



Minnesota Healthcare Engineers Association

BYLAWS
OF THE
MINNESOTA HEALTHCARE ENGINEERS ASSOCIATION
ORGANIZED 1976

Developed	11/78
Revised	01/83
Revised	11/83
Revised	09/91
Revised	09/93
Revised	09/00
Revised	09/03
Revised	09/08
Revised	09/13
Revised	09/16
Revised	09/18
Revised	09/19
Revised	08/21
Revised	09/22
Revised	09/23

TABLE OF CONTENTS

PREAMBLE.....	i
ARTICLE I – NAME.....	1
ARTICLE II – PURPOSE.....	1
ARTICLE III – MEMBERSHIP.....	1
ARTICLE IV – OFFICERS.....	2
ARTICLE V – MEETINGS.....	2
ARTICLE VI – COMMITTEES.....	3
ARTICLE VII – FINANCES.....	3
ARTICLE VIII – PARLIAMENTARY AUTHORITY.....	4
ARTICLE IX – AMENDMENTS.....	5
BYLAWS OF MINNESOTA HEALTHCARE ENGINEERS MEMORIAL SCHOLARSHIP AWARD.....	6
MINNESOTA HEALTHCARE ENGINEERS SCHOLARSHIP APPLICATION and ASHE ANNUAL CONFERENCE AWARD.....	8

ARTICLE I – NAME

Section 1. The name of this organization shall be the Minnesota Healthcare Engineers Association (MHCEA).

ARTICLE II – PURPOSE

Section 1. The mission and objective of the MHCEA shall be to advance the development of effective healthcare engineering, safety, and security in the health care institution by:

- (a) Encouraging and assisting members to develop their knowledge and increase their competence in the field of healthcare engineering, safety, and security.
 - a. Healthcare is to include all facilities that provide care to individuals or the community. (Hospitals, Long Term Care, Short Term Care, Rural Health, Critical Access, and Assisted Living as examples).
- (b) Encouraging and assisting in conducting regular meetings, conferences, and educational programs.
- (c) Providing a medium for the interchange of ideas among members and the dissemination of information to members.

Section 2. Authority:

The MHCEA is established by mutual agreement of the Twin City Healthcare Engineers Association, the Southern Healthcare Engineers Association, the Midwest Healthcare Engineers Association, the Northern Healthcare Engineers Association, and the Arrowhead Healthcare Engineers Association, all of which are established and located in the State of Minnesota. These five (5) chapters make up the parent organization.

Section 3. Functions:

- (a) The Host Chapter organizes, guides, and administers the annual spring and fall Minnesota Healthcare Engineering Conferences
- (b) The Councils may consider issues of continuing education and other matters of mutual concern to engineers in health care facilities and make recommendations to the parent organization.
- (c) The Councils shall encourage the coordination of educational seminar and workshops for engineers in health care facilities in the State of Minnesota

Section 4. The position of Host Chapter shall rotate on an annual basis according to a schedule – starting with 1991:

- Arrowhead Healthcare Engineers Association
- Northern Healthcare Engineers Association
- Midwest Healthcare Engineers Association
- Twin City Healthcare Engineers Association
- Southern Healthcare Engineers Association

ARTICLE III – MEMBERSHIP

Section 1. Membership to the MHCEA Leadership Team shall consist of the following state and chapter elected officers.

- State President
- Chapter Presidents
- State Vice President
- Chapter Vice Presidents
- Past State President
- State Secretary/Treasurer (non-voting)
- State Secretary/Treasurer Elect (non-voting)
- Associate Member Advisor (non-voting)
- Ambassador (non-voting)

Section 2. Membership on the Executive Council shall consist of the state elected officers:

- State President
- State Vice President
- Past State President
- State Secretary/Treasurer (non-voting)
- State Secretary/Treasurer Elect (non-voting)

- Associate Member Advisor (non-voting)
- Ambassador (non-voting)

Section 3. Membership on the Council shall consist of the chapter elected president and vice president from each of the five (5) chapters:

- Arrowhead Healthcare Engineers Association
- Northern Healthcare Engineers Association
- Midwest Healthcare Engineers Association
- Twin City Healthcare Engineers Association
- Southern Healthcare Engineers Association

Section 4. Each elected representative shall serve the term length given in Article IV – Officers. In the case of a vacancy, there shall be a replacement representative chosen by the chapter(s).

Section 5: Voting rights will include the elected State President, Chapter Presidents, State Vice President, and Chapter Vice President. In the event of a tie, the State Past President may cast the deciding vote.

Section 6: **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.

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. Associate members shall enjoy all of the rights and privileges of a regular member with two (2) exceptions:

1. They shall not have the right to hold elective office of President, Vice President, and Treasurer.
2. They shall not have the right to vote.

Honorary member is awarded to any regular member who retires from his/her primary source of employment. 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.

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.

Except where noted otherwise herein, the words “member” and “membership” shall be construed to include both members and associate members without distinction.

