



## By Laws of the Kansas City Area Healthcare Engineers

### **I. Name**

The name of the organization shall be: Kansas City Area Healthcare Engineers.

### **II. Affiliation**

The Association shall be affiliated with the American Society for Healthcare Engineering.

### **III. Objectives**

The objectives and the purpose of this Association shall be:

- A. To advance the development of effective Healthcare Engineering management.
- B. To stimulate the exchange of information and to further professional, educational, and personal development of its membership.
- C. To provide educational opportunities for Healthcare Engineers and membership.
- D. To broaden and improve the capabilities of Healthcare Engineers for operating and maintaining the plant, systems, safety, and equipment supporting the healthcare environment.
- E. The personal membership organization is organized exclusively as a not-for-profit Association. It shall be so conducted that no part of its income and earnings shall inure to the benefit of any member, officer, or other individual.

### **IV. Definitions of Membership**

#### **A. Healthcare Member:**

Healthcare facility managers, facility engineering personnel, facility safety officers, biomedical equipment managers, employees responsible for environments of care, healthcare facilities consultants, government healthcare officials, and personnel who are actively employed in the management capacity in a hospital, health maintenance organization, nursing home, or health-related facility. Healthcare members can participate in all elections and voting related to Association business, except those matters that are the responsibility of the Board of Directors. Healthcare members can serve on Association committees.

#### **B. Associate Member:**

Associate Members are those people who represent products, distributors, manufacturers, technology, service organizations, equipment and/or building or equipment systems incorporated into healthcare facilities, employees of professional architectural firms, employees of professional design and engineering firms and employees of professional construction firms. Associate Members can participate in all elections and voting related to Association business, except those matters that are the responsibility of the Board of Directors. Associate Members can serve on Association committees.

- C. Retired Member:  
Retired Members shall be those persons who retire from the healthcare profession and active members in good standing and are so approved by the board. Retired members shall pay no dues. Retired members shall be entitled to the same rights and privileges as active members, except that they shall not have the right to vote or hold elective office, but may serve on committees as approved by the board.
- D. Past Board Members:  
Past board members shall be those past health care members who have served on the Board of Directors and will not be subject to paying dues, but will be entitled to the same rights and privileges as any active member.

**V. Officers and Board of Directors**

- A. The Board of Directors shall be comprised of these positions: President, President Elect, Treasurer, Secretary, Past President, Sustainability Liaison, Membership Chairperson, Scholarship and Education Chairperson, and Associate Member Chairperson. Each position shall be appointed by the Board of Directors and approved by the Membership.
- B. The officers shall be a President and a President Elect, and each shall be a member of the Healthcare Membership.
- C. The Directors shall be the Treasurer and Secretary, and each shall be a member of the Healthcare Membership.
- D. Healthcare Chairpersons shall be the Past President and Sustainability Liaison, and each shall be a member of the Healthcare Membership..
- E. Associate Member Directors shall be the Membership Chairperson, Scholarship and Education Chairperson, and Associate Member Chairperson, and each shall be a member of the Associate Membership.

**VI. Duties of Officers and Directors**

- A. Duties of the President:  
The President shall be the Chief Executive Office of the Association. The President shall preside at all meetings of the Association and shall serve as Chairman of the Board of Directors. The President is responsible for all formal communications with ASHE. The President shall fill mid-term vacancies by appointment subject to the approval by the Board of Directors. Such Board appointees shall serve the remaining term of that office. Vacancies can occur from resignations or failure of any officer or director to attend three consecutive meetings of the Association.
- B. Duties of the President Elect:  
The President Elect shall, in the absence of or because of incapacity of the President, perform all duties and assume all responsibilities of the President. The President Elect is responsible for events planning of all Association activities. The

President Elect shall assume the position of President at the end of the residing President's term. Duties of the Board of Directors:

The Board of Directors shall have authority to make policy and fiscal decisions for the Association and to approve, modify, or disapprove reports, resolutions, or actions of officers or committees of the Association.

Every Board member shall attempt to attend the annual conference of ASHE or the annual PDC Conference.

