



**ALABAMA SOCIETY FOR HEALTHCARE ENGINEERING**

Building, Maintaining, and Improving the Healthcare Environment Responsibly

# **Alabama Society for Healthcare Engineering**

Affiliated with the

**ALABAMA HOSPITAL ASSOCIATION**

## **By-Laws of the Alabama Society for Healthcare Engineering**

Effective May 15, 1979

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**By-Laws  
of the  
Alabama Society for Healthcare Engineering**

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# **By-Laws of the Alabama Society for Healthcare Engineering**

## **Article I. Name**

The name of the Association shall be “Alabama Society for Healthcare Engineering”.

## **Article II. Mission Statement**

Alabama Healthcare facility professionals working together to increase knowledge and advocate for science based codes and standards which improve patient and associate safety.

## **Article III. Objectives**

The general purposes of this Society shall be as follows:

- a. To encourage and assist members to develop their knowledge and increase competence in maintaining the environment of care of health care facilities.
- b. To cooperate with hospitals and allied associations, including the various state societies, in matters pertaining to healthcare engineering.
- c. To affiliate with the Alabama Hospital Association for the purpose of conducting an educational conference for healthcare engineers, maintenance personnel, and other health-care personnel.
- d. To provide a medium for the interchange of ideas and information relative to healthcare engineering and maintenance. The Society is organized exclusively for charitable, scientific and educational purposes as a not-for-profit Society.
- e. Provide a forum for discussing possible changes and a means for presenting a united front for regulatory advocacy & to petition the authorities or bodies governing codes and standards.

## **Article IV. Membership**

### **Section 1. Eligibility**

Active membership in the Society shall be actively employed in the field of Healthcare Engineering, Biomedical Electronics, Facilities Compliance, Environmental Services, Construction, Utilities & Energy Management and/or Safety and Security in a health care facility with patients including Ambulatory Care & Outpatient centers.

Active members shall receive all Society mailings, may hold office, vote on issues and participate after registration in all Society meetings and any other rights and privileges as adopted by the Board of Directors and the Society.

Healthcare occupancies include the following:

- (1) Hospitals
- (2) Limited care facilities
- (3) Nursing Homes
- (4) Outpatient Facilities
- (5) Ambulatory Treatment Facilities

Occupants of healthcare facilities typically have physical or mental illness, disease or infirmity. This

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occupancy also includes infants, convalescents and/ or infirmed aged persons.

Non- voting individual memberships are available for those persons interested in the objectives of the Society, but not eligible for Active membership (see Membership Classification). Membership in the Society shall become effective upon submission of a completed application form, approval by the Board of Directors of the Society and receipt by the secretary of the specified dues. Membership in the Society shall not be restricted by State boundaries.

## **Section 2. Termination**

Membership may be terminated by the Board of Directors of the Society for failure to pay dues or noncompliance with provisions of the By-Laws of the Association.

## **Section 3. Membership Classification**

Individual membership classification shall be as follows:

### **a. Active Members (Voting)**

Active membership in the Society shall be actively employed in the field of Healthcare Engineering, Biomedical Electronics, Facilities Compliance, Environmental Services, Construction, Utilities & Energy Management and/or Safety and Security as a regular employee in a health care facility as defined in the Eligibility requirements.

Active members shall receive all Society mailings, may hold office, vote on issues and participate after registration in all Society meetings and any other rights and privileges as adopted by the Board of Directors and the Society.

### **b. Associate Members (Non-Voting)**

Associate membership in the Society shall be available to individuals directly related to healthcare services (for example, member of a Professional Service Organization, a vendor, manufacturer, distributor, etc.). Membership benefits are limited to the receipt of Society publications and participation in the spring and annual meetings on a non-solicitory basis, following standard meeting registration. A non solicitory basis is defined as being limited to attending educational sessions & meeting functions for educational purposes only. Associate membership shall be limited to not more than four (4 paid memberships) per any one (1) company or Professional Service Organization. Associate members may not vote or hold office.

