials, books, and journal articles.
2. Form a cadre to produce audio visual materials more appropriate to meet the needs of the community than those commercially available.

### ARTICLE IV- MEMBERSHIP

A member must be a non-profit health care facility or health related educational institution.

Each college or school of a university shall be considered a separate member. Membership is predicated upon active involvement in the activities of the association. Membership will be granted upon approval by a minimum of 2/3 of the membership present and voting.

### ARTICLE V- OFFICERS

Officers of this association shall be elected bi-annually. They shall consist of the following:

Chairman  
Vice-Chairman  
Secretary-Treasurer

### ARTICLE VI- EXECUTIVE BOARD

The Executive Board shall consist of the officers and committee chairmen. They shall confer prior to the general meeting to draw up the agenda. The Executive Board shall make recommendations and decisions within the framework of the Constitution and By-Laws.

ARTICLE VII- MEETINGS

Meetings shall be bi-monthly.

Meeting place rotates among participating institutions.

Each institution shall be represented by two votes.

A quorum shall consist of 50% plus one of the voting membership.

A vote is carried by a simple majority of those member institutions voting.

If a member institution is unable to send a representative, it may vote by absentee ballot.

If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board shall become effective.

Special meetings of the membership may be called by the Executive Board.

ARTICLE VIII- COMMITTEES AND APPOINTMENTS

Standing Committees shall be Loan Procedures, Catalog Committee, and Nominating Committee.

Additional committees shall be established by the Executive Board as needed.

ARTICLE IX- AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a 2/3 vote of the membership.

Amendments shall be presented in writing to the membership at least one week prior to the membership meeting at which the vote is to be taken.

ARTICLE X - BY-LAWS

There shall be a set of By-Laws covering the operations of the association.

By-Laws may be adopted, amended, or repealed at any regular general membership meeting by a quorum vote.

ARTICLE XI- FEES AND FINANCES

There shall be no membership fee or dues.

Application may be made for federal or state funds available for projects the association might undertake.

ARTICLE XII- METHOD OF ADOPTION

This Constitution shall become effective when passed by a quorum at a general meeting.

## HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

### BY - LAWS

#### ARTICLE I- MEMBERS

The rights, responsibilities and privileges of all members of the association may be further specified, limited or expanded by amendment to these by-laws as provided for in Article X of the Constitution.

#### ARTICLE II - COMMITTEES

Committee membership shall be voluntary. Committee chairmen shall be elected by the committee members annually.

##### Constitution and By - Laws Committee

1. Prepare rough draft of Constitution and By - Laws.
2. When the Constitution and By - Laws have been adopted, this committee will transform to the first nominating committee.
3. Set up mechanism for nominations.

##### Loan Procedures Committee

1. Comprised of a representative from each institution.
2. Determines what will be available for loan.
3. Determines who will be authorized to make loans.
4. Sets up loan procedures.
5. Advises on acquisition and utilization of hardware and software.

##### Catalog Committee

1. Updates catalog of available hardwares and softwares for loan.
2. Determines frequency of updating.

##### Funding Committee

1. Determines availability of funding.
2. Prepare and submit application and proposals for funding.

#### ARTICLE III - OFFICERS

##### Chairman

1. Confirm committee memberships and committee chairmanships.
2. Determines time and place of and presides at executive board and general membership meetings.

##### Vice - Chairman

1. Shall be considered Chairman-elect for the following term.
2. Acts as chairman ProTem in absence of chairman.

Secretary-Treasurer

1. Sends out notices of meetings and other communications.
2. Takes minutes of meetings.
3. Handles any monies as they become available.
4. When monies become available, obtain checking account with two signature requirement.

ARTICLE IV - ELECTION OF OFFICERS

A slate of officers recommended by the nominating committee shall be presented to the membership one month prior to election.

Election of officers shall take place at the first meeting of the election year.

Additional nominations from the general membership shall be presented in writing to the chairman of the nominating committee at least one week prior to the election date.

# HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

## CONSTITUTION

### ARTICLE I - NAME

The Health Instructional Resources Associated shall be a cooperative, non-profit association of institutions.

### ARTICLE II - AFFILIATION

Upon adoption of Constitution and By-Laws, request for affiliation will be sought from appropriate organizations.

### ARTICLE III - PURPOSE

The purpose of the Association is to share informational resources in the health sciences in order to achieve quality health care through education.

1. Promote exchange and interloan of audio visual equipment and materials, books, and journal articles.
2. Form a cadre to produce audio visual materials more appropriate to meet the needs of the community than those commercially available.

