

KANSAS HEALTHCARE ENGINEER ASSOCIATION

Bylaws

I. Name

The name of this organization shall be the Kansas Healthcare Engineers Association (KHEA).

II. Affiliation

This Association shall be affiliated with the Kansas Hospital Association (KHA) and the American Society for Healthcare Engineers (ASHE).

III. Objectives

The objectives and the purpose of the Association shall be:

- A. To advance the development of effective healthcare engineering and maintenance procedures
- B. To stimulate the exchange of information and to further the professional, educational and personal development its membership
- C. Allow members to work together on problems of common interest
- D. To provide opportunities for personal development and growth for its membership by providing educational programs and keeping its membership informed of other educational opportunities available throughout the state and nation
- E. To broaden and improve the healthcare engineers and maintenance personnel's knowledge and capabilities to carry out their responsibilities and duties
- F. This organization is organized exclusively for charitable and educational purposes as a not-for-profit Association

IV. Membership Categories

Full Member

Individuals eligible as full members in this Association shall be those active in the field of engineering and maintenance in a hospital, nursing home, or other licensed healthcare facility, and employed by a licensed healthcare facility. This includes individuals employed by a contract service company who are dedicated solely to a facility that meets the above qualifications.

Associated Member

An associate membership is available for those individuals active in support services related to the field of healthcare engineering and maintenance which includes: Manufacturing, vendors, distributors and their respective employees.

Retired Member

A membership will be granted upon request to retiring individuals who have been KHEA members in good standing. Retired members shall not pay KHEA dues.

V. Meetings

This Association shall hold the following meetings:

- A. There shall be at least two (2) meetings per year at approximately six (6) month intervals. The meetings shall be held at any location at the discretion of the Program Chairman and the President.

- ~~B.~~—The Annual Business Meeting shall be held at the fall meeting. ~~A portion of the meeting will include election of officers.~~
- ~~C.B.~~ The President or two-thirds of the Board of Directors may call a meeting of the Board when deemed necessary. A majority of the Board plus one (1) shall constitute a quorum. A majority of the Board shall be required to approve Board action.
- ~~D.C.~~ Meetings may be held in person or by any electronic means that enable members to communicate with each other.
- ~~E.D.~~ Non-members may attend Kansas Healthcare Engineers Association (KHEA) educational programs.

VI. Officers and Directors

- A. The officers shall be a President, A President-Elect, and an Immediate Past-President.
- B. There shall be six (6) elected Directors. A member of the Kansas Hospital Association (KHA) shall serve as a non-voting member to the Board. Every effort should be made to include all districts.
- C. An ASHE Liaison, an ASHE Advocacy Liaison, a Secretary, and a Treasurer shall be appointed from the membership by the President. Appointments shall have the approval of the Directors. These shall be non-voting positions.
- D. Duties of the officers shall be delineated in the Kansas Healthcare Engineers Association (KHEA) Officers Handbook and shall be reviewed annually.
- E. The President shall fill vacancies by appointment subject to approval by the Board of Directors. Such appointees shall serve the remaining term of that office.

VII. Elections

- A. President-Elect – The President-Elect shall be elected at the Annual Meeting by a majority vote of the members attending the meeting
- B. Directors – A Director shall be elected from each hospital district. Hospital districts shall be identical to those established by the Kansas Hospital Association (KHA). Three of the six Directors shall be elected for a two-year term by a majority vote of the members present at the Annual Meeting
- C. Vacancies – Vacancies may be filled for the unexpired term of any office by the Board of Directors at any scheduled meeting. Should any officer fail to attend scheduled meetings without good reason, the Board may consider that office vacant
- ~~D.~~ Officers shall assume office at the beginning of the calendar year following their election.
- ~~D.E.~~ E. Elections may take place in person or via electronic means.

VIII. Committees

The President shall appoint the following standing committees:

- ~~A.~~—Nominating Committee, Audit Committee, Program Committee, Scholarship Committee, and ~~Membership Committee~~
- ~~B.A.~~ Duties of the standing committees shall be delineated in the Kansas Healthcare Engineers Association Officers Handbook and shall be reviewed annually

IX. Dues

- A. Membership dues of this Association shall be determined by a majority vote of the Board of Directors
- B. Dues shall be considered delinquent on March 31 of each year. When a member becomes delinquent, the name shall be removed from the roster and all Association privileges terminated
- C. The fiscal year of this Association shall be the calendar year.

X. Voting

- A. Only regular members in good standing of this Association shall have the privilege of voting. Associate members do not have voting privileges. There will be no voting by proxy. Mailed or electronic balloting may be used when appropriate with the approval of the Board of Directors. A majority of those present (or those responding electronically) shall be required to approve action.
- B. The deliberations of the Association shall be governed in its parliamentary procedure by Robert's Rules of Order
- C. Voting for officers and board members at the Annual Meetings shall be only those present at the meeting.

XI. Disposition of Assets

On the dissolution of the Association, the assets of the Association remaining after payment of all outstanding debts and liabilities shall be transferred to an organization exempt from income tax under 501(a) of the Internal Revenue Code or the corresponding section of the law then existing. Said assets shall be used by such transferee organization for educational purposes.

XII. Changes of Bylaws

The Bylaws, as adopted, may be amended or altered at any stated meeting by a vote of two thirds of the regular members present, providing that notice of such change has been given to all full members at least ten (10) days prior to the stated meeting. Amended Bylaws shall be submitted to the Kansas Hospital Association (KHA).

Approved April 1, 1982

Revised April 28, 1983

Revised April 12, 1984

Revised February 9, 1988

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Revised March 8, 1991

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