### **c. Honorary Membership**

Upon proper notification to the Board of Directors of retirement from the healthcare field and active membership criteria, the member may request Honorary Membership. Honorary Members may serve on committees and on the Board of Directors in an advisory capacity only. Honorary Members may not vote or hold office. Honorary members in good standing will not be required to pay annual membership dues and registration costs for AlaSHE meetings will be waived.

## **Section 4. Sponsors**

Manufacturers, vendors, distributors, and their respective employees may participate at one of four sponsorship levels – Platinum, Gold, Silver, or Exhibitor – with specific benefits at each level as determined by the Board of Directors. Sponsors may not vote or hold office.

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## **Section 5. Certification**

Designation as a ‘Certified Healthcare Engineer’ with all rights and privileges thereto shall be retained by any active member in good standing, who met the requirements of the Articles of Certification and was accepted by the Alabama Society for Healthcare Engineering Certification Board prior to October 16, 2016 (*the date that the program was discontinued by majority vote of the AlaSHE membership*). No new Certifications shall be awarded subsequent to October 16, 2016, but all existing certifications valid 10/16/16 shall be permanently maintained.

## **Article V. Meetings**

### **Section 1. Quorum**

Advance notice of at least thirty days must be given for the Spring Conference and the Fall Conference/Annual Business meetings. To establish a quorum, two officers and ten percent of membership must be present. A quorum must be present in order to conduct Society business. Special meetings require a ten-day written notification, and not less than two officers and five percent of active membership must be present to establish a quorum.

### **Section 2. Spring Meeting**

A spring meeting for the transaction of the affairs of the Society shall be held at a location selected by the President and the Board of Directors. The Secretary of the Society shall send a notice of the spring meeting to members of the Society at least thirty days prior to the meeting.

Board members shall present reports for the membership within their particular areas of responsibility.

### **Section 3. Annual Fall Conference/Annual Business Meeting**

The Fall Conference/Annual Business meeting of the Society will be held at a location selected by the President and the Board of Directors. Notice of this meeting will be sent out thirty days in advance of the date. During this meeting, there will be a business meeting for all members, and election of officers will be held. The new officers will assume their responsibilities immediately after the meeting.

### **Section 4. Special Meetings**

Special meetings may be called by the President, on approval of the Board of Directors, or shall be called by the President upon petition by ten percent (10%) of total membership. An advance notice of ten days must be given.

## **Article VI. Officers and Directors**

### **Section 1. Eligibility**

Each elected or appointed officer or director of the Society shall be an active member of the Society meeting all criteria for active membership. Elected officers should be members in good standing of the American Society for Healthcare Engineering whenever possible.

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## **Section 2. Officers and Directors**

### **a. Officers**

The officers shall be a President, a President-Elect, a Secretary, a Treasurer, and the Immediate Past President.

### **b. Directors**

In addition to the officers, there shall be seven (7) elected directors.

#### **The Board of Directors include:**

- *Education Chair*
- *By-Laws Chair*
- *Membership Chair*
- *Resolutions Chair*
- *Codes & Standards Chair*
- *Media Chair*
- *ASHE Liaison*

## **Section 3. Election of Officers and Directors**

All Officers and Directors shall be elected annually for terms to expire at the adjournment of the annual meeting following the annual meeting at which they were elected, with the exception of the Treasurer. The office of President may not be held by the same person in consecutive years.

In order to retain consistency, bank approvals and bonding (if required), the Treasurer shall be an elected position for a term of 3 (three) years. Upon term expiration 36 months following the annual meeting at which they were elected, the Nominating Committee shall nominate a candidate for the Treasurer's position for the following 3 (three) year term. The incumbent Treasurer may be nominated for consecutive terms. All annual auditing, accounting requirements & fiduciary responsibilities shall remain in effect.