### ARTICLE IV - MEMBERSHIP

A member must be a non-profit health care facility or health related educational institution.

Each college or school of a university shall be considered a separate member. Membership is predicated upon active involvement in the activities of the Association.

Membership will be granted upon approval by a minimum of 2/3 of the membership present and voting.

### ARTICLE V - OFFICERS

Officers of this Association shall be elected bi-annually. They shall consist of the following: Chairman; Vice-Chairman; Secretary; and Treasurer.

### ARTICLE VI - EXECUTIVE BOARD

The Executive Board shall consist of the officers and committee chairmen. They shall confer prior to the general meeting to draw up the agenda. The Executive Board shall make recommendations and decisions within the framework of the Constitution and ByLaws.

For the first year of combined operation, the Executive Board shall consist of all the officers, directors, and committee chairmen of both associations.

ARTICLE VII - MEETINGS

Meetings shall be bi-monthly.

Meeting place rotates among participating institutions.

Each institution shall be represented by two votes.

A quorum shall consist of 50% plus one of the voting membership.

A vote is carried by a simple majority of those member institutions voting.

If a member institution is unable to send a representative, it may vote by absentee ballot.

If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board shall become effective.

Special meetings of the membership may be called by the Executive Board.

ARTICLE VIII - COMMITTEES AND APPOINTMENTS

Standing Committees shall be Loan Procedures, Catalog Committee, and Nominating Committee.

Additional committees shall be established by the Executive Board as needed.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a 2/3 voted of the membership.

Amendments shall be presented in writing to the membership at least one week prior to the membership meeting at which the vote is to be taken.

ARTICLE X - BY-LAWS

There shall be a set of By-Laws covering the operations of the Association.

By-Laws may be adopted, amended, or repealed at any regular general membership meeting by a quorum vote.

ARTICLE XI - FEES AND FINANCES

SECTION I. Each member shall pay dues in accordance with the schedule fixed from time to time by the Executive Board and approved at any meeting of the membership next following such Board action.

SECTION II. The annual dues will cover the twelve months following the beginning of the fiscal year. Dues may be adjusted at the beginning of the fiscal year.

SECTION III. The fiscal year shall be July 1, to June 30.

ARTICLE XII - METHOD OF ADOPTION

This Constitution shall become effective when passed by a quorum at a general meeting.

# HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

## CONSTITUTION

### ARTICLE I - NAME

The Health Instructional Resources Associated shall be a cooperative, non-profit association of institutions.

### ARTICLE II - AFFILIATION

Upon adoption of Constitution and By-Laws, request for affiliation will be sought from appropriate organizations.

### ARTICLE III - PURPOSE

The purpose of the association is to share informational resources in the health sciences in order to achieve quality health care through education.

1. Promote exchange and interloan (of audio visual equipment) and materials, books, and journal articles.
2. Form a cadre to produce audio visual materials more appropriate to meet the needs of the community than those commercially available.
3. Provide Consultation services

### ARTICLE IV - MEMBERSHIP

I. *Dues*  
A member must be a non-profit health care facility or health related educational institution.

Each college or school of a university shall be considered a separate member.

(Membership is predicated upon <sup>definition</sup> active involvement <sup>interest</sup> in the activities of the association.)  
Membership will be granted upon approval by a minimum of 2/3 of the membership present and voting.

### ARTICLE V - OFFICERS

Officers of this association shall be elected bi-annually. They shall consist of the following:

Chairman  
Vice-Chairman  
Secretary  
Treasurer

### ARTICLE VI - EXECUTIVE BOARD

The Executive Board shall consist of the officers and committee chairmen. They shall confer prior to the general meeting to draw up the agenda. The Executive Board shall make recommendations and decisions within the framework of the Consitution and By-Laws.

\*\*\*For the first year of combined operation, the Executive Board shall consist of all the officers, directors and committee chairmen of both associations.

ARTICLE VII - MEETINGS

Meetings shall be bi-monthly.

Meeting place rotates among participating institutions.

Each institution shall be represented by two votes.

A quorum <sup>institutions</sup> shall consist of 50% plus one of the <sup>two</sup> voting membership.

A vote is carried by a simple majority of those member institutions voting.

If a member institution is unable to send a representative, it may vote by absentee ballot.

If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board shall become effective.

Special meetings of the membership may be called by the Executive Board.

ARTICLE VIII - COMMITTEES AND APPOINTMENTS

Standing Committees shall be Loan Procedures, ~~Catalog~~ Committee, and Nominating Committee, <sup>Membership Comm.</sup>

Additional committees shall be established by the Executive Board as needed.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a 2/3 vote of the membership.