ARTICLE IV – OFFICERS

Section 1. The State Past President shall be the advancing State President

The State President shall be the advancing State Vice President

The State Secretary/Treasurer shall be the advancing State Secretary/Treasurer Elect

Section 2. The State Vice President (State President Elect) shall be elected for a Three (3) year term by the parent organization, at the annual business meeting.

The Secretary/Treasurer shall be elected for a three (3) year term by the parent organization, at the annual business meeting.

Section 3. The new officers shall take office beginning January 1st.

Section 4. The election of the State Vice President shall be conducted annually, and the election of the State Secretary/Treasurer shall be conducted biannually. Members shall vote for only one candidate for State Vice President one candidate for State Secretary/Treasurer. The remaining officers shall advance in accordance with Article IV – Officers, Section 1.

Section 5. Associate Member Advisor shall be elected for a two (2) year term by the parent organization, at the annual business meeting. ----- What about the Ambassador?

Section 6. Duties:

The State President shall preside at all MHCEA Leadership Team and Executive Council meetings and vote on all motions or amendments. The State President shall also serve as an ex officio member of all committees. Provide liaison between the Association and the American Society for Healthcare Engineers (ASHE).

The State Vice President of the Association shall perform the duties of the office of the State President, whenever the State President is unable to do so and vote on all motions or amendments. The State Vice President shall submit the application for the chapter awards through American Society of Healthcare Engineers (ASHE).

The past State President shall assume the role of ASHE Advocacy Liaison. The ASHE Advocacy Liaison is responsible for communicating and advocating on issues specific to Minnesota and/or local level as well as providing feedback to ASHE on various national codes and standards issues affecting the profession.

The State Secretary/Treasurer of the Association shall 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.

The State Associate Member Advisor of the Association shall attend all meetings and conferences. Work with Associate members to advise the committee on current trends and topics. Manage social media pages for the association.

Ambassador of the Association shall be appointed by the MHCEA Executive Council and serve a length of time determined by the Council but no longer than a period of two years. Individual will attend meetings as needed by the Executive Council. This role shall also be limited to a maximum of two prior State officers and provide additional historical knowledge of associations past practices, and advise on future growth.

The five-chapter Presidents and Vice Presidents shall represent their chapter and vote on all motions or amendments.

ARTICLE V – MEETINGS

Section 1. The MHCEA Leadership Team and Executive Council shall meet until all business is completed as decided by the State President.

Section 2. The annual business meeting of the parent organization shall be held in conjunction with the Fall Minnesota Healthcare Engineering Conference.

Section 3. A simple majority of the parent organizations present shall constitute a quorum.

Section 4. Development of the agenda shall be the responsibility of the State President.

- Section 5. Special meetings may be called by the State President or at the written request of any members of the Council representing a minimum of at least two (2) of the five (5) or more Chapters. The purpose of such special meetings shall be stated in the call.
- Section 6. All State meetings held shall have minutes taken by a State Secretary/Treasurer with a complete set of minutes sent to each MHCEA Leadership Team members, not more than one month after the meeting.

ARTICLE VI – COMMITTEES

- Section 1. The State President shall appoint Council committees as shall be deemed necessary to carry on the work of the councils.

ARTICLE VII – FINANCES

- Section 1. The expenses of Council representatives from the various organizations shall be borne by the state MHCEA.
- A. Reimbursement of mileage is granted at the IRS rate meeting the following restrictions:
- 1) Must be a member of the MHCEA.
 - 2) Must not be receiving reimbursement from the facility of the parent organization.
 - 3) One reimbursement per Chapter.
- Section 2. Secretarial services for the MHCEA Leadership Team and Executive Council shall be provided by State Secretary/Treasurer with additional assistance being provided by the Chapters.
- Section 3. Expenses of the Council shall be borne by the funds generated by the annual Minnesota Healthcare Engineering Conferences in accordance with an annual budget being reported to the parent organization by their representative.
- Section 4. The MHCEA Leadership Team shall have authority to control and manage the affairs and funds of the annual Minnesota Healthcare Engineering Conference, and establish Council Administrative Regulations, which shall be reported to the parent organization.
- Section 5. Annually, the Executive Council and Council shall prepare a year-end financial statement two (2) months after the seminar, which shall be reported to the MHCEA Leadership Team.
- Section 6. At the Annual Banquet, scholarships shall be given to a predetermined number, which will have been decided at the previous annual meeting. These scholarship dollars shall be borne by the state MHCEA. Eligibility is explained in the attached scholarship bylaws.
- Section 7. All revenue or expenses from the Minnesota Healthcare Engineering Conferences and membership dues shall be deposited/debited from the State Checking account.
- Section 8. Any income (revenue minus expenses) for the current year to be determined after an audit of the Minnesota Healthcare Engineering Conferences. If the State Treasury (checking and saving) has a minimum balance of \$35,000.00, funding shall be disbursed as follows:
- On an annual basis, the State and each of the five (5) Chapters shall submit an operating budget to the MHCEA Leadership Team for review and approval. Budget approval may occur at any MHCEA Leadership Team meeting by a majority vote.
- Finances shall be allocated annually, based on the approved budget, on January 1st. Upon allocation of funds, the Chapter checking accounts shall equal the approved budget.
- Section 9. The State President, State Vice President, and State Secretary/Treasurer shall have (1) night of his or her room paid for the spring conference and up to (2) nights for the fall conference. Funds to be budgeted from that year's seminar.

