



**TWIN CITY  
HEALTHCARE  
ENGINEERING  
ASSOCIATION**

## **TCHEA BYLAWS**

**TWIN CITY HEALTHCARE  
ENGINEERING ASSOCIATION**

**An Affiliated Chapter**

**Of the**

**AMERICAN SOCIETY FOR  
HEALTHCARE ENGINEERING**

**Approved 14th Revision, May 11<sup>th</sup>, 2017**

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## TABLE OF CONTENTS

	Page
PREAMBLE .....	1
ARTICLE I – NAME .....	2
ARTICLE II – OBJECTIVE .....	2
ARTICLE III – MEMBERSHIP .....	2
Section 1. Eligibility .....	2-3
Section 2. Establishment of Membership.....	3
Section 3. Transfer of Membership.....	4
Section 4. Termination of Membership .....	4
ARTICLE IV – DUES.....	4
ARTICLE V – MEETINGS .....	4
Section 1. Regular Meetings .....	4
Section 2. Special Meetings .....	4
Section 3. Order of Meetings .....	5
Section 4. Presiding Officer .....	5
Section 5. Voting.....	5
Section 6. Quorum.....	5
ARTICLE VI – OFFICERS .....	5
Section 1. Eligibility .....	5
Section 2. Officer .....	5
Section 3. Election and Terms.....	6
Section 4. Duties .....	6
Section 5. Vacancies.....	6-7

# BYLAWS OF THE TWIN CITY HEALTHCARE ENGINEERING ASSOCIATION

## TABLE OF CONTENTS

(Continued)

	Page
ARTICLE VII – COMMITTEES .....	7
Section 1. Appointments .....	7
Section 2. Quorum.....	7
Section 3. Vacancies.....	7
Section 4. Executive Committee .....	7
Section 5. Membership Committee.....	7
Section 6. Education Committee .....	8
Section 8. Auditing Committee .....	8
Section 9. Additional Committees .....	8
Section 10. Seminar Committee .....	8
ARTICLE VIII – AFFILIATION .....	9
Section 1. Affiliation Agreement.....	9
Section 2. Purpose of Affiliation .....	9
Section 3. Requirements for Affiliation .....	9
ARTICLE IX – AMENDMENTS .....	9-10

# BYLAWS OF THE TWIN CITY HEALTHCARE ENGINEERING ASSOCIATION

## PREAMBLE

WHEREAS, We Believe:

- That our responsibility as healthcare engineers is to contribute to the attainment of the overall objectives of the hospital operation, and that teamwork and cooperation are the most effective means of fulfilling that responsibility as well as of achieving departmental goals;
- That participation in programs to enhance the skills of management among ourselves and our subordinates is essential to improve our standards and performance;
- That scrupulous attention to costs of operation and to the application of new developments in methods and equipment is necessary to achieve maximum efficiency and contain costs;
- That public and community relations, fostering the image of the hospital as a safe and dependable institution dedicated to the highest ideals of patient care, are an integral part of our responsibility; and
- That due regard for individual integrity, and the collective interchange of knowledge and experience, can make our association an effective instrument for elevating the standards and stature of the hospital engineers,

NOW THEREFORE, with the above declared beliefs and purposes in mind, there is hereby established the TWIN CITY HEALTHCARE ENGINEERING ASSOCIATION.

## **ARTICLE 1 – NAME**

The association shall be known as the Twin City Healthcare Engineering Association, hereinafter referred to as the Association.

## **ARTICLE II – OBJECTIVE**

The objective of the Association shall be to advance the development of effective hospital engineering in the health care institution by:

1. Encouraging and assisting members to develop their knowledge and increase their competence in the field of hospital engineering.
2. Encouraging and assisting in conducting regular meetings, conferences, and educational programs.
3. Providing a medium for the interchange of ideas among members and dissemination of information to members.

