

**BY-LAWS
COLUMBIA REGION HEALTHCARE ENGINEERS**

ARTICLE I – NAME

This association shall be known as the Columbia Region Healthcare Engineers.

ARTICLE II – PURPOSE

The purpose of the association shall be to:

Encourage and assist members in developing their knowledge and competence in the field of healthcare and engineering management.

Providing a forum for exchange of ideas and information through regular meetings/educational programs.

ARTICLE III – ORGANIZATION

The group is organized exclusively for charitable, scientific, and educational purposes as a not-for-profit association.

It shall be so conducted that no part of its income and earnings shall inure to the benefit of any member, officer, or any other individual. Upon dissolution, any assets of the association shall be distributed to the Oregon Society for Healthcare Engineering.

ARTICLE IV – MEMBERSHIP

SECTION 1: MEMBERSHIP ELIGIBILITY

Membership in the following categories is available to individuals who support the association's mission and purpose:

- (A) Professional (Active) Member
Professional (Active) Membership in the association 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 and telecommunications).

Professional (Active) Members may vote, hold office and serve on committees.

- (B) Associate Member
Associate membership shall be available to individuals employed by contractors, service providers, and consultants, who serve healthcare engineering.

Associate Members may vote, hold associate board positions, and serve on committees.

- (C) **Honorary Member**
 Honorary Membership may be granted to recognize and reward individuals who have, in the opinion of the Board of Directors, performed some unusual or outstanding service beneficial to the broad engineering field or to the association. Prior membership in the association need not be a prerequisite for selection of this individual. Nominations for this category may be submitted by local Chapters or individual members for action by the board of Directors.

SECTION 2: ESTABLISHMENT OF MEMBERSHIP

Membership in the association shall become effective upon receipt of an application from a qualified individual who has paid membership dues.

SECTION 3: TRANSFER OF MEMBERSHIP

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

SECTION 4: TERMINATION OF MEMBERSHIP

- A: **Resignation:** A member may at any time file a written resignation from the association with the Board of Directors.
- B: **Suspension or Expulsion:** The Board of Directors by majority vote may suspend any member for cause, after giving such member opportunity to have a hearing before the Board of Directors. The suspended members can be reinstated by a majority vote of the Board of Directors. The term “for cause” shall include any violation of these by-laws or conduct which is prejudicial to the interest and welfare of the association.
- C: **Loss of Eligibility:** Membership of any person who, because of change of position is no longer eligible for membership in the association, shall be automatically terminated at the end of the term for which the dues have been paid.
- D: **Membership shall be terminated if dues have not been paid by the end of the first quarter of the calendar year.**

ARTICLE V – MEETINGS

SECTION 1 - MEETING SCHEDULE

Regular Chapter meetings shall be held 7 times a year (September through April, with November and December combined), at a time and place determined by the members. The annual meeting shall be held in May. A November meeting may be held when it does not conflict with the Holiday.

SECTION 2: MEETING NOTIFICATIONS

The secretary of the association shall notify the membership of all meetings, by email, in a timely manner.

SECTION 3: ORDER OF MEETINGS

All association meetings shall be governed by Roberts Rules of Order in all cases to which they are applicable and are not in conflict with the By-laws of the association.

SECTION 4: VOTING

- A: Eligibility: Each member of the chapter and in good standing shall be entitled to one vote. Proxy voting shall not be permitted.
- B: Quorum: A quorum shall consist of the members present at any regular or annual meeting.
- C: Approval: All actions presented to vote may be approved by a simple majority of those members in good standing who are present, except to amend by-laws. (See Article X). Any action required to be taken at a meeting of the members, or any action which may be taken at a meeting of members, may also be taken by mail without a meeting. In the case of a mail vote, a simple majority of the votes cast by members in good standing shall be the act of the membership.

ARTICLE VI – FINANCE**SECTION 1: DUES**

- A: The membership dues shall be determined by the Board of Directors, approved by the membership and payable in January of each year. All dues paid to the association shall become the property of the association. No portion of dues paid by any member shall be refundable because his membership is terminated for any reason. Any funds or property that may be donated to further the work or programs of the association shall become the property of the association, but shall be used for the purpose designated by the donor.
- B: The association fiscal years begins June 1 and ends the following May 31.
- C: An annual budget shall be prepared by the Treasurer and shall be approved by the Board of Directors.