Amendments shall be presented in writing to the membership at least one week prior to the membership meeting at which the vote is to be taken.

ARTICLE X - BY-LAWS

There shall be a set of By-Laws covering the operations of the association.

By-Laws may be adopted, amended, or repealed at any regular general membership meeting by a quorum vote.

ARTICLE XI - FEES AND FINANCES

\*\* SECTION I - Each member shall pay dues in accordance with the schedule fixed from time to time by the Executive Board and approved at any meeting of the membership next following such board action.

SECTION II - The annual dues will cover the twelve months following the beginning of the fiscal year. Dues may be adjusted at the beginning of the fiscal year.

~~fiscal year designated as July 1~~  
SECTION III - The fiscal year shall be from July 1, to June 30.

ARTICLE XII - METHOD OF ADOPTION

This Constitution shall become effective when passed by a quorum at a general meeting.

\*\* These amendments were adopted at the March 15, 1974 general meeting.

adopted 12/15/72

revised: 3/15/74 (merger meeting)



## HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

A meeting of the Constitution and By-Laws Committee was held on November 20, 1974.

Present:


Dr. Alex Ullman  
Joanne Clancy

Helen Dimanin, Director of the resource office (CHIRP), was present as an observer.

The purpose of the meeting was to work out revisions to the Constitution and By-Laws. The Executive Board and general membership had requested the articles regarding Purpose, Membership and Committees be clarified and expanded. The committee used minutes from general membership meetings for reference in considering revisions.

The proposed revised Constitution and By-Laws will be presented to the membership one week prior to the December 17, general meeting at which time a vote will be taken.

Respectfully,



Joanne, Clancy, Chairperson

11/21/74

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# HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

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## CONSTITUTION

### ARTICLE I - NAME

The Health Instructional Resources Associated shall be a cooperative, non-profit association of institutions.

### ARTICLE II - AFFILIATION

Upon adoption of Constitution and By-Laws, request for affiliation will be sought from appropriate organizations.

### ARTICLE III - PURPOSE

The purpose of the association is to share informational resources in the health sciences in order to achieve quality health care through education.

1. Promote exchange and interloan of audiovisual equipment and materials, books and journal articles.
2. Form a cadre to produce audiovisual materials more appropriate to meet the needs of the community than those commercially available.
3. Provide consultation services for joint use of talent and expertise.
4. Conduct educational seminars and workshops.

### ARTICLE IV - MEMBERSHIP

#### Institutional Membership

1. An institutional member must be a non-profit health care facility or health related educational institution interested in the activities of the association.
2. Each college or school of a university shall be considered a separate member.

#### Individual Membership

1. An individual member shall be a private individual whose profession is health care or health related education.
2. May not hold office, but is interested in participating in the activities of the association and may be a committee member.

Membership will be granted upon approval by a minimum of 2/3 of the membership present and voting, and payment of yearly dues.

#### Interested Individuals

1. May be granted affiliation at the discretion of the Executive Board.
2. Shall not have voting rights or any other regular privileges of membership.

ARTICLE V - OFFICERS

Officers of this association shall be elected bi-annually. They shall consist of the following:

1. Chairman
2. Vice-Chairman
3. Secretary(s)
4. Treasurer

ARTICLE VI - EXECUTIVE BOARD

1. The Executive Board shall consist of the officers and committee chairmen.
2. The outgoing Chairman shall become an ex-officio member of the Executive Board for two years following his/her term of office.
3. They shall confer prior to the general meeting to draw up the agenda.
4. The Executive Board shall make recommendations and decisions within the framework of the Constitution and By-Laws.

For the first year of combined operation, the Executive Board shall consist of all the officers, directors and committee chairmen of both associations (3/15/74 - 3/15/75).

ARTICLE VII - MEETINGS

1. Meetings shall be bi-monthly.
2. Meeting place shall rotate among participating institutions.
3. Each institution shall be represented by two votes.
4. Each individual shall be represented by one vote.
5. A quorum shall consist of 50% plus one of the voting membership.
6. A vote is carried by a simple majority of those members voting.
7. If a member is unable to send a representative, they may vote by absentee ballot.
8. If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board shall become effective.
9. Special meetings of the membership may be called by the Executive Board.

ARTICLE VIII - COMMITTEES AND APPOINTMENTS

Standing Committees shall be:

1. Loan Procedures and Catalog Committee
2. Constitution/Nominating Committee
3. Finance and Membership Committee (formerly Funding)
4. Publications Committee

Additional Committees shall be established by the Executive Board as needed.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

1. This Constitution may be amended by a 2/3 vote of the membership.
2. Amendments shall be presented in writing to the membership at least one week prior to the membership meeting at which the vote is to be taken.