The Association 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 members, director, officer or other individual. Upon dissolution, any assets of the Association shall be distributed to an organization enjoying an exempt status under Section 501 (C) (3) of the Internal Revenue Code or successor authority.

## **ARTICLE III – MEMBERSHIP**

### Section 1. Eligibility

1. Regular member – Membership in the Association shall be available to individuals who are active in the field of healthcare engineering and related disciplines, e.g., clinical engineering, safety engineering, HMO engineering services, design and construction, nursing home and extended care facilities.
2. Associate member – Individuals who are actively engaged in a service or trade directly related to healthcare engineering. Representatives of healthcare related associations, agencies and educational institutions whose primary responsibility includes matters directly related to healthcare engineering.

3. Associate Members shall enjoy all of the rights and privileges of a regular member with two (2) exceptions:
  - a. They shall not have the right to hold elective office.
  - b. They shall not have the right to vote.
4. Except where noted otherwise herein, the words “member” and “membership” shall be construed to include both members and associate members without distinction.
5. Any regular member who retires from his primary source of employment will be placed in an Honorary Membership category. He/she shall enjoy all of the rights and privileges of a regular member as long as he/she remains an active participant in the Association. He/she shall not be required to pay any yearly membership dues.

## Section 2. Establishment of Membership

Membership shall be established in the Association upon the approval from an Executive Committee Member by online application requesting membership and, has attended at least one meeting as a guest, and has paid the initial membership dues.

### Section 3. Transfer of Membership

Membership in the Association shall not be transferable to another person.

### Section 4. Termination of Membership

1. Resignation. A member may file a written notice of resignation from the Association with the Executive Committee at any time.
2. By action of the Executive Committee. The Executive Committee may suspend or expel any member for cause after giving such member the opportunity to have a hearing. Any member suspended or expelled may be reinstated by the affirmative vote of a majority of the members of the Association present and voting at a regular meeting.
3. Loss of eligibility. Membership of any person who, because of change of positions, is no longer eligible for membership in the Association shall be automatically terminated at the end of the term for which dues have been paid.

## **ARTICLE IV – DUES**

The annual dues for the Association shall be established by the Executive Committee with the approval of the membership. Dues shall be payable after June 1 of each year. Any member delinquent in the payment of dues three (3) months after due notification by the treasurer may be suspended.

No portion of the dues paid by any member shall be refundable because the member is terminated for any reason.

## **ARTICLE V – MEETINGS**

### Section 1. Regular Meetings

The Association shall meet monthly during the months of September through May on a day established by the Executive Committee with the approval of the membership.

### Section 2. Special Meetings

Special meetings of the Association may be called by the Executive Committee. The secretary of the Association shall notify the membership by mail no less than ten (10) days prior to the date of the meeting. Special meetings shall be limited to consideration of



subjects listed in the official call unless it is otherwise ordered by unanimous consent of the members present and voting.

Section 3. Order of Meetings

The Association shall adopt regulations for conduction meetings of the Association and may amend them from time to time by a majority vote of those present and voting at a regular meetings. These regulations shall be in accord with the current revised edition of Roberts's Rules of Order when the latter are not in conflict with the bylaws of the Association.

Section 4. Presiding Officer

The president of the Association shall preside at all meetings. In the absence of the president, the officer present who is next in line shall assume the chair.

Section 5. Voting

Each regular member of the Association who is present at the meeting and in good standing shall be entitled to one vote. Proxy voting shall not be permitted. Eligibility requirements are stated in Article iii – Membership.

Section 6. Quorum

A quorum shall consist of ten (10) regular members present at any regular or special meeting.

**ARTICLE VI – OFFICERS**

Section 1. Eligibility

Any regular member of the Association who is in good standing shall be eligible for elective office in the Association. Associate members and retired members shall not be eligible to hold an elective office in the Association.

Section 2. Officers

The officers of the Association shall be a Past President, President, Vice President, Secretary/Treasurer.

