**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 one general membership meeting per year.

B. The official Board meeting will take place at the annual general membership meeting.

C. 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 Board members shall be held in conjunction with the annual meeting during the business meeting.

**VI. BOARD OF DIRECTORS**

A. The Board of Directors shall consist of eight members (5 Officers and 3 Regional Representatives). The five officers will be elected by the membership for two-year terms; the position of Immediate Past President shall be held by the individual who most recently vacated the position of President; and the three Regional Representatives will be appointed by the Board President.

B. Three Board positions will be Regional Representatives.

1. One Representative will be elected from Southeast Alaska.

2. One Representative will be elected from Southcentral Alaska.

3. One Representative will be elected from Northern Alaska (North of the Matanuska-Susitna Borough).

One Regional Representative will be responsible for the Annual Meeting, one will be responsible for scholarship, and the other will be responsible for sponsorship. These duties will be assigned by the President.

C. All Directors must be members in good standing of this Association at the time of their election to the Board.

D. If re-elected, Directors may serve additional two-year terms.

**VII. OFFICERS**

A. Officers shall be members in good standing of this Association.

B. Only members who are currently working in a healthcare facility or retired from such work, and are not also representing a healthcare company, are eligible to hold the offices of President, President-elect, or Immediate Past President.

C. The officers shall be a President, President-elect, Immediate Past President, Secretary, and Treasurer.

D. 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.

E. 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 will act as the Liaison Officer to the American Society for Healthcare Engineering.

F. Duties of the Immediate Past President:

The Immediate Past President will serve as Education Director and perform such duties as required to offer educational opportunities to the membership.

G. Duties of the Treasurer:

The Treasurer shall maintain the financial records of the association and pay all bills authorized by the President. The Treasurer is also tasked with duties related to membership (for example, keeping records of membership status, paid dues, etc.). A financial report shall be submitted to the general membership at the business section of each meeting.

H. 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. The Secretary is responsible for completing the annual report to ASHE.

I. Vacancies:

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

**VIII. ELECTIONS**

A. Board members will be elected for two- (2) year terms.

1. Nominations will be solicited in September;

2. Voting will be conducted at the annual meeting;

3. Elected officers will take office on January 1.

B. Board members may continue in office if re-elected by the members.

C. Should a Board member fail to meet ASHME requirements the Board position shall be considered vacant.

**IX. COMMITTEES**

The President shall appoint committees as needed.

**X. 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.

**XI. VOTING**

A. Only members in good standing of this Association shall have the privilege of voting.

B. Voting may be conducted by paper ballot or electronic methods.

**XII. SCHOLARSHIP**

Annually the Association will fund a scholarship in memory of Ed Peck, Electrical Engineer and Past President of the Association. The President will assemble an ad hoc committee to review applications and forward recommendations to the Board. The committee will be led by the Regional Representative with responsibility for scholarship. Final decision will be by the Board.

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

The by-laws, as adopted, may be amended or altered by a vote of two-thirds of the members by written or electronic ballot.