## **Section 4. Duties of Officers**

- a. **President.** The President shall preside at all meetings of the Society and serve as the chairman of the Board of Directors. He/she shall be responsible for presenting a written annual report, which shall be kept in the permanent files of the Society; and he/she shall perform such other duties as directed by the Board of Directors. He/she may attend a meeting of each active chapter of the Society, having expenses to such meetings paid by the Society. He/she or another elected chapter officer shall attend the annual ASHE conference and Chapter Leadership Forum, with the registration fees (for 1 person) to the Conference and the Leadership Forum paid by the Society. If due to non-financial support from his/her facility, the board is authorized to approve normal travel, lodging and meal expenses (for 1 person) to attend stated Conference and Chapter Leadership Forum, in addition to the aforementioned registration fees. Normal expenses are defined as what would normally be reimbursed by that officer's facility's travel policy.
- b. **President-Elect.** The President-Elect shall serve in the absence or disability of the President.

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He/she shall be responsible to serve as the President directs. He/she will assume the office of President at the next annual meeting. He/she or another elected chapter officer shall attend the annual ASHE conference and Chapter Leadership Forum, with the registration fees (for 1 person) to the Conference and the Leadership Forum paid by the Society. If due to non-financial support from his/her facility, the board is authorized to approve normal travel, lodging and meal expenses (for 1 person) to attend stated Conference and Chapter Leadership Forum, in addition to the aforementioned registration fees. Normal expenses are defined as what would normally be reimbursed by that officer's facility's travel policy.

- c. **Secretary.** The Secretary shall prepare the minutes of the Society, which shall be available to the members of the Society, keep an up-to-date membership roster and notify members of all meetings, in accordance with the By-Laws.
- d. **Treasurer.** The Treasurer will receive and disburse Society funds as directed and authorized by the President. He/she will keep accurate financial records, which must be made available for inspection or audit annually or when requested by the Board of Directors, and perform such other duties as may be requested by the President or Board of Directors. With the President's assistance and guidance, the Treasurer shall insure that all applicable tax forms are properly completed and submitted by the date due with all appropriate fees paid as necessary.
- e. **Immediate Past President.** The Immediate Past President shall serve in an advisory role to the President, Officers and Board of Directors. In the event that both the President and President-Elect are absent or disabled, the immediate Past President shall assume the duties of the President. Shall chair the Nominating Committee. Assembles and submits the completed application with all supporting documentation by the submission deadline for AlaSHE to be awarded the highest attainable ASHE chapter award for the prior year's efforts.

### **Section 5. Duties of the Board of Directors**

The Board of Directors shall have authority to make policy decisions for the Society, to prepare the annual budget; to establish rules and procedures for the Board of Directors and for the Society; to approve, modify, or disapprove reports, resolutions or actions of officers or committees of the Society. The outgoing Board of Directors shall perform an audit on the Treasurer's records at the Annual Fall Meeting.

### **Section 6. Vacancies**

The President shall fill any vacancies by appointment from qualified active, Society membership. Such appointees shall serve until the next annual meeting. In the event the President shall be unable to fulfill tenure of office either by death, resignation, removal, loss of employment qualifications or otherwise; the President-Elect shall succeed to the office of President for the balance of the unexpired term.

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## **Article VII. Committees**

### **Section 1. Standing Committees**

The following standing committees, shall be appointed by the President, subject to the approval of the Board of Directors. Each committee shall be chaired by a member of the Board of Directors.

**a. By-Laws Committee**

Duties will be to perform a review, consider recommendations and propose revisions to the By-laws of the Society.

**b. Membership Committee**

The duties of this Committee shall be to promote membership in the Society and attendance at all meetings. The membership committee shall be responsible for the accuracy & maintenance of the membership rolls.

**c. Education Committee**

The duties of this Committee shall be to plan and arrange all educational meetings, programs, or projects of the Society, subject to approval by the Board of Directors.

**d. Resolutions Committee**

The duties of this Committee shall be to prepare appropriate resolutions of the Society, subject to the approval of the Board of Directors and the membership. Solicits nominations for the AlaSHE Professional of the Year award and along with the resolutions committee makes recipient recommendations to the Board of Directors.

**e. Codes and Standards Committee**

The duties of this committee shall be to provide an on-going review of codes and standards relative to Healthcare Engineering, providing regular updates of any changes to the board of Directors and the general membership.

**f. Media Committee:**

Media Committee: The duties of the this committee shall be to photograph events of the society for historical preservation, aide with AlaSHE's web page, and assist with hand-outs and promotional literature as requested by the Officers and/or Board of Directors.

