



Idaho Society for Healthcare Engineering By-Laws

ARTICLE I – NAME

This Society shall be known as the Idaho Society for Healthcare Engineering.

ARTICLE II – MISSION

The Society’s mission is “Improving Healthcare Through Better Facility Engineering”

ARTICLE III - PURPOSE

The purpose of the Idaho Society for Healthcare Engineering (herein to be referred to as the “Society”) is:

- 1) To provide a means for the interchange of ideas and experience relevant to the techniques of health care facility management.

and

- 2) To foster and to conduct educational activities and programs so as to improve the qualifications of those engaged in the field.

ARTICLE IV – ORGANIZATION

The Society is organized exclusively as non-political, non-sectarian and non-commercial; and, is a not-for-profit organization. It shall be so conducted that no part of its income and earnings shall inure to the benefit of any member, director, officer or other individual. Upon dissolution, any assets of the Society shall be disbursed in accordance with state code and a majority vote of the governing board of the society.

ARTICLE V – MEMBERSHIP

SECTION 1. ELIGIBILITY:

Membership shall be open to any individual qualified under the by-laws as follows:

A. Professional Active Members:

Professional Active Membership shall be open to those individuals who are currently employed by a health care facility in the department of plant operations, facility management and/or individuals in the category of maintenance, bio-med, safety or construction, and emergency management.



Professional Active Members shall have one (1) vote; may serve as an officer; a board member; or, on committees.

B. Associate Member:

Associate Membership shall be open to retired active members, vendors, and contractors that service the health care industry; and, federal, state, and local inspectors of healthcare facilities.

Associate Members shall have one (1) vote, may serve on committees,, and may hold office as an elected Associate Member position.

C. Educator/Student Member:

Educator/Student Membership shall be available to full-time educators or students involved with course work related to any discipline represented by the Society.

Educator/Student Members may serve on committees.

Educator/Student Member may not vote or hold any office.

D. Honorary Member:

Honorary Membership may be granted to recognize and reward an individual who has, as determined by the Board, performed outstanding service beneficial to the engineering field of the Society.

Honorary Members may participate in meetings of the chapter and general membership and shall have the same privileges as an Associate Member.

Honorary Members shall not be required to pay dues.

E. Life Member:

Life Membership may be granted to a member in good standing who retires after ten (10) years of Professional Active Membership; Associate Membership; or combination of both and who expresses a desire to maintain an interest in and continued participation in Society activities. Nomination for Life Membership must be by a Society Board Member with approval by a simple majority vote of the Board.

Life Members may participate in meetings of the Society and general membership and shall have the same privileges as an Associate Member.



Life Members shall not be required to pay dues.

SECTION 2. TRANSFER OF MEMBERSHIP

Membership in the Society shall not be transferable to another person. A member who changes affiliation shall retain membership during the full term for which dues have been paid.

SECTION 3. TERMINATION OF MEMBERSHIP

- A. Resignation: A member may at any time file for resignation from the Society in writing to the Board.
- B. Loss of Eligibility: Membership of any person who, because of change in position, is no longer eligible for membership shall be automatically terminated at the end of the term for which dues have been paid.
- C. Nonpayment of Dues: Membership of any person who is 90 days in arrears in the payment of annual dues shall be automatically terminated.

ARTICLE VI – MEETINGS

SECTION 1.

Regular Society meetings shall be held at least two (2) times a year, at a time and place determined by the members at a preceding meeting. One (1) annual meeting shall be held in connection with the Idaho Hospital Association (IHA) annual symposium.

The Board of Directors of the Society may call special meetings. Special meetings shall be limited to consideration of subjects listed in the official call for such meetings, unless it is otherwise ordered by unanimous consent of the members present and voting.

SECTION 2.

Notice of Society Meetings: The membership shall be notified by mail or e-mail for every regular or special meeting of the members of the Society. Notice shall be sent to the mailing address or e-mail address of each member as it appears on the books of the Society, or as may be supplied to the Society for the purpose of notice, not less than seven (7) days before any such meeting.

SECTION 3.

ORDER of Meetings: All Society meetings shall be governed by Robert’s Rules of Order in all cases to which they are applicable and consistent with the bylaws of the Society.



SECTION 4.

A quorum of any Society business meeting shall consist of two (2) or more elected officers plus a majority of members present and in good standing.

ARTICLE VII – FINANCE

SECTION 1. Dues:

Dues and donations of the Society shall be approved by the board of Directors of the Society. No portion of the dues paid by any member shall be refundable. Any funds or property that may be donated to further the work or programs of the Society shall become the property of the Society, but shall be used for the purpose designated by the donor and approved by the Society's Board of Directors. Dues shall not be prorated.

SECTION 2. Deposits/withdrawals:

- A) The money of the Society shall be deposited in the name of I.S.H.E., as the officers shall designate.
- B) Any withdrawal shall be by check only, signed by one (1) such officer and /or agent as the Society officers may designate for amounts less than \$500.00 and by two (2) officers or agents for amounts \$500.00 and above.

