

Bylaws of
Georgia Society of Healthcare Engineers
GASHE

Article I: Name

The name of the organization shall be GEORGIA SOCIETY OF HEALTHCARE ENGINEERS (hereinafter referred to as the “Society” and abbreviated “GASHE”).

Article II: Organization and Purpose

Section 1. Organization

The Society is organized exclusively for charitable, scientific and educational purposes as a not for profit association. The Society shall be conducted at all times so that no part of its income or earnings will inure to the benefit of any member, director, officer or other individual. Upon dissolution, termination or winding up of the affairs of the Society, the assets shall be distributed to a not-for-profit educational organization that would serve to benefit Healthcare Engineers in the State of Georgia.

Section 2. Purpose

The purpose of the Society shall be:

- (a) to promote and enhance the practice of healthcare engineering;
- (b) to provide activities for its membership that will help them develop skills in healthcare engineering, and in the administration of professional responsibilities, or in the management of healthcare facilities;
- (c) to provide a communication vehicle for the dissemination of information on current practices, new knowledge or technology related to its area of expertise and for the application of technologies developed by other occupations and professions;
- (d) to provide a forum on healthcare issues and explore and explain the impact of those issues on hospitals and facilities management.
- (e) To provide educational opportunities for the members of the Society.

Article III: Membership

Section 1. Classes of Members

The Society shall have three classes of members; institutional, associate and honorary.

(a) Institutional Member:

Membership shall be limited to active employed Administrative, Management Level and Supervisory Personnel of Healthcare Engineering and related functions, such as Bio-Med, Safety and Security. These members will have voting rights in conducting Society business.

(b) Non-Voting Institutional Member:

Membership shall be limited to active employed members of the Healthcare engineering field and related functions, such as Bio-Med, Safety and security. These members are not eligible for Board Positions and will have no voting rights in Society business.

(c) Associate Member:

Membership shall be limited to Vendors of Hospital supplies and/or services directly related to Engineering Operations and Maintenance. These members will have no voting rights in conducting Society business.

(d) Honorary Member:

Membership shall be limited to charter members, past presidents of the society or any retired Healthcare engineer who has been active in the Society. These members will be nominated by the current officers and voted on by the active society membership if a quorum is present. These members will have no voting rights in conducting Society business.

Section 2. Membership Application:

Membership in the Society shall be available to all qualified applicants who complete an application form and pay the specified dues. The membership committee shall confirm eligibility and report all new members at the next regular meeting.

Section 3. Voting

Only institutional members will be eligible to vote in elections and other Society issues.

Article IV: Dues

Section 1. Dues

Dues and/or special assessments will be reviewed annually by the Board of Directors of the Society and amended at the annual meeting by vote of the Society's Institutional members. The current dues are as follows:

- (a). Institutional Member - \$20.00 per year
- (b). Non Voting Institutional Member - \$20.00 per year
- (c). Associate Member - \$50.00 per year
- (d). Honorary Member – pay no dues.

Section 2. Dues Date

The Society's dues year shall be March 1 – April 30 and shall be due no later than May 15th. Any member whose dues are not received by May 15th shall receive a 30-day notice stating that dues must be received no later than June 15th or membership will be terminated.

Section 3. Donations and Special Assessments

Special assessments can be levied at any regular meeting with a quorum present by a majority vote of the members present. Donations of Funds or property to the Society shall be used to the betterment of the society's purpose or as designated by the donor.

Article V: Meetings

Section 1. Regular Meetings

Regular meetings shall be held in the months of June, September and December at times set out by the Board of Directors of the Society. The Board of Directors will meet prior to the Regular meeting to establish the agenda for the regular meeting.

Section 2. Annual Meeting

The Society will hold an annual meeting in March. This will be a 2 day combination educational-trade show. The date and time will be determined by the Board of Directors.

Section 3. Quorum

A quorum at any meeting shall consist of fifteen members and a majority vote of those institutional members will be considered binding.

Article VI: Board of Directors

Section 1. Board of Directors

There shall be a board of director consisting of the elected Officers of the Society plus the Past President and two at-large members; one from the institutional membership (can be the educational chairman) and one from the associate membership.

Section 2. Duties

The board of directors shall be responsible for managing the affairs and carrying on the business of the Society. To facilitate and aid in the management of the affairs of the Society, the board of directors may from time to time delegate certain functions to other individuals or committees selected by the board of directors.

Section 3. Election of Officers

A president, president-elect, secretary and treasurer shall be nominated by the nominating committee, with Board of Directors approval, and presented to the membership for election at the annual meeting. A majority vote of the members present will be binding and newly elected Officers terms will begin at

the conclusion of the annual meeting. Nominations from the floor will be taken and considered from the floor prior to the vote. If necessary, there may be vote by secret ballot.

Article VI: Officers

Section 1. Officers

The officers of the Society shall be president, president-elect, secretary and treasurer. To qualify for office, an individual must have been an active institutional member in good standing for not less than twelve months.

Section 2. Duties of Officers

- (a) **President-** the president shall preside over all meetings and shall be the chairperson of the board of directors. The president shall supervise and provide direction as to the affairs of the Society. The President shall present an annual report at the Society's annual meeting with the recommendations of all committees along with the budget proposal for the Society. The president shall represent the Georgia Society of Healthcare Engineers at the American Society of Healthcare Engineers meetings.
- (b) **President-Elect-** The president-elect shall, in the absence of the president, perform all duties and assume all responsibilities of the president. The president-elect shall also perform all duties as assigned by the president. The president-elect shall represent the Georgia Society of Healthcare Engineers at the American Society of Healthcare Engineers meetings.
- (c) **Secretary-** The secretary shall prepare and present the minutes of all meetings of the Society and the board of directors, shall send notices of all meetings of the Society to the members, shall maintain the membership records of the Society, and shall perform all other administrative duties as required by the board of directors.
- (d) **Treasurer-**the treasurer shall maintain accurate and complete financial records of the Society's affairs and present a financial report at the annual and quarterly meetings. The treasurer will assist in the formulation of the Society's budget.

Article VII. Committees

Section 1. Appointments

The president annually, upon assuming office, shall appoint, with board approval, the following standing committees/chairman.

- (a) **Membership Chairman-**whose duty shall be to evaluate the qualifications and approve prospective members. The membership chairman will initiate actions as appropriate to increase the membership in the Society.
- (b) **Educational Chairman-**whose duty it shall be to make arrangements for all educational programs for the quarterly and annual meetings. Provide the program information to the Society's secretary for notification to the membership. The educational chairman can also be asked to serve on the board of directors of the Society.

- (c) Nominating Committee-which shall be composed of three past Society presidents whose duty shall be to recommend a new slate of officers, with Board of Directors approval, to be voted on by the membership at the Society's annual meeting.
- (d) Trade Show Committee-chaired by the president-elect with two other members of the Society whose duty shall be to plan the annual trade show and annual meeting and notify the secretary to inform the membership of the agenda for the Trade Show.
- (e) Special Committees-shall be appointed by the president as the need arises.

Article VII. Amendments

These bylaws may be altered, amended or repealed by a quorum vote of institutional members of the Society either by mailed written ballot, e-mail ballot or by vote at any regular or special called meeting of the Society. Notice of proposed changes shall be sent to all members at least (14) fourteen days in advance of proposed vote.

Voting members may give their Proxy vote in writing to another voting member of the society to be used at the appointed meeting as stated in the Proxy.