- D. Duties of the Secretary:  
The Secretary shall record Board of Director and general membership proceedings and prepare the minutes of the Association in the absence of the Executive Director. The Secretary shall reside over all Voting proceedings and be responsible for tallying votes and announcing results to the Board and Membership. The Secretary shall assume the duties of the President if both the President and President Elect are unavailable or unable to fulfill their duties. The Secretary shall also be responsible for approving all official, written communications from the Board. Finally, the Secretary shall assist the Past President in compiling documentation associated with the ASHE Levels of Affiliation Program as needed, and verify that all information is submitted.
- E. Duties of the Treasurer:  
The Treasurer shall maintain the financial records of the Association and pay all bills authorized by the Board of Directors. A financial report shall be submitted to the Board of Directors at each scheduled Board meeting. A summary of this report shall be available to all membership quarterly on the website.
- F. Duties of the Past President:  
The Past President shall collect all necessary information need to submit to ASHE for the chapter awards and prepare the ASHE annual report for participation in the Levels of Affiliation Program. The Past President shall serve as the Association's ASHE Advocacy Liaison for national and local advocacy issues and shall be a primary voting member of the Board.
- G. Duties of the Sustainability Liaison:  
The Liaison shall be responsible for maintaining the highest level of affiliation that is possible with ASHE requirements. These duties include, but are not limited to, contact and outreach to member hospitals in order to maintain an of understanding of their participation in Energy to Care, researching ASHE requirements and verifying all are met, attending meetings as required to maintain affiliation, submitting all data required for chapter affiliation, and participating in and setting up competitions as needed. The hospital in which the Liaison is employed must be a participant in the Energy to Care program.
- H. Duties of the Membership Chairperson:

The Membership Chair shall be an Associate Member who will support the Board of Directors by providing input from the Associate Members and will assist in the maintenance and growth of the Association. The Membership Chair will provide information to current and prospective Associate members. The Membership Chair shall have other duties such as maintaining the official membership roster, providing current members' name badges and maintaining official meeting sign-in sheets.

- I. Duties of the Associate Member Chairperson:  
The primary responsibility of the Associate Member Chairperson is to be the Associate Member's advocate on the Board of Directors. The Associate Member Chairperson shall assist the Associate Membership and to ensure their membership is of value and serve as a liaison to the Board of Directors. The Chairperson shall provide a verbal or written report at each Board meeting to document their actions, provide a progress update, and report feedback from the Associate Membership.
- J. Duties of the Scholarship and Education Chairperson:  
The Scholarship and Education Chairperson shall be an Associate Member whose primary responsibility is to assist the President-Elect in arranging educational content for the monthly Association meetings and assuring that the presenters are complying with the presenter guidelines. The Scholarship and Education Chairperson will coordinate the scholarships and any training opportunities provided to the KCAHE membership.

## **VII. Appointments and Elections**

- A. President and Past President:  
The President Elect shall replace the residing President at the end of that President's term with no appointment or election required. The President will assume the role of Past President at the end of the President's term.
- B. President Elect:  
The President Elect shall be appointed by the Board of Directors and approved by a majority verbal vote of the Membership at the Annual Business Meeting in January by the Members present at the meeting. If a President Elect has not been approved by the Board prior to the January meeting, the appointee shall be approved at the next available meeting following the appointment by the Board. If two or more Board Members run for the President Elect position, they will be voted upon by the Board of Directors prior to the Annual Business Meeting. Candidates for President Elect must have served a minimum of one year on the Board of Directors.
- C. Directors:  
Directors shall be appointed by the Board of Directors and approved by a majority verbal vote of the Membership at the Annual business Meeting in January unless two or more Healthcare Members state they would like to run for the same position.

In this case, the candidates will be voted upon by the Membership at the Annual Business Meeting. Each candidate will be given the opportunity to speak to the Membership prior to the vote at that meeting. The Membership will then approve the new Director by a majority verbal at a subsequent monthly meeting. Directors shall serve a term of two years.

- D. Associate Member Directors:  
The President shall appoint Associate Member Directors with the approval of the Board of Directors. Associate Member Directors shall serve a term of two years, but may serve multiple terms
- E. Voting:  
To determine a contested Director position, voting shall take place at the Annual Business Meeting in January. A plain paper ballot will be provided to all Membership at the meeting. Each voting Member in attendance will then write the candidate's name on the ballot as their vote for that candidate for the open Board position. Board members will then collect the ballots, tally them, and announce the election winner at the next membership meeting.

**VIII. Committees**

The President may appoint special taskforces or positions. The President, with the approval of the Board of Directors, may appoint these assignments. These positions shall have a term of office of two years.

**IX. Dues**

The annual dues may be changed when necessary or desirable by a majority vote of the Board of Directors. All dues are payable on January 1<sup>st</sup> of each year. Dues are paid for the calendar year. Dues are not prorated or carried into the next calendar year.

**X. Rules**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, will govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

**XI. Changes in the Bylaws**

The Bylaws, as adopted, may be amended or altered at any stated business meeting by a vote of two thirds of the Members present, providing that written notice of such change has been given to all current Members at least two (2) weeks prior to the stated meeting.

APPROVED:

June 05, 2019

  
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Adam Torn, President

  
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Jeremy Bechtold, Past President