ARTICLE VIII – SOCIETY OFFICERS

SECTION 1.

The Officers of the Society shall include the President, President-Elect, Secretary, Treasurer, three (3) Board members, one (1) Associate member, and the immediate past President (non-voting). The officers shall be elected from the Professional Active membership for two (2) years and shall hold office until their successors are elected and trained. The election of Society officers shall be held every two (2) years during the business meeting held in conjunction with the annual symposium. Only Associate Members or Lifetime Members of the Society who meet the criteria for Associate member, are in compliance with all provisions of these bylaws, and have been members of the Society for three or more years, shall be eligible to serve on the Society's Board of Directors as an Associate Director.

SECTION 2. Duties of the President:

- A) The President shall preside at all business meetings, shall have general supervision of the affairs of the Society, shall sign all instruments of the Society as authorized by the officers,



shall report to the officers and perform all such duties as are incidental to the office or are properly required of the President by the officers of the Society.

B) If the office of President becomes vacant, the President-Elect shall immediately accede to the presidency for the duration of the unexpired term and shall continue to serve as President for the subsequent term.

SECTION 3. Duties of the President–Elect:

- A) In the absence or resignation of the president, the President-Elect shall exercise all functions allocated to the President.
- B) The President–Elect shall serve as the chair of the Education Committee and shall be responsible for overseeing the Society’s educational program.
- C) Should the President-Elect not be able to full fill the duties of the office due to resignation or having to assume the duties of the President, the officers of the Society will appoint a temporary President-Elect until an election can be held.

SECTION 4. Duties of the Secretary:

The Secretary shall issue notice to all meetings, shall have charge of the records, shall sign with the President such instruments as may require his/her signature, and make such reports and perform such duties as are incidental to this office and are properly required of him/her by the Society officers.

In the absence and or resignation of the Secretary the officers of the Society will appoint a temporary Secretary until an election can be held.

SECTION 5. Duties of the Treasurer:

- A. The Treasurer shall be responsible for maintaining the financial records of the Society.
- B. The Treasurer shall be responsible for presenting a current financial report to the membership at each membership meeting.
- C. The Treasurer shall be responsible for notification of annual dues to the membership and collection/deposit of annual membership dues received.
- D. The Treasurer shall provide a cost accounting process/spreadsheet to give detail on income and expenses.
- E. The Treasurer shall meet with the President and President-Elect to establish an annual budget for board approval.



F. In the absence and or resignation of the Treasurer, the officers of the Society will appoint a temporary Treasurer until an election can be held.

SECTION 6.

A Board, consisting of one (1) representative from each of three (3) regions (north, central, and southeast) in the state, shall represent members in each area and shall meet (or formally correspond) a minimum of three (3) times yearly with Society officers to provide direction to the President, President-Elect, Treasurer, and Secretary.

The Board, along with current Society officers, will be responsible for making officer nominations to be presented for election at the annual symposium.

In addition, each regional representative shall support the Education Committee and work on Society membership in their region.

The board shall review the by-laws every three (3) years and make any changes needed as directed in the Society's by-laws.

ARTICLE IX – SOCIETY SUPPORT

SECTION 1.

The officers of the Society may elect to obtain contract support services to assist in the day-to-day activities of the Society. Compensation for any support services shall be negotiated as part of any contract. The contract shall specify the duties of the support services. The Board shall approve the contract, including compensation.

ARTICLE X – ELECTIONS

SECTION 1.

Society officers shall be elected by majority vote of the eligible membership in attendance during the business meeting held in conjunction with the annual symposium.

SECTION 2.

The Board shall make every effort to make known to the membership those individuals nominated for office well in advance of the business meeting.

SECTION 3.

The Board shall provide an opportunity for members to offer into nomination eligible members at the business meeting held in conjunction with the annual symposium.



ARTICLE XI – COMMITTEES

SECTION 1.

The Society officers may appoint committees for various functions. A committee chairperson shall preside over all committee meetings, shall have general supervision of the affairs of the committee, and shall keep the president of the Society informed of all agendas within the committee.

SECTION 2.

The Society president may establish and appoint members to standing and special committees as needed to address issues relevant to the Society.

ARTICLE XII – AMENDMENTS

SECTION 1.

The by-laws may be amended, repealed or altered in whole or in part by a vote of the eligible members at a Society's business meeting. Any eligible member not able to attend the meeting may cast his/her vote by e-mail or in writing to the president or president-elect no later than five (5) calendar days prior to the business meeting.

A two-thirds vote in favor shall be required for passage. Notice of proposed amendments to be voted on at the meeting shall be made available to all eligible members not less than thirty (30) days in advance of the meeting.

REVISIONS:

1. 5/2003 per spring meeting 4/25/2003
2. 5/2009 per spring meeting 5/01/2008
3. 4/2010 per spring meeting 4/29/2010
4. 5/2013 per spring meeting 5/03/2013