ARTICLE X - BY-LAWS

1. There shall be a set of By-Laws covering the operations of the association.
2. By-Laws may be adopted, amended, or repealed at any regular general membership meeting by a quorum vote.

ARTICLE XI - FEES AND FINANCES

1. Each member (institutional and individual) shall pay dues in accordance with the schedule fixed from time to time by the Executive Board and approved at any meeting of the membership next following such Board action.
2. The annual dues will cover the twelve months following the beginning of the fiscal year. Dues may be adjusted at the beginning of the fiscal year.
3. The fiscal year shall be from July 1 to June 30.

ARTICLE XII - METHOD OF ADOPTION

This constitution shall become effective when passed by a quorum at a general meeting.

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adopted: 12/15/72  
revised: 3/15/74 (merger meeting)  
revised: 12/17/74

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# HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

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## BY-LAWS

### ARTICLE I - MEMBERS

The rights, responsibilities and privileges of all members of the association may be further specified, limited or expanded by amendment to these By-Laws as provided for in Article X of the Constitution.

### ARTICLE I - COMMITTEES

Committee membership shall be voluntary. Committee chairmen shall be elected by the committee members annually. Each committee shall set up their own policy and procedures.

1. Constitution/Nominating Committee
  - a. Propose revisions to the Constitution and By-Laws as necessary.
  - b. Nominate members for office.
2. Loan Procedures and Catalog Committee
  - a. Comprised of representatives from various institutions.
  - b. Determines what will be available for loan.
  - c. Determines who will be authorized to make loans.
  - d. Sets up loan procedures.
  - e. Advises on acquisition and utilization of hardware and software.
  - f. Updates catalog of available hardwares and softwares for loan.
  - g. Determines frequency of updating the catalog.
3. Finance and Membership Committee
  - a. The Treasurer shall be an ex-officio member.
  - b. Presents the Executive Board with names of proposed new members.
  - c. Sends out payment notices of annual dues.
  - d. Determines availability of funding.
  - e. Prepares and submits application and proposals for funding.
  - f. Official holders of the membership list.
4. Publications Committee
  - a. Publishes "HIRAglyphics."
  - b. Prepares brochures as needed.

### ARTICLE III - OFFICERS

#### Chairman

1. Confirms committee memberships and committee chairmanships.
2. Determines time and place of and presides at Executive Board and general membership meetings.

#### Vice-Chairman

1. Shall be considered Chairman-elect for the following term.
2. Acts as Chairman ProTem in absence of Chairman.

ARTICLE III - OFFICERS (con't.)

Secretary(s)

1. Sends out notices of meetings and other communications.
2. Takes minutes of meetings.
3. More than one person may share the office as need be.

Treasurer

1. Maintains checking account with two signature requirement.
2. Presents a financial report at meetings.
3. Shall be an ex-officio member of the Finance and Membership Committee.
4. Handles receipts and expenditures as needed.

ARTICLE IV - ELECTION OF OFFICERS

1. A slate of officers recommended by the nominating committee shall be presented to the membership one month prior to election.
2. Election of officers shall take place at the first meeting of the election year.
3. Additional nominations from the general membership shall be presented in writing to the Chairman of the nominating committee at least one week prior to the election date.

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adopted: 12/15/72  
revised: 12/17/74

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

Proposed  
5-82  
approved  
5-82

CONSTITUTION

ARTICLE I - NAME

The Health Instructional Resources Associated shall be a cooperative, non-profit association of institutions and individuals.

ARTICLE II - AFFILIATION

Upon adoption of Constitution and By-Laws, request for affiliation will be sought from appropriate organizations.

ARTICLE III - PURPOSE

The purpose of the association is to share informational resources in the health sciences in order to achieve quality health care through education.

1. Promote exchange and interloan of audiovisual materials and books and journal articles related to audiovisuals.
2. Share information about in-house production and encourage joint efforts with other departments and hospitals.
3. Provide consultation services for joint use of talent and expertise.
4. Conduct educational seminars and workshops.

ARTICLE IV - MEMBERSHIP

Institutional Membership

1. An institutional member must be a health care facility or health related educational institution interested in the activities of the association.
2. Multi-institutional organizations have the option of joining as one organization or as separate units.
3. Only institutional representatives are eligible to hold office.

