

**ARTICLE I**  
**Name**

SECTION 1

The name of the Society should be "New Hampshire Society of Healthcare Engineers".

**ARTICLE II**  
**Membership**

SECTION 1 - Objectives

The objectives of this Society are:

- A. To promote a better environment of care by coordinating the efforts of those having responsibility in healthcare facility operations.
- B. To promote the mutual exchange of information, to offer technical assistance, and to share ideas and experiences through regularly scheduled meetings and continued education.
- C. To promote efficient and effective healthcare engineering departments by improving and updating management techniques.

SECTION 2 - Eligibility

All persons having responsibility in healthcare facility operations (e.g., facilities management, plant engineering, planning/design/construction, security, safety, clinical engineering, and telecommunications) of hospital or health care institutions located in the state of New Hampshire are eligible for membership.

SECTION 3 - Membership

Membership in the Society shall become effective on acceptance by a majority of active members present at the first attended meeting, provided that both the President and Secretary/Treasurer are also present and upon receipt by the Secretary of specified annual dues.

SECTION 4 - Types of Membership

- A. Active Membership: Members actively engaged in the healthcare engineering field in the state of New Hampshire. Active members must be in direct employment of a hospital or other health care facility and not employed by an outside service organization doing work for a healthcare organization.

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- B. Honorary Retired Membership: If a member retires after having been an active member for at least one year, he/she would be eligible for Honorary Retired status which would be a free membership for life.
- C. Associate Membership: An individual actively engaged in the hospital or healthcare engineering field in the state of New Hampshire. Associate members may be employed by an outside service organization doing work for a hospital or healthcare institution. Associate members may make motions and vote on consensus issues. Associate members are not allowed to make motions or vote on any business issues, or serve as an Officer of the Society.

### **ARTICLE III**

#### **Fees and Dues**

#### SECTION 1 - Rates of Dues

- A. Each member of the Society shall pay each calendar year an amount, voted upon by membership at the annual meeting.
- B. In addition to the annual dues, members may vote to assess themselves additional fees, as the Treasurer may dictate, to provide funds for such items as Society pins, certificates and charitable purposes.

Both actions A & B must obtain a majority of a quorum in attendance of active members (20% of the dues paid members shall constitute a quorum).

- C. Members are expected to pay reasonable attention to dues reminders. If dues are not paid by March 31, members will be dropped from the rolls.

### **ARTICLE IV**

#### **Meetings**

- A. A meeting shall be scheduled monthly, the time and place to be determined by the officers.
- B. Notification shall be given to the host, at least one month in advance, to facilitate setting up accommodations, etc.
- C. One annual meeting shall be held in December of each year. The annual meeting shall consist of:
  - 1. Discussion of matters of general and technical interest in the field of healthcare engineering.

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2. Copies of reports from the officers will be made available.
  3. Election of officers for the coming year.
    - a. Nominations for officers will be held in the November meeting. The slate of nominated officers will appear in the minutes of the November meeting and will be in all members' possession one week prior to the annual meeting.
    - b. Additional nominations can be made at the annual meeting prior to elections. Opening nominations shall be part of both the November and December meetings.
  4. The Society's objectives and agenda for the following year will be an agenda item for the October meeting. This information will be part of the minutes for both the October and November meetings and will be voted upon at the annual meeting before the election of officers. It will be understood that adherence to the Society's objectives will be the obligation of all elected officers.
- D. Upon approval by the officers and the majority of the quorum, a member can invite a guest speaker representing a firm manufacturing something that might interest healthcare engineers. The presentation with a question and answer period shall not exceed two hours to ensure ample time for standard meeting procedures.
- E. Any member requesting the attention of the members present at a meeting, to get their opinion on a specific problem, shall be given ample time to present this problem and shall be able to expect reasonable attention. Any member experiencing specific difficulties with a product or manufacturer is invited to alert all other members. To ensure the most efficient results, such particulars as dates, quantity, model numbers, etc., should be submitted.
- F. Parliamentary authority - "Roberts Rules of Order" shall be the parliamentary authority of this society, subject to special rules which have been or will be adopted.

## **ARTICLE V**

### **Officers**

#### SECTION 1 - Officers and Term of Office

- A. All elected officers shall attend at least 80% of the scheduled meetings.
- B. The officers of the society shall consist of a President, Vice-President, Secretary/Treasurer and a New England Representative.

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- C. An Alternative Representative to the Society shall be elected as well. This position will ensure New Hampshire representation at all New England meetings.
- D. The terms of office shall be from January through December of each year.

SECTION 2 - The President

The President shall be the Chief Executive Officer of the Society. It shall be his duty to supervise the activities of the Society. He shall preside at all meetings of this society. At the annual meeting he shall present a report which shall be made a permanent record of the Society.

SECTION 3 - Vice President

The Vice-President shall be elected to preside at meetings if the President is not able to attend. The Vice-President shall assist the President as directed by the President.

SECTION 4 - Secretary/Treasurer

The Secretary shall be in attendance at all meetings to act as a recorder. Should a case arise where he cannot attend a meeting, the Secretary shall prevail upon another member of the Society to record minutes along with any other Secretarial duties. All recorded, correspondence, and other pertinent information of the Society should be filed for future reference. Records are to be transferred to the succeeding Secretary upon completion of his term of office. He shall be responsible for the sending of all official notices and directives to all members. He shall keep up current membership listings of all members, their titles, addresses and telephone numbers, etc. A Corresponding Secretary may be elected in the event the Secretary is unable to handle the volume of work.

SECTION 5 - Treasurer

The Treasurer's functions can be absorbed by the Secretary. He shall keep a record of each receipt and/or disbursement of funds. He is to pay all bills approved by the President and membership. He shall give a financial report at each meeting.

SECTION 6 – New England Representative

The New England representative shall attend New England meetings on behalf of the New Hampshire chapter and shall present reports at New Hampshire's monthly meetings in an effort to keep all members knowledgeable of New England's activities.

SECTION 7 – Alternate New England Representative

This representative will be an alternate and will attend New England meetings and report in the absence of the primary representative.

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SECTION 8 - Installation of Officers

Officers will be installed at the annual meeting for the coming year following the election at that meeting.

SECTION 9

A majority of all votes cast shall be necessary to constitute an election.

SECTION 10

In the absence of the President/Vice-President the host Engineer shall preside.

**ARTICLE VI**

The Bylaws may be amended at any meeting by a two-thirds majority in attendance. The proposed amendments shall have been submitted to the attending engineers at the previous meeting and voted upon to be included in the minutes for final adoption at the next meeting.

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