### Section 3. Election and Terms

The president, vice president, and secretary/ treasurer shall serve one year terms beginning June 1. The secretary/ treasurer shall be nominated by the Nominating Committee. The minimum number of nominees shall be two (2). Members shall vote for only one candidate for treasurer. The remaining officers shall advance through the chair as follows:

1. The secretary/treasurer shall become vice president.
2. The vice president shall become president.
3. The president shall become past president

The election of the secretary/treasurer shall be conducted annually at the May regular members meetings of the Association.

### Section 4. Duties

The past president of the Association shall submit the application for the chapter awards through ASHE. The award submission is due each year by March 1<sup>st</sup>.

The president of the Association shall preside at all meetings of the Association and vote on all motions or amendments when the Associations are equally divided. The president shall also serve as an ExOfficio member of all committees.

The vice president of the Association shall perform the duties of the office of the president whenever the president shall be unable to do so. The vice president will chair the annual sprint banquet and seminar committees.

The secretary/treasurer of the Association shall maintain the official minutes and records of the Association for the current and previous calendar year; shall prepare and mail all notices for meetings; at the beginning of the term, prepare and distribute to the membership a roster of all members of the Association; provide liaison between the Association and the American Society for Hospital Engineering; and deliver to the successor in office all books, property and records of the Association. The secretary/treasurer of the Association shall also receive all money payable to the Association and keep accurate accounting of all monies received and paid; keep the books ready for inspection at all times and prepare a year end financial statement for the audition Committee by the December meeting; and deliver to the auditors all monies, bank statements, records and property of the Association.

### Section 5. Vacancies

If the office of the president becomes vacant, the vice president shall immediately accede to the presidency for the duration of the unexpired term and shall continue to serve as president for the subsequent term.

If the office of the vice president becomes vacant, the secretary/treasurer shall assume the additional duties of the vice president for the duration of the unexpired term.

If the office of the secretary/ treasurer becomes vacant, the nominee receiving the next highest number of votes at the last election shall be appointed treasurer of the Association. In the event the nominee is unavailable, a special vote will be scheduled for the next regularly scheduled meeting. Nominees for the special vote will be selected by the nominating committee.

## **ARTICLE VII – COMMITTEES**

### Section 1. Appointments

The Chairman and members of committees shall be appointed by the Executive Committee upon recommendation of the president of the Association.

### Section 2. Quorum

A majority of any committees shall constitute a quorum.

### Section 3. Vacancies

The president of the Association shall have the power to fill vacancies on any committee subject to approval of the Executive Committee.

### Section 4. Executive Committee

The Executive Committee shall consist of the officers of the Association. The Executive committee shall have the power to act on behalf of the Association between regular meetings when, in the judgment of the committee, necessity requires action. In addition, matters that might require special consideration shall be referred to the committee and their recommendation submitted to the membership in the next regular meeting.

### Section 5. Membership Committee

There shall be a Membership Committee consisting of at least three (3) members whose responsibility shall be to promote and maintain membership in the

Association. The Membership Committee shall review all applications for membership and submit its recommendations to the membership for approval.

## Section 6. Education Committee

There shall be an Education Committee consisting of at least three (3) members, at least one of who shall have served on the committee the previous year. The responsibilities of the committee shall include, but not be limited to the following:

1. Developing and conducting educational programs at the regular monthly meetings of the Association.
2. Developing and scheduling educational programs through educational institutions, agencies, etc. aimed at encouraging and assisting members to increase their knowledge and competence as health care engineers, and
3. Serving as a liaison between the Association and other allied health care organizations at the local, state and regional levels in developing and conducting educational programs and opportunities for health care engineers.

## Section 8. Auditing Committee

The Auditing committee shall consists of at least two (2) members of the Association who are not office holders and shall audit the Association's annual financial statement and records by January 10 and report its findings to the Association at the January monthly meeting. When the audit is complete, books, moneys, and reports shall be provided in person to the new treasurer by January 10. Auditors will be appointed by the current president.

