

VERMONT HEALTHCARE ENGINEERS SOCIETY (VHES)

(Revised March 10, 2006)

BYLAWS

ARTICLE 1 – NAME

This organization shall be known as the “Vermont Healthcare Engineers Society”.

ARTICLE II – PURPOSES

The purposes of this organization are as follows:

1. To promote better patient care through better design, maintenance and operation of the physical facilities.
2. To promote the professional development of Hospital Engineers.
3. To organize and promote educational programs for Hospital Engineers.

ARTICLE III - MEMBERSHIP

Section 1 – Eligibility

Active Membership is available to those who are actively engaged and working within the healthcare engineering field and also work directly for a hospital, healthcare provider organization or medical research facility. These members hold all and equal privileges including but not limited to rights to vote on any and all issues of the Society.

Associate Membership is available to those who through circumstances no longer meet the requirements for active membership but who wish to maintain his/her association with the Society. These members are not privileged with the right to vote on Society issues.

Supporting Membership is available to manufacturers, vendors, contractors, distributors, service providers, architects, engineers and others who interact with Society Members as part of their business and profession. These members are not privileged with the right to vote on Society issues.

Honorary Membership is available to any member with a minimum of five years active membership who has retired from active work in the healthcare engineering field. Application must be made by the retired member in writing to the Secretary. These members are not privileged with the right to vote on Society issues.

Section 2 – Membership Committee

The Executive Committee will act and function as the membership and rule on applications to the Society.

Section 3 – Dues

Dues amounts shall be established at each annual meeting for varies levels of membership.

ARTICLE IV – OFFICERS

Section 1 – Election

At annual meeting each fall, the membership by ballot shall elect a Chair, a Vice Chair and a Secretary/Treasurer to serve until the next annual meeting. The Chair and Vice Chair may succeed themselves, but not in excess of two terms.

Section 2 – Executive Board

The executive Board shall consist of the Chair, Vice Chair, Secretary/Treasurer and the Chair of those committees that the Executive Board Chair shall deem appropriate.

Section 3 - Duties of the Officers

Chairperson: The Chair shall preside at all official functions of the Society, shall represent the Society as the State Representative to the New England Healthcare Engineers Society and, as the formal liaison to the Vermont Hospital Association and conversely represent those associations to the Society. The Chair shall appoint all committee chairs.

Vice Chair: The Vice Chair shall preside, represent and officiate in the absence of, or at the request of the Chair and provide succession if nature or circumstances require. The Vice Chair shall act as alternate State Representative to the New England Healthcare Engineers Society. The Vice Chair's primary responsibility is for the coordination, planning, scheduling and execution of educational meetings for the Society.

Secretary/Treasurer: The Secretary/Treasurer shall, 1) attend all meetings of the Society to record and maintain minutes of meetings, send and receive all official correspondence, and retain copies of correspondence, 2) receive and disburse monies of the Society, retain a copy of all bills and receipts of disbursements, 3) pay all bills from a checking account established by the Executive Board, 4) send out dues' notices and receive dues and deposit to the Society account. All financial records of the Society shall be subject to an audit as determined by the Executive Board.

The Officers and Committee Chair: Each of the aforesaid officers and any such committee chairpersons that may be appointed by the Chair shall provide a written report of the Society activities in sufficient number and time to permit it to be circulated by Secretary with the annual roster 30 days prior to annual meetings.

Other committees and Activities shall be defined in the Bylaws of the Society.

ARTICLE V – MEETINGS

Section 1 – Annual Meeting

There shall be an annual meeting held in September of each year, the tune and place to be determined by the Executive Committee.

Section 2 – Special Meetings

Special meetings may be called at the discretion of the Chair, or upon a written petition of at least 30% of the current members of the Society.

Section 3 – Rules

In resolving questions of procedure at meetings, "COME TO ORDER" by Emma Wines & Marjory Card shall be the parliamentary authority of this Society.