Individual Membership

1. An individual member shall be a private individual whose profession is health care or health related education, and who is involved with audiovisuals.

Individual Membership (cont.)

2. Students in health education with an interest in audiovisuals may also join.
3. Individual members are encouraged to participate in the activities of the association and may be committee members.

Interested Individuals

1. May be granted affiliation at the discretion of the Executive Board.
2. Shall not have voting rights or any other regular privileges of membership.

ARTICLE V - OFFICERS

Officers of the association will be elected bi-annually, in even numbered years. They shall consist of the following:

1. President
2. Vice-President (President-elect)
3. Secretary (s)
4. Treasurer

ARTICLE VI - EXECUTIVE BOARD

1. The Executive Board shall consist of the officers and committee chairmen.
2. The outgoing President shall become an ex-officio member of the Executive Board for two years following their term of office.
3. The Executive Board will confer prior to the Annual Business Meeting to draw up an Agenda and prepare reports.
4. The Executive Board will make recommendations and decisions within the framework of the Constitution and By-Laws.
5. The Executive Board will transact all the association's business during the year.
6. Business transacted by the Executive Board will be announced at the regular General Membership Meetings.



ARTICLE VII - MEETINGS

1. Meeting place shall rotate among participating institutions.
2. There will be at least 4 General Membership Meetings which will be educational in nature.
3. The Annual Business Meeting will be held in the month of March.
4. Special meetings of the membership may be called by the Executive Board.
5. If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board will become effective.
6. General Membership Meetings will be open to members and non-members.

ARTICLE VIII - VOTING

1. Each institutional member will be represented by two votes.
2. Each individual member will be represented by one vote.
3. A quorum will consist of 50% plus one of the voting membership.
4. Balloting and voting for the Election of Officers, and on Amendments to both the Constitution and the By-Laws will be accomplished by mail.

ARTICLE IX - COMMITTEES AND APPOINTMENTS

Standing Committees shall be:

1. Program Committee
2. Catalog Committee
3. Membership Committee
4. Nominating Committee

Additional Committees shall be established by the Executive Board as needed.

ARTICLE X - AMENDMENTS TO THE CONSTITUTION

1. This Constitution may be amended by a 2/3 vote of the membership.
2. Amendments will be presented to the membership via mail.
3. Vote will be taken by mail, ballots included in the mailing of the proposed changes.

ARTICLE X - AMENDMENTS (Cont.)

4. Members will be given fifteen (15) days to return their ballots.
5. The Constitution Committee will mail, count and verify the ballots.
6. Notification of results will be made to the membership with the General Membership Meetings Programs Announcements.

ARTICLE XI - BY-LAWS

1. There shall be a set of By-Laws covering the operation of the association.
2. By-Laws may be adopted, amended, or repealed in the same manner as amendments to the Constitution or by voice vote at General Membership Meetings.
3. A quorum vote is needed for passage.
4. Notification of results will be in the same manner as for Amendments to the Constitution.

ARTICLE XII - FEES AND FINANCES

1. Each member (institutional and individual) shall pay dues in accordance with the schedule fixed from time to time by the Executive Board and approved at any meeting of the membership next following such Board action.
2. The annual dues will cover the twelve months following the beginning of the fiscal year. Dues may be adjusted at the beginning of the fiscal year.
3. The fiscal year shall be from July 1 to June 30.
4. Dues may be pro-rated to cover memberships that are for less than one fiscal year.
5. Annual dues become due as of July 1 of each year.

ARTICLE XIII - METHOD OF ADOPTION

This Constitution shall become effective when passed by a quorum at a General Membership Meeting.

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

BY-LAWS

ARTICLE I - MEMBERS

The rights, responsibilities and privileges of all members of the association may be further specified, limited or expanded by amendment to these By-Laws as provided for in Article X of the Constitution.

ARTICLE II - COMMITTEES

Committee membership shall be voluntary. Committee chairmen shall be appointed by the President after consultation with the Executive Board. Each committee shall be comprised of representatives from various institutions and shall set up their own policy and procedures.

1. Program Committee
  - a. Plan programs for the General Membership Meetings.
2. Catalog Committee
  - a. Advises on acquisition and utilization of hardware and software.
  - b. Updates catalog of available software for loan.
  - c. Determines frequency of updating the catalog.
3. Membership Committee
  - a. Promotes HIRA and HIRA Membership.
  - b. Prepares membership list for distribution.
4. Nominating Committee
  - a. Presents slate of officers for the biannual elections.