## Section 9. Additional Committees

There shall be such additional standing and ad hoc committees as may be established and appointed by the Executive Committee from among the membership.

## Section 10. Seminar Committee

The Seminar Committee shall consist of the Vice President as chair-person and any other assisting member as the chair-person deems necessary.

## **ARTICLE VIII - AFFILIATION**

### Section 1. Affiliation Agreement

The Association, by signed agreement, is an affiliated chapter of the American Society for Healthcare Engineering of the American Hospital Association. This affiliation is acknowledged by the Minnesota Hospital Association, approved by the Board of Directors of the American Society for Healthcare Engineering and signed by a corporate officer of the American Hospital Association.

### Section 2. Purpose of Affiliation.

The purpose of affiliation is to provide an organized structure for the Association to work together with the American Society for Hospital Engineering on problems of interest; to assist in conducting educational programs; to serve as resource to related hospital associations; to provide channels of communication between the Association and the American Society for Hospital Engineering; to promote the purposes of, and membership in the American Society for Hospital engineering.

### Section 3. Requirements for Affiliation

1. At least twenty-five percent (25%) of the members of the Association shall also be members of the American Society for Healthcare Engineering. Associate members who are not eligible for membership in the American Society for Healthcare Engineering shall not be counted in determining the twenty-five percent (25%) requirement.
2. The affiliation agreement may be terminate by either party upon ninety (90) days written notice.

## **ARTICLE IX – AMENDMENTS**

These bylaws may be amended, upon recommendation of the Executive Committee, and by a two-thirds vote of the membership present at a regular meeting of the Association. The proposed amendments shall be presented to the membership at a regular meeting and in writing to the membership at last ten (10) days in advance of the ensuing meeting at which time the membership shall vote on the proposed amendments.

Amendments to the bylaws may also be proposed by petition of at least ten (10) members of the Association in good standing. Amendments so proposed must be on file with the secretary at least thirty (30) days prior to a presentation to the membership at a regular meeting.

Newly revised bylaws will include the date of the revision and the dated signatures of the current Association officers.



Date Organization originally established

May 15, 1958

Constitution and By Laws revised:

1 <sup>st</sup> revision:	Apr. 11, 1963
2 <sup>nd</sup> revision:	May 13, 1963
3 <sup>rd</sup> revision:	Nov. 17, 1971
4 <sup>th</sup> revision:	Apr. 20, 1977
5 <sup>th</sup> revision:	Sep. 19, 1979
6 <sup>th</sup> revision:	May 21, 1981
7 <sup>th</sup> revision:	Nov. 19, 1986
8 <sup>th</sup> revision:	Oct. 19, 1989
9 <sup>th</sup> revision:	Nov. 21, 1990
10 <sup>th</sup> revision:	Jan. 17, 1996
No Revision:	Oct. 10, 1997
No Revision:	Oct. 16, 1998
No Revision:	Oct. 8, 1999
No Revision:	Oct. 20, 2000
No Revision:	Oct. 16, 2002
No Revision:	Dec. 10, 2003
No Revision:	Nov. 17, 2004
No Revision:	Dec. 8 <sup>th</sup> , 2005
No Revision:	May, 2006
No Revision:	May, 2007
No Revision:	May, 2008
11 <sup>th</sup> Revision:	May 20 <sup>th</sup> , 2009
No Revision:	May, 2010
No Revision:	May, 2011
12 <sup>th</sup> Revision:	January 18 <sup>th</sup> , 2012
No Revision:	May 15 <sup>th</sup> , 2013
13 <sup>th</sup> Revision:	May 22 <sup>nd</sup> , 2014
14 <sup>th</sup> Revision:	May 11 <sup>th</sup> , 2017

Revised: Date: May 11<sup>th</sup>, 2017 \_\_\_\_\_

President: \_\_\_\_\_