



# APPROVED WSSHE Bylaws

## ARTICLE 1 – Name and Purpose

### Section 1. Name

The name of this statewide, nonprofit organization shall be the “Washington State Society for Healthcare Engineering” hereinafter known as the Society.

### Section 2. Purpose and Objectives

The Society is organized for educational purposes. The main objective shall be to promote better patient care through improved engineering practices by:

- Encouraging and assisting members to develop their knowledge of healthcare engineering principles.
- Conducting regular meetings, conferences and educational programs.
- Promoting the improvement of healthcare services by assisting members to exchange ideas relating to facilities.
- Promoting communications between the Society, Washington State Hospital Association and American Society for Healthcare Engineering, Society chapters and related organizations.
- Encouraging communication with regulatory and accreditation agencies to create a better understanding of, and to influence the development of, necessary codes and standards relating to the physical plant which are consistent with state of the art engineering principles.
- Promoting the professional development and recognition of the Society and its members.

## ARTICLE II – Membership, Dues, and Voting Privileges

### Section 1. Chapters

The membership shall consist of Full, Associate, and Honorary members.

### Section 2. Full Members

Full membership in the Society shall be available to those individuals who are actively employed in or by healthcare related facilities (those that provide patient care), and who have responsibility in healthcare facility operations (e.g. facilities management, plant engineering, design/construction, security, safety, clinical engineering, contracted facility managers and telecommunications). Full members may vote, serve on committees and hold office.

### Section 3. Associate Members

Associate membership in the Society shall be available to those individuals or representatives that provide professional, technical and consulting services or sell products or services to Full *members*, but whose employers are not healthcare providers (providing patient care). Qualifying members include planners, consultants, architects, interior designers, consulting engineers, manufacturers, vendors, sellers of contracted services, and federal, state and local healthcare facilities inspectors. Associate members may vote, serve on committees, but may not hold office.

### Section 4. Honorary Members

Honorary membership may be granted to such persons of distinction as are deemed worthy by the Board of Directors. A Society Chapter must submit nominations for

Honorary memberships. Honorary members may participate in meetings of the chapters and general membership and shall have the same privileges as an Associate member.

*Section 5. Retired Members*

Retired membership in the Society shall be available to those individuals who have retired from positions which qualify for either Full or Associate membership. Retired members may vote and serve on committees, but may not hold office.

*Section 6. Dues*

The Board of Directors shall establish annual dues for Full members, Associate members, and Retired Members of the Society. Dues shall be payable by January 1 of each year except for Honorary members who will not be required to pay dues. Dues will be requested Dec. 1 for the following year.

## ARTICLE III – BOARD OF DIRECTORS AND OFFICERS

*Section 1. Board of Directors*

The Board of Directors of the Washington State Society for Healthcare Engineers shall consist of three representatives and two alternate Full members from each healthcare engineering Chapter, President, the immediate Past President, and the Secretary/Treasurer.

The Board of Directors' terms of office will be two years, starting at the close of the annual meeting, and the terms of the representatives shall be staggered. Each Chapter shall select their representatives and submit the names to the State President by August 1.

The duties of the Board of Directors will be to develop policies for membership approval, elect the State President and President-Elect from the Board, select the Secretary/Treasurer and provide direction to the standing and special committees.

*Section 2. President and President-Elect*

At each annual meeting of the Society, the President-Elect will automatically become the President and a new President-Elect will be selected by the Board. Their term of office shall be one year. The President shall preside at all meetings of the Board of Directors and of the general membership, and shall appoint any special committees. The President-Elect shall preside at meetings in the absence of the President, and shall assume such duties as assigned by the President.

*Section 3. Secretary/Treasurer*

The Secretary/Treasurer shall be recording officer of the Society, shall receive and disburse funds as approved by the President in behalf of the Society, and shall act as corresponding secretary at the direction of the President and for the Board of Directors. The Secretary/Treasurer shall also assist in compiling the membership lists to be updated each year by the healthcare engineering Chapters and shall draft a budget for adoption by the Board at the annual meeting.

## ARTICLE IV – MEETINGS

*Section 1. Meetings*

Meetings of the Board of Directors shall be held at least quarterly at the call of the President or at the request of a majority of the Board members. A quorum shall consist of at least six standing Board members. Robert's Rules of Order shall govern this

Society in all cases to which they may be found applicable and not inconsistent with the by laws of this Society.

#### Section 2. Annual Meetings

There shall be an annual meeting of the Society membership during the year, on a date fixed by the Board of Directors and announced at least two months in advance of the meeting. The purpose of the meeting shall include:

- Educational programs
- Transaction of business and committee reports
- Introduction of new Board members
- Installation of Board officers
- Annual report from all Chapters

### ARTICLE V – STANDING COMMITTEES

#### Section 1. Standing committees

There shall be standing committees and task forces as may be established and appointed by the President and approved by the Board of Directors. At a minimum, these will include: Financial Review, Bylaws/Policy and Procedures Committee, Semi-Annual Conference, Annual Conference, State Advocacy, and Federal Advocacy. All of the Society's committees and task forces shall be composed of the Society's membership. The President may establish or amend the committees or task forces during his term of office."

### ARTICLE VI -- POWERS

#### Section 1.

Each Chapter's policies and procedures shall be created and/or reviewed by the Society's Bylaws/Policy and Procedures Committee and approved by the State Board of Directors. All Chapter members, officers, directors, and staff shall adhere to these policies and procedures.

### ARTICLE VII – AMENDMENTS

#### Section 1.

The affirmative vote of two-thirds of the Full members of the Society voting at the annual meeting, or other meeting called for such purpose, shall be required to amend these by laws. Notices of such a proposal shall be sent to the membership at least 30 days prior to the meeting at which the proposed change will be voted upon.

### ARTICLE VIII – DISSOLUTION

#### Section 1.

Dissolution of the Society shall require an affirmative vote of two-thirds of the Full members of the Society voting at the annual meeting, or other meeting called for such purpose. Two notices of such a proposal shall be sent to the membership at least 60 days and 30 days respectively prior to the meeting at which the dissolution shall be voted upon. Upon and affirmative dissolution vote, the Board of Directors shall assure that all fund balances of the Society are donated to the American Society for Healthcare Engineering (ASHE).

- Last approved October 18, 2002 State Membership Meeting  
Wenatchee, Washington
- Board of Directors approved draft changes to membership, August 3, 2007. Approved by Membership April 26, 2008

BY LAWS AMENDED

October 16, 2009 (Article II, Sec. 5) (Article II, Sec. 6)