

**BY-LAWS**  
**ALASKA SOCIETY OF HEALTHCARE**  
**MANAGERS AND ENGINEERS**

**I. NAME**

The name of this organization shall be:

Alaska Society of Healthcare Managers and Engineers (ASHME)

**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 provide an organized structure for members of the Society (ASHME) and others in the field of healthcare facilities management.
- B. To enable members to work together on problems of common interest.
- C. To conduct educational programs.
- D. To provide channels of communication between the Society and Alaska state healthcare groups.
- E. To promote for the purposes of, and membership in, the Society.

**IV. MEMBERSHIP**

- A. Individuals eligible for membership in this Association shall be those active in the field of healthcare engineering and/or management.
- B. Honorary and retired membership may be granted by majority vote of the membership.
- C. Individuals also eligible for membership in the Association shall be those active in related fields, such as architects, consulting engineers, manufacturers' representatives, suppliers, etc.

**V. MEETINGS**

- A. This Association shall hold the following meetings:
  - 1. There shall be a minimum of two (2) meetings per year.
  - 2. One of these meetings shall be in early spring and one in late fall, the fall meeting will be called the "Annual Meeting".

- B. Meetings shall be conducted using the rules contained in the current edition of Robert's Rules of Order and they shall govern the Association in all cases where they are applicable.
  - 1. A quorum of any association meeting will consist of at least twenty-five (25) percent of the voting members.
  - 2. The election of Association officers shall be held in conjunction with the annual meeting during the business meeting.

## **VI. OFFICERS**

- A. Officers shall be members in good standing of this Association.
- B. The officers shall be a President and a President-elect, Secretary, and Treasurer.
- C. Duties of the President:

The President shall be the Chief Executive Officer of the Association, and shall preside at the meetings of the organization. The President shall present a report at the annual meeting, which shall be kept in the permanent files of the Association.
- D. 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.
- E. Duties of the Treasurer:

The Treasurer shall maintain the financial records of the association and pay all bills authorized by the President. A financial report shall be submitted to the general membership at the business section of each meeting.
- F. Duties of the Secretary:

The Secretary shall record the proceedings and prepare the minutes of the Association and perform such other duties as may be necessary, to coordinate and advance the Association's objectives.
- G. Vacancies:

The President shall fill vacancies by appointment from the membership, subject to a vote of the membership at the next regular meeting.

## **VII. ELECTIONS**

- A. Officers will be elected at the annual meeting for a one- (1) year term.
- B. Officers may continue in office if re-elected by the members.
- C. Should an officer fail to meet ASHME requirements the office shall be considered vacant.

## **VIII. COMMITTEES**

The President shall appoint committees as needed.

**IX. DUES**

- A. Dues for individual membership in this Association shall be \$35.00 annually for members. Corporate/Organization non-voting membership in this association shall be \$150.00 annually for members. Individual student voting membership in this association shall be \$10.00 annually for members. A student is an individual currently enrolled in engineering study, a field of healthcare facilities management or other related field.
- B. Honorary and retired members shall not be required to pay dues.
- C. Dues shall be payable during the month of the “Annual Meeting”. Dues shall not be prorated.

**X. VOTING**

- A. Only members in good standing of this Association shall have the privilege of voting.
- B. Voting for officers will be done only by those present at the Annual Meeting.

**XI. CHANGES IN THE BY-LAWS**

The by-laws, as adopted, may be amended or altered at any stated meeting by a vote of two-thirds of the members present or returned written or electronic (E-mail or fax) ballot, and further providing that notice of such change has been given in writing or electronically to all current members at least three (3) days prior to the meeting.