**g. ASHE Liaison:**

The ASHE Liaison shall be both an active member of AlaSHE and ASHE keeping abreast of developments and initiatives brought forth by ASHE to the state societies, including membership, regulatory, advocacy, best practices and energy initiatives. The ASHE Liaison shall present this information to the membership at the Spring and Fall meetings as well as be an available source of information & advocacy to AlaSHE membership on matters involving ASHE.

### **Section 2. Nominating Committee**

The nominating committee shall submit a slate of suggested nominees for the open offices and open positions for directors of the Association. The nominating committee shall be composed of the last three immediate past presidents, with the most senior of the past presidents serving as chairman. The nominations will be for the following offices: President-Elect, Secretary and seven (7) Board of



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Director members. In the event that the three most immediate past presidents are not available to serve, appointment from the slate of available, active Past Presidents shall be made by the Board of Directors.

### **Section 3. Special Committees**

The President is authorized to appoint special committees as he/she may deem appropriate and to appoint the members thereof.

The terms of office for members of special committees shall be for twelve months, coinciding with the Annual Fall Business meeting unless otherwise specified by the President and approved by the Board of Directors.

## **Article VIII. Dues**

### **Section 1. Alabama Society for Healthcare Engineering Membership**

This Society encourages its individual members to maintain membership in the American Society for Healthcare Engineering of the American Hospital Association.

### **Section 2. Dues**

Active members shall pay annual dues to the Treasurer of the Society in accordance with the following terms:

- a. Dues statements shall be sent to all members (active & associate).
- b. Dues are payable at the beginning of the Society calendar year which shall begin January 1.
- c. Dues shall be set by Board of Directors. Active Membership dues shall be limited to an annual increase not to exceed \$5.00 per year. Any further increase will necessitate a vote of the majority of the membership present. *(See Article IX: Amendments)*

### **Section 3. Membership Dues**

Membership dues are not transferable from one person to another, nor may dues be prorated or refunded. Persons applying for membership shall pay the annual dues when submitting their membership application.

### **Section 4. Default in Payment of Dues**

Members failing to pay annual membership dues in accordance with the dues statement will be considered delinquent and membership will be subject to suspension or termination by the Board of Directors as recommended by the Membership Committee Chairperson.

## **Article IX. Amendments**

These By-Laws may be altered, amended or repealed by a two-thirds majority vote of an established quorum of this association at any regular meeting or any special meeting duly convened after notice to

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the members for that purpose. Proposed amendments must be submitted in writing to membership thirty days prior to voting. Proxy votes must be signed by the member submitting the proxy vote form and shall be accepted upon receipt by the secretary by the time of said meeting.

### **Summary of past By-Laws Revisions:**

**Dues:** The officers and Board of Directors met in executive session in Dothan, Alabama, May 25, 1979 and determined that the annual dues be raised to \$10.00 per year. The additional \$5.00 will provide each member of the Alabama Society for Healthcare Engineering with an individual membership in the Alabama Hospital Association.

**Dues:** On October 8, 1982, the membership voted to approve an increase in dues to \$15.00 per year to accommodate Alabama Hospital Association's affiliated society dues increase to \$10.00 per member.

**Dues:** On October 2, 1992, the membership voted to set Subscribing membership dues at \$15.00 annually and the Associate membership dues at \$300.00 annually. The Active membership dues would remain unchanged.

**Dues:** On October 8, 1999, the Board of Directors recommended and the membership voted to approve an increase in dues to \$30.00 per year for active members.

**Dues:** On October 11, 2013, the Board of Directors recommended and the membership voted to approve an increase in dues to \$50 per year for active members.

Effective	5/17/79
Revised	10/01/82
Revised	10/20/89
Revised	10/02/92
Revised	7/12/98
Revised	10/06/03
Revised	5/14/04
Revised	10/29/04
Reviewed	9/21/05
Revised	5/16/08
Revised	10/21/11
Revised	5/18/12
Revised:	10/11/13
Revised	10/07/16
Revised	5/11/18
Revised	10/5/18
Revised	9/20/19