

CONSTITUTION
AND BY-LAWS
of the
SOUTHERN MINNESOTA HEALTH CARE ENGINEERING ASSOCIATION
PREAMBLE

WHEREAS, We believe:

- That our first responsibility as Health Care Engineers is to contribute to the attainment of the overall objectives of the Health Care operation and that teamwork and cooperation are the most effective means of fulfilling that responsibility as well as achieving departmental goals;
- That participation in programs to enhance the skills of management among ourselves and our subordinates is essential to improve our standards and performance;
- That scrupulous attention to costs of operation and to the application of new developments in methods and equipment is necessary to achieve maximum efficiency;
- That public and community relations, fostering the image of a safe and dependable institution, dedicated to the highest ideals of patient and customer care, are an integral part of our responsibility;
- That due regard for individual integrity, and the collective interchange of knowledge and experience, can make our association an effective instrument for elevating the standards and stature of the Health Care Engineers.

NOW THEREFORE, with the above declared beliefs and purposes in mind, there is hereby established the **SOUTHERN MINNESOTA HEALTH CARE ENGINEERING ASSOCIATION**.

CONSTITUTION

ARTICLE I

Name of the Association

The name of the Association shall be the SOUTHERN MINNESOTA HEALTH CARE ENGINEERING ASSOCIATION, hereinafter referred to as “the Association.”

ARTICLE II

Officers of the Association

The officers of the Association shall be: President, Vice President, Secretary, and Treasurer. The term of each office shall be two (2) years.

ARTICLE III

The Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and the most recent Past President.

The Executive Committee shall meet at such time deemed necessary by the immediate President; Action shall also be taken by the Executive Committee in the resignation by the immediate President. The Committee will then appoint the successor as per by-laws.

The Secretary shall record the attendance of members and the proceedings of all Executive Committee meetings. The minutes shall be read at the regular meeting of the Association.

Three (3) members of the Executive Committee shall constitute a quorum.

ARTICLE IV

Duties of the President

The President shall preside at all meetings of the Association, preserve order therein and vote on all motions or amendments when the Association is equally divided.

Upon taking the office, the President shall appoint a Treasure for his term of office.

ARTICLE V

Duties of the Vice President

The Vice President, during the absence of the President, shall perform the duties of the President, and in the event of the death, resignation or removal of that officer, he may succeed to his office and serve for the balance of the term for which the President had been elected; but in the event, this shall not be counted as holding the office and he may subsequently be elected President in his own right. He shall chair the Education Committee.

ARTICLE VI

Duties of the Treasurer

The Treasurer is an appointed office by the President. The Treasure shall be responsible for the checking account, savings account and accounts payable. They shall provide a financial report at the meetings and maintain a membership roster.

ARTICLE VII

Duties of the Secretary

The Secretary shall keep accurate minutes of the proceedings of the Association, and he shall prepare and email all the notices for meetings and perform all other duties that may be required by the Association. He shall, at the beginning of his term, prepare for distribution to the membership a listing of the members of the Association. He shall deliver to his successor in office all books, papers, and/or other property he may have, belonging to the Association.

Precise minutes shall be emailed out along with Agenda, a minimum of two (2) weeks prior to the next meeting.

ARTICLE VIII

Membership

There shall be three (3) classes of membership in the Association: Regular, Associate, and Honorary.

REGULAR MEMBERSHIP: The regular membership of the Association shall consist of the following:

- (1) Employee of Health Care Institutions of the State of MN who are actively engaged as Superintendents, Directors of Chief of Maintenance, or Chief Engineers or their equivalent, in the maintenance or operation of a Health Care Facility.
- (2) All assistant to the above named members, provided they meet all other requirements and are proposed by the supervisor.

However, regardless of the number of its regular members in the Association, only the senior members present from any one separately licensed institution shall be eligible to vote on matters brought before the Association.

All applicants must be of good moral character and shall attend at least one regular meeting as a guest, prior to acceptance.

ASSOCIATE MEMBERSHIP: Associate membership in this Association may be granted to an individual engaged in a trade or occupation having a direct relationship to the operation of Health Care Institution and the membership would be benefit to the Association. The Executive Committee, or a member thereof, may determine the eligibility of an associate member. Associate members cannot vote or hold office.

HONORARY MEMBERSHIP: Honorary membership may be granted to a retired member who has been judged deserving of such honor. An individual may be nominated by any member in good standing. The members of the association shall vote to accept or deny the nomination. An honorary member may attend all meetings and functions of the organization. They will not be

required to pay dues and they will not have voting power. The secretary shall issue them an honorary membership upon their acceptance and place their name on the mailing list.

ARTICLE IX

Election of Officers

A committee of three (3) regular members of the Association shall be appointed by the President as a nomination committee at the February meeting. The Secretary shall, at that time provide the committee members with a current listing of members eligible to hold office in the Association.

It shall be the duty of this committee to nominate one or more candidates for each vacant office and to report the candidates at the April meeting. Only regular members in good standing may be nominated for any office.

Election of officers shall be conducted according to Roberts Rules of Order at the April meeting. New officers shall be installed and take office at this meeting.

ARTICLE X

Dues will be discussed and set for the following year at the October meeting.

ARTICLE XI

The Vice President, Secretary and Treasure will form the Education Committee to arrange speakers for the upcoming meeting.

ARTICLE XII

This constitution and by-laws may be changed, altered and amended, subject to the approval of the 2/3 of members present at a regularly scheduled meeting.

ARTICLE XIII

Regular meeting shall normally be held during the months of October, December, February, and April. The membership will be notified in advance of meetings and scheduled times. The place of regular meeting shall be changed each time at the discretion of the President or Executive Committee; also special meetings will be handled in the same manner. All meetings shall be conducted according to the Roberts Rule of Order.

ARTICLE XIV

Any member, becoming delinquent in the payment of dues for the period of three (3) months after dues notification by the Secretary, may be suspended. Dues will be due on January of each year, regardless of the member's original sign on date.

ARTICLE XV

Each member to serve on a State Planning Committee shall receive a minimum of \$25.00. This will be paid upon completion of State Seminar.

Date of Organization and originally established:	03/24/1971
Constitution and Bylaws adopted:	11/09/1971
Constitution and Bylaws adopted:	05/01/1979
Constitution and Bylaws adopted:	10/27/1983
Constitution and Bylaws adopted:	12/11/1987
Constitution and Bylaws adopted:	01/29/1991
Constitution and Bylaws adopted:	07/29/1996
Constitution and Bylaws adopted:	01/18/2007