

**WEST VIRGINIA SOCIETY FOR HEALTHCARE  
ENGINEERING**

**BY – LAWS**

Approved  
August, 2011

**West Virginia Society for Healthcare  
Engineering Vision Statement**

1. West Virginia Society for Healthcare Engineering (WVSHE) will demonstrate its interest in the professional growth and development of its members.
2. West Virginia Society for Healthcare Engineering will demonstrate a willingness to abide by the policies and procedures of the American Society of Hospital Engineers association. In addition, WVSHE will submit an annual report to the West Virginia Hospital Association's (WVHA) board of trustees and will, before adoption, submit the original set of by-laws and subsequent proposed changes in the by-laws for review by the board of the WVHA.
3. West Virginia Society for Healthcare Engineering members should share some common background, educational preparation, body of knowledge, or expertise and should be directly involved in ensuring the delivery of healthcare in this state.
4. West Virginia Society for Healthcare Engineering members should be working either in an upper level position or as a department head in healthcare institutes/agencies.
5. Services provided by West Virginia Society for Healthcare Engineering will be available in a majority of the healthcare institutes/agencies in the state.
6. Evidence will be available that the membership of West Virginia Society for Healthcare Engineering can establish financial self - sufficiency. West Virginia Society for Healthcare Engineering will not seek financial assistance from the WVHA.
7. West Virginia Society for Healthcare Engineering will conduct at least two educational sessions per year. The programs should be based upon identified trends or issues relevant to the group's profession or occupation in the delivery of healthcare.

## **ARTICLE I – NAME**

The name of this organization shall be the West Virginia Society for Healthcare Engineering. (WVSHE)

## **ARTICLE II – OBJECTIVE**

The objectives of the association shall be to promote better care of patients by:

- (a) Encouraging and assisting members to develop their knowledge and increase their competence in maintaining the physical plants of hospitals/healthcare systems and similar healthcare facilities.
- (b) Providing a medium for the interchange of ideas and information relative to healthcare engineering and maintenance.
- (c) Affiliating with the West Virginia Hospital Association for the purpose of conducting educational conference for healthcare engineers, maintenance personnel, and other interested persons.

The association is organized exclusively for charitable, scientific, and educational purpose as a non-profit organization. It shall be conducted so that no part of its income or earnings will inure to the benefit of any member, officer, or individual. The West Virginia Society for Healthcare Engineering will subscribe to all guidelines set forth by the West Virginia Hospital Association covering activities of affiliated societies.

## **ARTICLE III - MEMBERSHIP**

### **SECTION 1 - ELIGIBILITY**

Individuals eligible for membership in the association shall be those actively employed in the field of healthcare engineering and/or maintenance as designated by the department head or administrator/chief executive officer of member institutions.

Membership in WVSHE shall become effective upon approval by the active membership of WVSHE, the submission of a completed application form and receipt by the secretary of the specified dues.

### **SECTION 2 - TERMINATION**

Membership may be terminated by WVSHE for failure to pay dues or noncompliance with provisions of by-laws of WVSHE.

### **SECTION 3 - MEMBERSHIP CLASSIFICATIONS**

Individual membership classifications shall be as follows:

- (a) Active (voting) member –any individual eligible to hold office as defined in Section 1 - Eligibility.

- (b) Associate Member\*

Class A – any individual actively employed in the field of healthcare bio-medical/clinical engineering as designated by the department or administrator/chief executive officer of member institutions.

Class B – representatives of suppliers, contractors, consulting engineers, and other groups that have a technical knowledge, resource material and a direct interest in the healthcare engineering field.

- (c) Honorary (non-voting) member – Former member (active or associate) who has retired from their healthcare related position. This member will have no voting rights and shall not hold elective office.

\* Class A or B Associate Members may elect a representative from each class to act as the class spokesperson. The Class A and Class B associate member spokesperson shall have 1Vote representing their class on all business conducted by the membership.

## **ARTICLE IV-MEETINGS**

### **SECTION 1 - ANNUAL MEETING**

- (a) WVSHE shall meet at least annually for the transaction of the affairs of WVSHE. A notice of the annual meeting shall be sent to members of WVSHE at least 30 days prior to the meeting.
- (b) Officers elected at the annual meeting shall take office at the conclusion of said meeting. WVSHE shall not assume responsibility for travel or personal expenses of its representatives, but it shall be responsible for the conducting of the annual meeting.
- (c) Officers will not pay the registration fee for the annual meeting as a large amount of their time will be spent conducting WVSHE business.
- (d) Honorary members will not be charged a registration fee to attend any WVSHE meeting.

## **SECTION 2 - EDUCATIONAL MEETINGS**

There shall be a minimum of (2) two educational sessions/meetings per year.

# **ARTICLE V - OFFICERS**

## **SECTION 1 - ELIGIBILITY**

Each elected officer of WVSHE shall be actively engaged as a chief or senior person responsible for the daily operations of the physical plant of a member institution.

## **SECTION 2 - OFFICERS**

Officers – the officers shall be a president, a vice president, a secretary/treasurer, a secretary/treasurer elect, and the immediate past-president.

## **SECTION 3 - ELECTION OF OFFICERS**

A secretary/treasurer elect shall be elected biannually during the formal business meeting session of the annual meeting. Only active members may vote. After the adjournment of the annual meeting the new secretary/treasurer elect shall begin a two-year term. At the same time the former secretary/treasurer elect will advance to secretary/treasurer, the former secretary/treasurer will advance to vice president and the former vice president will advance to president. The former president then becomes the immediate past-president. These are all two-year terms unless a vacancy occurs. (See Section 5)

## **SECTION 4 - DUTIES OF OFFICERS**

- (a) The president shall preside at all meetings of WVSHE. The president will be required to attend the ASHE Annual Conference and Technical Exhibition and represent WVSHE.

