



# **Idaho Society for Healthcare Engineering Approved Bylaws**

## **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 elected officials 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 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 as an officer, or on committees.

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## 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.

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 Elected Official with approval by a simple majority vote of the Elected Officials.

Life Members may participate in meetings of the Society and general membership.

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 an Elected Official.

### 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.



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## 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. Meeting Types**

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.

The Society Elected Officials 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 Meetings**

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**

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. Quorum**

A quorum at any annual meeting or special business meeting shall consist of two (2) or more elected officials and no less than 20% of eligible voting members of the Society, based on the number of members as of December 31 of the preceding calendar year.

## **ARTICLE VII – FINANCE**

### **SECTION 1. Dues:**

Dues and donations of the Society shall be approved by the elected officials 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 elected officials. Dues shall not be prorated.



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## 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.

## ARTICLE VIII – SOCIETY OFFICERS

### SECTION 1. Officer List

The Officers of the Society shall include the President, President-Elect, Secretary, Treasurer, three (3) Regional Representatives, one (1) Associate member, and the Immediate Past President (non-voting). Professional Active and Associate memberships and shall hold office until their successors are elected and trained. The Associate officer position shall be elected from the Associate membership. The election of Society officers shall be held every two (2) years during the business meeting held in conjunction with a regular membership meeting. Two positions may be held by Associate members, excluding President and President-Elect. Elections for Associate member positions will occur on a two (2) year staggered basis. The President-Elect shall be elected from the Professional Active membership for two (2) years and shall hold office until a successor is elected and trained.

### SECTION 2. 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. President–Elect:

- A) The President-Elect shall accede to the office of President upon the completion of the term of the President or immediately should the office of President become vacant. In the absence 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.



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## SECTION 4. 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. 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. Regional Representative

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 other Society officers.

Each regional representative shall support the Education Committee and work on Society membership in their region.

## 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 Elected Officials shall approve the contract, including compensation.



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## ARTICLE X – ELECTIONS

### **SECTION 1. Date**

Society officers shall be elected by majority vote of the eligible membership in attendance during a business meeting.

### **SECTION 2. Notice**

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

### **SECTION 3. Nominations**

The Elected Officials shall provide an opportunity for members to offer into nomination eligible members at a business meeting.

## ARTICLE XI – COMMITTEES

### **SECTION 1. Committee Chair**

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. Standing/Special Committee**

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 shall be reviewed at least every three (3) years and changes made as directed in the Society's by-laws. The by-laws may be amended, repealed 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



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3. 4/2010 per spring meeting 4/29/2010
4. 5/2013 per spring meeting 5/03/2013
5. 5/2015 per spring meeting 05/07/2015
6. Article VII, Section 2B per Fall Conference 7/21/2016
7. 11/2022 per fall meeting 11/04/2022