ARTICLE III - OFFICERS

President

1. Appoints committee chairmen.
2. Determines time and place of and presides at Executive Board and General Membership Meetings.
3. Approves Program Committee's proposed schedule for General Membership Meetings.

ARTICLE III - OFFICERS (Cont.)

Vice-President

1. Shall be considered President-elect for the following term.
2. Acts as President ProTem in absence of President.

Secretary (s)

1. Sends out notices of meetings and other communications.
2. Takes minutes of meetings.
3. More than one person may share the office as necessary.

Treasurer

1. Maintains checking account with two signature requirement.
2. Presents a financial report at meetings.
3. Shall be an ex-officio member of the Membership Committee.
4. Handles receipts and expenditures as necessary.

ARTICLE IV - ELECTION OF OFFICERS

1. A slate fo consenting nominees for each office recommended by Nominating Committee will be presented by mail to the membership by early January of even-numbered years.
2. Additional nominations from the general membership may be made to the Chairperson of the Nominating Committee. These must be mailed to the Nominating Committee within 10 days of the mailing of the slate.
3. The Nominating Committee will prepare and mail the election ballots to the membership in February of the election year. Ballots are to be returned to the Nominating Committee within 14 days of the mailing. The Nominating Committee count and verify the ballots.
4. The candidates will be notified by the Nominating Committee of the outcome of the balloting.
5. The newly elected officers will be installed at the end of the Annual Business Meeting in March. They shall serve for two years.

ARTICLE V - RESIGNATION OF OFFICERS

1. Resignation of officers shall be given to the Executive Board in writing.
2. The replacement of the officer will be the responsibility of the Executive Board.
3. The replacement officer will serve out the un-expired term.
4. In the event an officer or chairperson is unable to fulfill the responsibilities of the office, the Executive Board may request their resignation.

Adopted 12/15/72  
Revised 12/17/74  
Revised 3/ 4/82

CONSTITUTION

ARTICLE I - NAME

The Health Instructional Resources Associated shall be a cooperative, non-profit association of institutions.

ARTICLE II - AFFILIATION

Upon adoption of Constitution and By-Laws, request for affiliation will be sought from appropriate organizations.

ARTICLE III - PURPOSE

The purpose of the association is to share informational resources in the health sciences in order to achieve quality health care through education.

1. Promote exchange and interloan of audiovisual equipment and materials, books and journal articles.
2. Form a cadre to produce audiovisual materials more appropriate to meet the needs of the community than those commercially available.
3. Provide consultation services for joint use of talent and expertise.
4. Conduct educational seminars and workshops.

ARTICLE IV - MEMBERSHIP

Institutional Membership

1. An institutional member must be a non-profit health care facility or health related educational institution interested in the activities of the association.
2. Each college or school of a university shall be considered a separate member.

Individual Membership

1. An individual member shall be a private individual whose profession is health care or health related education.
2. May not hold office, but is interested in participating in the activities of the association and may be a committee member.

Membership will be granted upon approval by a minimum of 2/3 of the membership present and voting, and payment of yearly dues.

ARTICLE IV - MEMBERSHIP (Continued)

Interested Individuals

1. May be granted affiliation at the discretion of the Executive Board.
2. Shall not have voting rights or any other regular privileges of membership.

ARTICLE V - OFFICERS

Officers of this association shall be elected bi-annually. They shall consist of the following:

1. Chairman
2. Vice-Chairman
3. Secretary (s)
4. Treasurer

ARTICLE VI - EXECUTIVE BOARD

1. The Executive Board shall consist of the officers and committee chairmen.
2. The outgoing Chairman shall become an ex-officio member of the Executive Board for two years following his/her term of office.
3. They shall confer prior to the general meeting to draw up the agenda.
4. The Executive Board shall make recommendations and decisions within the framework of the Constitution and By-Laws.

For the first year of combined operation, the Executive Board shall consist of all the officers, directors and committee chairmen of both associations (3/15/74 - 3/15/75).

ARTICLE V - OFFICERS

Officers of the association will be elected bi-annually, in even numbered years.  
( to eliminate confusion on terms of office & election dates)

ARTICLE VI - EXECUTIVE BOARD

2. The outgoing Chairperson shall become an ex-officio member of the Executive Board for two years following their term of office.
- \*3. The Executive Board will confer prior to the Annual Business Meeting to draw up an Agenda, prepare reports, and make arrangement for the distribution of the Annual Report to the membership.
- \*4. The Annual Report will be distributed at least two weeks prior to the Annual Business Meeting.
5. The Executive Board will make recommendations and decisions within the framework of the Constitution and By-Laws.  
(Renumbered)
- \*6. The Executive Board will transact all the association's business during the year.
- \*7. Business transacted by the Executive Board will be posted at the regular bi-monthly General Membership Meetings.

