

Washington State Society For Healthcare Engineering

WSSHE Eastern Chapter Bylaws

ARTICLE 1 – Name

The non-profit association shall be known as the Eastern Washington Chapter herein known as the Chapter. It is a local chapter of the Washington State Society for Healthcare Engineering, which is an affiliated chapter of the American Society for Healthcare Engineering (ASHE) of the American Hospital Association.

ARTICLE II. Objectives

The objective of the Chapter shall be to advance the development of effective engineering and management practices in healthcare facilities by:

- A.** Encouraging and assisting members to develop their knowledge of healthcare engineering principles and practices.
- B.** Conducting regular meetings and educational programs.
- C.** Promoting the improvement of healthcare services by assisting members to exchange ideas relating to healthcare facilities.
- D.** Providing a means for the exchange of ideas among members and dissemination of information to members.
- E.** Encouraging communication with regulatory and accreditation agencies to create a better understanding of, and to promote the development of, necessary codes and standards relating to healthcare facilities which are consistent with acceptable engineering principles and practices.

ARTICLE III. Affiliation Responsibilities

The Chapter may recommend to the Washington State Society for Healthcare Engineering policies within the area of its interest. It may also recommend programs and activities which it believes should be undertaken by the Society. Recommendations and comments may be forwarded to the Society by the officers of the Chapter. The Chapter will report regularly to the Society with respect to its programs, activities and accomplishments.

ARTICLE IV. Membership

- A.** Active membership in the Chapter shall include persons having responsibility in an engineering (maintenance) department of a Washington State healthcare facility. Former active members with greater than 5 years of active membership in the Chapter may remain as an active member upon an affirmation vote of two-thirds of the members at a chapter meeting. Active members in good standing may vote, be recognized or hold office in the Chapter.
- B.** Associate members of the Society shall include individuals affiliated with healthcare institutions or organizations who may not have direct healthcare engineering responsibilities, but who seek to advance their healthcare engineering knowledge and capabilities. Associate members may participate in meetings of the Chapter, may serve on committees, but shall not have voting privileges and may not hold office.
- C.** Honorary membership in the Chapter may be granted to any person who has distinguished himself/herself in the activities of ASHE or the profession of engineering, or who shall otherwise qualify for membership as stated.
- D.** The Chapter shall encourage its members to become members of ASHE.

ARTICLE V. Finance

A. The Chapter dues are set by the governing body of the Chapter. The dues of any new members may be prorated, but in any case, shall not be less than one-half of the established dues. Dues shall be payable by July 1st of each year.

B. The State Society dues, a part of the Chapter dues, shall be established by the State Society Board of Directors.

C. Chapter funds shall be deposited in the name of the Chapter in such a bank as the Chapter Officers shall approve and shall be drawn on by check signed by the Treasurer or a Chapter Officer.

D. Chapter expenses shall be dispensed by majority vote of the active voting members present at a regular meeting and in a manner authorized by the Chapter members. The Chapter President is authorized to commit and expend funds on a monthly basis, not to exceed 10% of the annual Chapter dues without the prior approval of the membership. Travel and per-diem of Chapter officers or designate who attend and represent the Chapter to the State Society shall be paid by the Chapter upon presentation of receipts to the Secretary/Treasurer.

ARTICLE VI. Election of Officers

A. The Officers of the Chapter shall consist of the President, President-Elect, and Secretary/Treasurer.

B. Officers will be elected at the third quarterly meeting of the year. Nominations will be received from the floor and officers elected by a majority of the voting members present.

C. In case of a vacancy in an office, the President, with the concurrence of the other officers, shall appoint a member to fill the vacant position for the remainder of the term. This appointment shall be subject to ratification by a majority of the members present at the next Chapter meeting after the appointment nomination is made known.

ARTICLE VII. Responsibilities of Officers

A. President: The President shall preside at all meetings of the Chapter; shall have general supervision of the affairs of the Chapter; shall sign all instruments as authorized; shall make reports to the Chapter and perform such other duties as are incidental to his/her office or are properly required of him/her by the State Society. He/She may appoint committees from the membership of the chapter. In the absence of the President, the President-Elect or the Secretary/Treasurer shall exercise all of the functions allocated to the President

B. Secretary/Treasurer: The Secretary/Treasurer shall issue notices for 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 the office and are properly required of him/her by the Chapter and the State Society. He/she shall keep the minutes of each meeting of the Chapter and distribute them in accordance with the following provisions: the Secretary/Treasurer shall distribute copies of the minutes of each meeting to the Chapter Roster and the Secretary/Treasurer of the State Society. Chapter minutes shall include a report of the items set forth above as applicable, plus a brief summary of the program. The Secretary/Treasurer shall be responsible for the fiscal funds of the chapter and shall make such reports and perform such duties as are incidental to the office and are properly required of him/her by the Chapter and/or the State Society.

C. President-Elect: The President-Elect shall work closely with the President and shall assist him/her in maintaining continuity of long range plans and programs established by the Chapter and the State Society

ARTICLE VIII. Meetings

A. Chapter meetings shall be held at least four (4) times a year, at a time and place determined by the members.

B. Notice of meetings shall be prepared and distributed to each member listed on the roster of the Chapter in a reasonable time before any such meeting; and, if for a special meeting, such notice shall state the purpose of the meeting.

C. The order of business at all meetings, so far as possible, shall be:

- Proof of notice of meeting
- Approval of minutes
- Reports
- Election of Officers (when applicable)
- Unfinished Business
- New Business
- Other Business
- Next Meeting
- Presentation of the program (when applicable)
- Adjournment

ARTICLE

IX.

Amendments

A. These bylaws may be amended, repealed or altered in whole or in part, by the majority of voting members present, subject to ratification by two-thirds of the voting membership of the Chapter.