Note: The WVSHE will reimburse direct expenses up to \$2500.00 for the President or vice-president to attend this meeting. This is a requirement to obtain the Gold award presented by ASHE. The president shall perform such other duties as necessary. When ASHE provides financial assistance to the Chapter the funds not paid for the Presidents travel may be transferred and paid toward the travel expense of the Secretary/Treasurer or Secretary/Treasurer Elect.

- (b) The vice-president shall serve in the absence or disability of the president. The vice-president will be responsible for the registration and then conducting the annual Trade show.
- (c) The secretary/treasurer and/or the secretary/treasurer elect shall prepare the minutes of the association, which shall be available to the members of WVSHE; keep an up-to-date membership roster; notify members of annual meetings, as specified by the

by-laws. The secretary/treasurer and/or the secretary/treasurer elect shall be responsible to present a written annual report. One copy of this report to ASHE by the deadline date established by ASHE. This report shall be kept in the permanent files of the WVSHE. This report shall also be filed with the board of trustees of the West Virginia Hospital Association. The secretary/treasurer and/or the secretary/treasurer elect shall receive and disburse WVSHE funds as directed and authorized; keep accurate and adequate financial records, which must be made available for inspection when requested by the officers. The secretary/treasurer and/or the secretary/treasurer elect shall perform such other duties as may be specified by the president. As an option a surety bond may be secured, the cost will be paid for from funds of WVSHE, in an amount to be determined by the officers.

- (d) The immediate past-president shall serve in an advisory role to the other officers. In the event that both the president and the vice president are absent or disabled, the immediate past-president shall assume the duties of president.
- (e) The officers shall have authority to make policy decisions for WVSHE; to prepare the annual budget; to establish rules and procedures for WVSHE; to approve, modify, or reject reports, resolutions, or actions of committees of WVSHE.

#### **SECTION 5 - VACANCIES**

The president shall fill any vacancies by appointment. Such appointees shall serve until the next annual meeting.

In the event the president shall be unable to fulfill tenure of office, either by death, resignation, removal, loss of employment qualification, or otherwise. The vice-president shall succeed to the office of president for the balance of the current term, but this shall not affect his or her serving as president for the succeeding term to which he/she had been previously elected.

## **ARTICLE VI – COMMITTEES**

#### **SECTION 1 - STANDING COMMITTEES**

The president shall appoint the following standing committees, consisting of not less than three members each.

- (a) By-laws Committee – Duties will be to consider and make recommendations, proposed revisions to the by-laws of WVSHE.
- (b) Membership Committee – Duties of this committee shall be to promote membership in WVSHE and attendance at the annual meeting.

- (c) Education Committee – Duties of this committee shall be to plan and arrange all educational meetings, programs, or projects of WVSHE, subject to approval by the officers.
- (d) Resolutions Committee – Duties of this committee shall be to prepare appropriate resolutions of WVSHE subject to the approval of the officers and membership.
- (e) Web Site Committee – Duties of this committee shall be the coordination of the Web Site for the organization including the development of protocols for web site usage by membership.

## **SECTION 2 - NOMINATION COMMITTEE**

The nominating committee shall submit a list of suggested nominees for the office of Secretary/Treasurer Elect of WVSHE. The nominating committee shall consist of not less than three members composed of the most senior, currently active, immediate past-presidents. Any unfilled position shall be appointed by the current president.

## **SECTION 3 - SPECIAL COMMITTEES**

The president is authorized to appoint special committees, as he/she may deem appropriate and to appoint the members thereof. The term of office for members of special committees shall be for 12 months, unless otherwise specified by the president. At the end of this period, the committee shall be discharged automatically unless otherwise specified by the president.

# **ARTICLE VII – DUES**

## **SECTION 1 – ASHE MEMBERSHIP**

WVSHE encourages its individual members to maintain membership in the American Society for Healthcare Engineering, of the American Hospital Association and their respective state societies for healthcare engineering.

## **SECTION 2 – DUES PAYABLE TO**

Active members shall pay annual dues to the secretary/treasurer of WVSHE in accordance with the following terms.

- (a) Dues are payable at the beginning of the WVSHE fiscal year, which shall run from June 1 through May 31.
- (b) Dues shall be set by WVSHE and are currently \$35.00 per annum.

- (c) There will be no annual dues charges to honorary members. However, they must attend at least one meeting per calendar year in order to retain honorary member status.

### **SECTION 3 - TRANSFERABILITY**

Membership dues are not transferable from one person to another, nor may dues be prorated or refunded. Persons applying for membership shall pay the annual dues when submitting their membership application. However, if the application is received by the secretary/treasurer after May 1 and before May 31, the dues will be applied to the subsequent fiscal year starting June 1.

### **SECTION 4 - DEFAULT IN PAYMENT OF DUES**

Members failing to pay annual membership dues by October 1 will be considered delinquent and membership will be subject to termination. WVSHE may, at its discretion, modify the provision of this section in meeting special situations.

## **ARTICLE VIII – AMENDMENTS**

These by-laws may be altered, amended or repealed by a majority vote of the members present and voting at an annual business meeting of WVSHE.