( to change directions of General Meetings - placing in the hands of the Executive Board the power to run the organization.)

ARTICLE VII - MEETINGS

1. Meetings shall be bi-monthly.
2. Meeting place shall rotate among participating institutions.
3. Each institution shall be represented by two votes.
4. Each individual shall be represented by one vote.
5. A quorum shall consist of 50% plus one of the voting membership.
6. A vote is carried by a simple majority of those members voting.
7. If a member is unable to send a representative, they may vote by absentee ballot.
8. If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board shall become effective.
9. Special meetings of the membership may be called by the Executive Board.

ARTICLE VII - MEETINGS

- \*3. There will be at least 4 General Membership Meetings which will be educational in nature.
- \*4. The Annual Business Meeting will be held in the month of March.
5. Special meetings of the membership may be called by the Executive Board. (renumbered)
6. If due notice has been given of a meeting and a quorum is not present, the recommendations of the Executive Board will become effective. (renumbered)
- \*7. General Membership meetings will be open to members and non-members.  
( to specify the kinds and purposes of the meetings)

\*ARTICLE VIII - VOTING

1. Each institution will be represented by two votes. (renumbered)
2. Each individual membership will be represented by one vote. (renumbered) (see Article 4.)
3. A quorum will consist of 50% plus one of the voting membership. (renumbered)
4. If a member is unable to send a representative, they may vote by absentee ballot. (renumbered)
- \*5. Balloting and voting for the Election of Officers, and on Ammendments to both the Constitution and the By-Laws will be accomplished by mail.  
( to permit participation in voting on a wider basis, extending to institutional members located for from the Metropolitan Detroit Area an opportunity to participate)



ARTICLE VIII - COMMITTEES AND APPOINTMENTS

Standing Committees shall be:

1. Loan Procedures and Catalog Committee
2. Constitution/Nominating Committee
3. Finance and Membership Committee (formerly Funding)
4. Publications Committee

Additional Committees shall be established by the Executive Board as needed.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

1. This Constitution may be amended by a 2/3 vote of the membership.
2. Amendments shall be presented in writing to the membership at least one week prior to the membership meeting at which the vote is to be taken.

ARTICLE X - BY-LAWS

1. There shall be a set of By-Laws covering the operations of the association.
2. By-Laws may be adopted, amended, or repealed at any regular general membership meeting by a quorum vote.

ARTICLE IX - COMMITTEES AND APPOINTMENTS (renumbered)

Standing Committees shall be:

1. Program Committee
2. Loan Procedures and Catalog Committee
3. Finance and Membership Committee
4. Publications Committee  
(to permit standing Committees to reflect more accurately organizations needs)

ARTICLE X - AMENDMENTS TO THE CONSTITUTION

- \*2. Amendments will be presented to the membership via mail.
- \*3. Vote will be taken by mail, ballots included in the mailing of the proposed changes.
- \*4. Members will be given fifteen (15) days to return their ballots.
- \*5. The Constitution Committee will mail, count and verify the Ballots.
- \*6. Notification of results will be made to the membership with the General Membership Meetings Programs Announcements and posted at the next General Membership Meeting.

ARTICLE XI - BY-LAWS

- \*2. By-Laws may be adopted, amended, or repealed in the same manner as amendments to the Constitution. (see Article X)
- \*3. A quorum vote is needed for passage. (see Article VIII. Sec.3)
- \*4. Notification of results will be in the same manner as for Amendments to the Constitution. (see Article X. Sec. 6)  
(to permit participation of the membership without attendance at a business meeting & facilitate a more orderly operation of HIRA)

ARTICLE XI - FEES AND FINANCES

1. Each member (institutional and individual) shall pay dues in accordance with the schedule fixed from time to time by the Executive Board and approved at any meeting of the membership next following such Board action.
2. The annual dues will cover the twelve months following the beginning of the fiscal year. Dues may be adjusted at the beginning of the fiscal year.
3. The fiscal year shall be from July 1 to June 30.

ARTICLE XII - METHOD OF ADOPTION

This constitution shall become effective when passed by a quorum at a general meeting.