ARTICLE VII – BOARD OF DIRECTORS & OFFICERS**SECTION 1: ELIGIBILITY**

Professional members of the association who are in compliance with all the provisions of these By-laws shall be eligible to serve on the Board of Directors. One associate member at a time will also be eligible to serve on the Board of Directors.

SECTION 2: BOARD OF DIRECTORS

The Board of Directors shall consist of the association President, President Elect, Secretary, Treasurer, immediate Past President, and Associate Board Member.

Each Board member shall have one vote.

SECTION 3: OFFICERS

The officers shall be President, President Elect, Secretary, and Treasurer.

SECTION 4: ELECTION AND TERM OF OFFICE

Term for all offices shall be one (1) year, June 1 through May 31. The election of officers shall be conducted by mail. All offices may be held for more than one year upon re-election by the membership.

SECTION 5: VACANCIES

The President Elect will automatically accede to the office of President for the duration of the unexpired term and continue to serve as President for the subsequent term.

If any office other than President becomes vacant, the Nominating Committee shall recommend at least one candidate for a vote of the membership within 60 days of the vacancy.

SECTION 6: DUTIES OF OFFICERS

- A. President: The president of the association shall act as chairman of the Board of Directors and shall preside at all meetings of the board and General Membership. The President shall serve as the chapter representative to and member of the Board of Directors for the Oregon Society for Healthcare Engineering (OSHE).
- B. President Elect: The president elect shall perform the duties of the office of the president whenever the president shall be unable to do so, and chair the By-laws Committee.
- C. Secretary: The secretary shall attend all meetings of the association and of the Board of Directors and maintain the official minutes and records of the association.
- D. Treasurer: The duties of the treasurer shall be to make a financial report at each regular and annual meeting; keep up-to-date roll of the members, receive all monies paid into the association and receipt therefore, keep records of all transactions, and of all dues paid.

SECTION 7: REMOVAL FROM OFFICE

Officers are subject to removal from office by a 2/3 vote of the remaining Board of Directors, or 2/3 of regular members at any regular or annual meeting.

ARTICLE VIII – COMMITTEES

SECTION 1: COMMITTEE APPOINTMENTS

Each year, the President may establish and appoint members to standing and special committees, as needed, to address issues of membership, education, advocacy, awards, communication, these By-laws, and other matters of interest to the membership, to accomplish the annual strategic and financial plans.

SECTION 2: NOMINATING COMMITTEE

The nominating committee shall consist of the three (3) most recent past Presidents currently in good standing as regular members. If the three (3) most recent past presidents cannot serve, the three (3) most recent Secretaries and then Treasurers shall be asked to serve as a committee member. The president shall appoint a chairperson.

The committee shall prepare a slate of nominees for office and conduct elections. (See Article V, Section 4 (C).

ARTICLE IX – AFFILIATIONS

SECTION 1: STATE SOCIETY AFFILIATION

This Oregon regional society shall be affiliated with the Oregon Society for Healthcare Engineering (OSHE). This Society shall be in compliance with the following affiliation requirements and any others that may be established by the State society.

SECTION 2: STATE SOCIETY AFFILIATION REQUIREMENTS

- A. The affiliated regional chapter shall have a program in place to promote increased membership in the State Society.
- B. The affiliated regional chapter shall continue to demonstrate that their interests are in the fields of healthcare facilities management and engineering, that they continue to operate under applicable bylaws, and that their governing Board of Directors actively support OSHE's goals.
- C. It is required that the affiliated regional chapter officers be members of OSHE.
- D. The Bylaws of the affiliated regional chapter and all amendments thereto shall be approved by the Board of Directors of the State Society.
- E. Either party to this affiliation may terminate the relationship upon thirty days written notice.

SECTION 3: OTHER AFFILIATIONS

The Board of Directors of this association shall have the power to authorize the signing of formal affiliations agreements establishing such relationships but only when such affiliations are in the furtherance of the objectives of this association and of the Oregon Society for Healthcare Engineering.

ARTICLE X – AMENDMENTS TO THE BYLAW

These by-laws may be amended by two-thirds vote of the regular membership present at any regular or annual meeting. The proposed change will be presented at a regular meeting at least one meeting prior to vote. Any regular member may propose an amendment(s). All proposed amendments will be voted on by the regular members.

Revised: December 2004
Revised: February 2011

Adopted: January 2005
Adopted: March 2011