



# **Minnesota Healthcare Engineers Association**

## BYLAWS OF THE MINNESOTA HEALTHCARE ENGINEERS ASSOCIATION ORGANIZED 1976

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## 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) Regions make up the parent organization.

## ARTICLE III – MEMBERSHIP

Section 1: Membership to the MHCEA Board shall consist of the following State and Region elected officers.

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

Section 3: Each elected representative of the Executive Council shall serve the term length given in Article IV – Officers. In the case of a vacancy, there shall be a replacement representative chosen by regions.

Section 4: Voting rights for all board required decisions will include the elected State President, Regional Presidents, State Vice President, Regional Vice President, State Secretary/Treasurer, and State Secretary/Treasurer Elect. In the event of a tie, the State Past President may cast the deciding vote.

Section 5: **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. These individuals shall directly work for an organization stated in article II section 1.a.a.

**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 the rights and privileges of a regular member with two (2) exceptions:

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

**Student member** – Individuals who is actively enrolled in a healthcare related program at an accredited University, College, Technical school or trade program. He/she shall enjoy all the rights and privileges of a regular member as long as he/she remains an active participant in the Association while enrolled. He/she shall not be required to pay any yearly membership dues.

**Honorary member** – Regular member who retires from his/her primary source of employment. He/she shall enjoy all 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 1<sup>st</sup>.
- Section 4: The election of the State Vice President shall be conducted annually, and the election of the State Secretary/Treasurer Elect shall be conducted biannually. Members shall vote for only one candidate for State Vice President one candidate for State Secretary/Treasurer Elect. 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.
- Section 6: Duties:  
The State President shall preside at all MHCEA Board 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 (American Society for Health Care Engineering (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 (American Society for Health Care Engineering (ASHE)).

The past State President shall assume the role of American Society for Health Care Engineering (ASHE) Advocacy Liaison. The American Society for Health Care Engineering (ASHE) Advocacy Liaison is responsible for communicating and advocating on issues specific to Minnesota and/or local level as well as providing feedback to American Society for Health Care Engineering (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; always keep the books ready for inspection and prepare a year-end financial statement for the audition Committee by the annual on-boarding 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-Regional Presidents and Vice Presidents shall represent their Region and vote on all motions or amendments.

## **ARTICLE V – MEETINGS**

- Section 1: The MHCEA Board and Executive Council shall meet until all business is completed as decided by the State President.
- Section 2: The annual on-board business meeting of the MHCEA Board shall be held in January of the new year.
- Section 3: The annual business meeting of the MHCEA Board and the membership shall be held in conjunction with the Fall Minnesota Healthcare Engineering Conference.
- Section 4: Two additional virtual MHCEA Board meetings will be held throughout the year.
- Section 5: Executive Council will meet with CMP monthly to discuss MHCEA business
- Section 6: A simple majority of the parent organizations present shall constitute a quorum when needed.
- Section 7: Development of all agendas shall be the responsibility of the State President.
- Section 8: 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 Regions. The purpose of such special meetings shall be stated in the call.

Section 9: All State meetings held shall have minutes taken by a State Secretary/Treasurer with a complete set of minutes sent to each MHCEA Board member, not more than one month after the meeting.

## **ARTICLE VI – COMMITTEES AND TASK FORCES**

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

Section 2: Conference Planning Task Force

- A. Purpose: The Conference Planning Task Force of the Minnesota Healthcare Engineering Association (MHCEA) is established to design, develop, and execute high-quality educational events, including the Fall Conference and other events approved by the Executive Council. This task force will ensure these events provide valuable content, foster professional development, and support the ongoing needs of MHCEA members.
- B. Objectives
  - Plan and organize the MHCEA Fall Conference
  - Plan and organize approved events
  - Develop content that aligns with the educational goals of MHCEA and addresses current trends and challenges in healthcare engineering
  - Collaborate with industry experts, sponsors, and members to deliver engaging and relevant programming
  - Evaluate the effectiveness of each event and implement improvements for future events
- C. Membership: The Conference Planning Task Force shall consist of the following members.
  - The MHCEA President and Vice-President
  - Up to seven representatives from the MHCEA membership, including
    - A minimum of two Associate Members
    - A minimum of two Regular Members
  - Planning Task Force members will be selected by the Executive Council.
- D. Leadership: The Task Force shall be co-chaired by the President and Vice-President of the Minnesota Healthcare Engineering Association who will provide leadership ensure the task force aligns with MHCEA mission and oversee the planning process.
- E. Roles and Responsibilities:
  - President and Vice-President:
    - Co-chair task force meetings and provide strategic direction
    - Ensure the task force efforts align with the broader goals of MHCEA
    - Oversee the development of the conference and symposium content, budget, and logistics
  - Executive Committee Members
    - Provide strategic direction and oversight for the conference planning process
    - Ensure alignment with MHCEA mission and goals
    - Approve the final program content, budget, and logistics
  - Associate and Regular Member Representatives
    - Contribute to the development of event content, including topics, speakers, and formats
    - Provide input on logistical aspects such as venue selection, sponsorship opportunities, and attendee engagement
    - Serve as liaisons to the broader MHCEA membership, gathering and sharing feedback
  - All Task Force Members
    - Attend regular planning meetings and participate in discussions
    - Complete assigned tasks in a timely manner

- Promote the events within their professional networks
- Assist with on-site event management as needed

F. Meetings

- The Conference Planning Task Force shall meet regularly, with additional meetings scheduled as necessary to ensure successful planning and execution of events
- Meeting frequency and duration shall be determined by the task force
- Minutes of each meeting shall be recorded and distributed to all task force members

G. Decision-Making and Reporting:

- Decisions within the task force will be made by consensus where possible. In cases where consensus cannot be reached, a simple majority vote of those present will determine the outcome
- The task force shall report progress and decisions to MHCEA Executive Committee on a regular basis and provide a final report summarizing each event

H. Review and Amendments: This task force will be reviewed annually by the MHCEA Executive Committee and may be amended as necessary to reflect changes in the task force scope, responsibilities, or membership.

## 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.

Section 2: Secretarial services for the MHCEA Board and Executive Council shall be provided by State Secretary/Treasurer with additional assistance being provided by the Regions.

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 Board 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: Secretary/Treasurer and CMP will provide a year-end financial summary and upcoming year budget to the MHCEA Board during the annual on-board meeting.

Section 6: At the Fall Conference or at a date selected by the Executive Council, 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 scholarship. policy.

Section 7: All revenue or expenses from the Minnesota Healthcare Engineering Conferences and membership dues shall be deposited/debited from the State accounts.

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:

No later than December 1<sup>st</sup> each of the five (5) Regions shall submit an operating budget to the MHCEA Board for review and approval during the annual on-board meeting. Budget modification requests and subsequent approval may occur at any MHCEA Board meeting by a majority vote throughout the year.

Finances shall be allocated annually, based on the approved budget, on January 1<sup>st</sup>. Upon allocation of funds, the Region checking accounts shall equal the approved budget.

- Section 9: The State President, State Vice President, and State Secretary/Treasurer shall have (3) nights for the fall conference. Funds to be budgeted from that year's seminar.
- Section 10: Any MHCEA Regular member in good standing, currently working in the state of Minnesota that was selected for the American Society for Health Care Engineering (ASHE) emerging/regional leader award will be reimbursed up to \$700 of approved expenses to attend year two, three and four of American Society for Health Care Engineering (ASHE)'s Leadership Institute.

## **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 Board by a majority vote of the members of the MHCEA Board, 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 Board participants, registered three weeks prior for current year's seminar, will receive all proposed changes.

Approved on September 9, 2025