ARTICLE XII - FEES & FINANCES

- \*3. Dues may be pro-rated to cover memberships that are for less than one fiscal year.
4. The fiscal year will be from July 1, to June 30.
- \*5. Annual dues become due as of July 1 of each year.  
( to permit membership fees to reflect less than one fiscal year memberships)

ARTICLE XIII - METHOD OF ADOPTION (renumbered)

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adopted: 12/15/72  
revised: 3/15/74 (merger meeting)  
revised: 12/17/74

HEALTH INSTRUCTIONAL RESOURCES ASSOCIATED

BY-LAWS

ARTICLE I - MEMBERS

The rights, responsibilities and privileges of all members of the association may be further specified, limited or expanded by amendment to these By-Laws as provided for in Article X of the Constitution.

ARTICLE II - COMMITTEES

Committee membership shall be voluntary. Committee chairmen shall be elected by the committee members annually. Each committee shall set up their own policy and procedures.

1. Constitution/Nominating Committee
  - a. Propose revisions of the Constitution and By-Laws as necessary.
  - b. Nominate members for office.
2. Loan Procedures and Catalog Committee
  - a. Comprised of representatives from various institutions.
  - b. Determines what will be available for loan.
  - c. Determines who will be authorized to make loans.
  - d. Sets up loan procedures.
  - e. Advises on acquisition and utilization of hardware and software.
  - f. Updates catalog of available hardwares and softwares for loan.
  - g. Determines frequency of updating the catalog.
3. Finance and Membership Committee
  - a. The Treasurer shall be an ex-officio member.
  - b. Presents the Executive Board with names of proposed new members.
  - c. Sends out payment notices of annual dues.
  - d. Determines availability of funding.
  - e. Prepares and submits application and proposals for funding.
  - f. Official holders of the membership list.
4. Publications Committee
  - a. Publishes "HIRAglyphics."
  - b. Prepares brochures as needed.

ARTICLE II - COMMITTEES

- \*1. Program Committee
  - a. Plan programs for the General Membership Meetings.
  - b. Plan and makes arrangements for the Annual Dinner.  
( to bring By-Laws in agreement with Article IX - Committees & Appointments, Constitution/Nominating Committee is hereby dropped as a standing Committee & Program Committee takes on standing Committee stature.)

ARTICLE III - OFFICERS

Chairman

1. Confirms committee memberships and committee chairmanships.
2. Determines time and place of and presides at Executive Board and general membership meetings.

Vice-Chairman

1. Shall be considered Chairman-elect for the following term.
2. Acts as Chairman ProTem in absence of Chairman.

Secretary(s)

1. Sends out notices of meetings and other communications.
2. Takes minutes of meetings.
3. More than one person may share the office as need be.

Treasurer

1. Maintains checking account with two signature requirement.
2. Presents a financial report at meetings.
3. Shall be an ex-officio member of the Finance and Membership Committee.
4. Handles receipts and expenditures as needed.

ARTICLE IV - ELECTION OF OFFICERS

1. A slate of officers recommended by the nominating committee shall be presented to the membership one month prior to election.
2. Election of officers shall take place at the first meeting of the election year.
3. Additional nominations from the general membership shall be presented in writing to the Chairman of the nominating committee at least one week prior to the election date.

ARTICLE IV - ELECTION OF OFFICERS

- \*1. A slate of consenting nominees for each office recommended by Nominating Committee will be presented by mail to the membership by January 7th of even-numbered years.
- \*2. Additional nominations from the general membership may be made to the Chairperson of the Nominating Committee. These must be mailed to the Nominating Committee by January 31st of the election year.
- \*3. The Nominating Committee will prepare and mail the election ballots to the membership by February 10th of the election year. Ballots are to be returned to the Nominating Committee by March 1st. The Nominating Committee count and verify the ballots.
- \*4. The candidates will be notified by the Nominating Committee of the outcome of the balloting.
- \*5. The newly elected officers will be installed at the end of the Annual Business Meeting in March. They shall serve for two years.  
( to permit participation in voting on a wider basis, extending to the membership who are located farther from the Metropolitan Detroit Area, an opportunity to participate more fully)

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adopted: 12/15/72  
revised: 12/17/74

ARTICLE V - RESIGNATION OF OFFICER

- \*1. Resignation of officers shall be given to the Executive Board.
- \*2. The replacement of the officer will be the responsibility of the Executive Board.
- \*3. The Executive Board will first turn to the person (s) who had been unsuccessful candidates for office in the previous election.
- \*4. In the event that none of these candidates are able to take office, the Executive Board will require the previous nominating committee to seek out a replacement.
- \*5. The replacement officer will serve out the un-expired term.
- \*6. In the event an officer or chairperson is unable to fulfill the responsibilities of the office, the Executive Board may request their resignation.

(A new article to handle in an orderly manner a recurring problem on the Board)