ARTICLE VIII– PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Sturge's Standard Code of Parliamentary Procedure shall govern the Council in cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE IX – AMENDMENTS

These bylaws can be amended at any annual meeting of the MHCEA Leadership Team by a two-thirds (2/3) vote of the members of the MHCEA Leadership Team, provided that the amendment has been submitted in writing to the parent organization (30) days prior to that year's scheduled annual meeting. Also, all the MHCEA Leadership Team participants, registered three weeks prior for current year's seminar, will receive all proposed changes.

Unanimously approved on _____.

By: Minnesota Healthcare Engineers Association
_____ it's State President _____ date
_____ State Vice President

Twin City Healthcare Engineers Association
_____ it's President _____ date
_____ Vice President

Southern Healthcare Engineers Association
_____ it's President _____ date
_____ Vice President

Midwest Healthcare Engineers Association
_____ it's President _____ date
_____ Vice President

Northern Healthcare Engineers Association
_____ it's President _____ date
_____ Vice President

Arrowhead Healthcare Engineers Association
_____ it's President _____ date
_____ Vice President

MINNESOTA HEALTH CARE ENGINEERING MEMORIAL SCHOLARSHIP AND ASHE ANNUAL
CONFERENCE AWARD

ARTICLE I

The name of the award shall be **Minnesota Health Care Engineering Memorial Scholarship Award** hereinafter referred to as the **Memorial Award**.

ARTICLE II

The officers of the **Memorial Award** shall be called the "Council" and shall be comprised of the State President, State Vice President and the five (5) Chapter Presidents and Vice Presidents. The Chairperson shall be the State President.

ARTICLE III

Duties of the Chairperson:

The Chairperson shall preside at any meetings of the Council and it will be his/her obligation to insure that applications are given to each chapter for submittal.

ARTICLE IV

The State Secretary/Treasurer shall be responsible for all pertinent minutes of the meeting shall be kept.

ARTICLE V

Eligibility:

1. Any immediate family member (son, daughter, grandson or granddaughter) of a member of the Minnesota Healthcare Engineers Association shall be eligible for the **Memorial Award**. Members with eligible family member shall be an active regular member
2. Be a regular member for a minimum of two years, in the Minnesota Healthcare Engineers Association, is required prior to eligibility of family member and their organization (Hospital, Medical Center, Nursing Home, Assisted Living) must have attended at least 3 of the last 4 MHCEA conferences. Applicant or applicants must be eligible for secondary education. Secondary education is defined at Technical College, Junior College or College -- be it post-graduate or graduate and be a full-time student.
3. Application shall be filled out and submitted to the State Secretary/Treasurer no later than September 1 of the year the award is to be given out. Applications will be provided to each local chapter as spelled out in Article III.
4. The successful applicant or applicants shall be picked by random drawing at the Minnesota State Healthcare Engineering Associations' annual fall conference. business meeting
5. Once an application has been successful, they will be ineligible in future drawings.

ARTICLE VI

Payment:

Money paid to successful applicant shall be paid at the discretion of the “Council” to both the student and the institution the student is attending.

Amount:

Successful applicants will receive a minimum of \$800.00 (Eight hundred dollars), which shall be considered budgeted through Council’s general fund.

ARTICLE VII

The name of the award shall be **American Society of Healthcare Engineering Annual Conference Award** hereinafter referred to as the ASHE Annual Award.

ARTICLE VIII

Eligibility:

Any active Regular member of the Minnesota Healthcare Engineers Association shall be eligible for the ASHE Annual Award. Members must be in good standing for a minimum of 2 consecutive years and have attended at least 3 of the last 4 MHCEA conferences.

The successful primary ASHE Annual Award winner and 1 back-up shall be picked by random drawing at the Minnesota State Healthcare Engineering Associations’ annual fall conference. The drawing shall be held at the business meeting. The winner must commit to attending the full conference no later than 2 months prior to the conference date and represent MHCEA members in a positive and professional manner, or he or she will forfeit reimbursement cost to attend.

Amount:

The ASHE Annual Award winner will receive reimbursement of up to \$3,000 (Three thousand dollars) for all direct conference related expenses, which shall be considered budgeted through Council’s general fund.

Developed	05/90
Revised	09/91
Revised	10/13
Revised	09/18
Revised	09/19
Revised	09/23