

NEBRASKA SOCIETY OF HEALTHCARE
ENGINEERS
Bylaws

I. Name

The name of this organization shall be the Nebraska Society of Healthcare Engineers (NSHE).

II. Affiliation

This Association shall be affiliated with the American Society for Healthcare Engineers (ASHE).

III. Objectives

The objectives and the purpose of the Association shall be:

- A. To advance the development of effective healthcare management in the areas of Facilities Management, Plant Engineering, Planning Design and Construction, Safety, Security, Emergency Preparedness, and Clinical Engineering
- B. To stimulate the exchange of information and to further the professional, educational and personal development its membership
- C. Allow members to work together on problems of common interest
- D. To provide opportunities for personal development and growth for its membership by providing educational programs and keeping its membership informed of other educational opportunities available throughout the state and nation
- E. To broaden and improve the healthcare engineers and maintenance personnel's knowledge and capabilities to carry out their responsibilities and duties
- F. This organization is organized exclusively for charitable and educational purposes as a not-for-profit Association

IV. Membership Categories

Full Member

Individuals eligible as full members in this Association shall be those active in the field of engineering and maintenance in a hospital, nursing home, or other licensed healthcare facility, and employed by a licensed healthcare facility. This includes individuals employed by a contract service company who are dedicated solely to a facility that meets the above qualifications.

Associated Member

An associate membership is available for those individuals active in support services related to the field of healthcare engineering and maintenance which includes: Manufacturing, vendors, distributors and their respective employees.

Retired Member

A membership will be granted upon request to retiring individuals who have been NSHE members in good standing. Retired members shall not pay NSHE dues.

V. Meetings

This Association shall hold the following meetings:

- A. There shall be at least two (2) meetings per year at approximately six (6) month intervals. The meetings shall be held at any location at the discretion of the Education Committee and the President.

- B. The Annual Business Meeting shall be held at the fall meeting.
- C. The President or two-thirds of the Board of Directors may call a meeting of the Board when deemed necessary. A majority of the Board plus one (1) shall constitute a quorum. A majority of the Board shall be required to approve Board action.
- D. Meetings may be held in person or by any electronic means that enable members to communicate with each other.
- E. Non-members may attend Nebraska Society of Healthcare Engineers (NSHE) educational programs.

VI. Officers and Directors

- A. The officers shall be the current President and President Elect.
- B. In addition to the President and President Elect, the Board of Directors shall include two (2) Directors elected from the Full Member membership, one (1) Associate Directors elected from the Associate Member membership and the Immediate Past President. The Immediate Past President shall serve on the Board of Directors without a vote from the membership.
- C. An ASHE Liaison, an ASHE Advocacy Liaison, a Secretary, and a Treasurer shall be appointed from the membership by the President. Appointments shall have the approval of the Directors. These shall be non-voting positions.
- D. The President shall fill vacancies by appointment subject to approval by the Board of Directors. Such appointees shall serve the remaining term of that office.

VII. Duties of Officers and Directors

A. Duties of the President:

The President shall be the Chief Executive Officer of the Association. The President or designee shall preside at all meetings of the organization and shall serve as Chairman of the Board of Directors. The President is responsible for all formal communications with ASHE. The President shall fill open Board of Directors vacancies by appointment, subject to approval by the Board of Directors. Such Board of Director appointees shall serve the remaining term of that office. The President shall attend ASHE Chapter Leadership Conference.

B. 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 is responsible for even planning of all Association activities. The President-Elect shall attend the ASHE Chapter Leadership Conference.

C. Duties of the Board of Directors:

The Board of Directors shall have authority to make policy and fiscal decisions for the Association; and to approve, modify, or disapprove reports, resolutions, or actions of Officers or committees of the Association. The Board of Directors will recommend candidates for Association and ASHE recognition awards. The Board of Directors will approve and award all Association and ASHE scholarships. The Board of Directors will approve all education and programs, training, presenters and content. The Board of Directors shall not meet less than (4) times per year. Additional Board meetings as needed are at the discretion of the Board.

D. Duties of the Secretary:

The Secretary shall record Board and general membership proceedings and prepare the minutes of the Association. The President may assign other duties as he/she sees fit.

E. Duties of the Treasurer:

The Treasurer shall maintain the financial records of the Association. A written financial report shall be

submitted to the Board of Directors at each scheduled Board meeting. A summary of this report shall be submitted to the general membership at the annual business meeting. The President may assign other duties as he/she sees fit.

F. Duties of the ASHE Liaison:

The ASHE Liaison shall prepare the annual report to ASHE for participation in the Levels of Affiliation Program. This position is the designated contact for ASHE to exchange information with the corporation.

G. Duties of the ASHE Advocacy Liaison:

The ASHE Advocacy Liaison shall be the Association Representative to ASHE regarding advocacy issues. This position shall be responsible for communicating advocacy opportunities to the Association.

VIII. Elections

- A. President-Elect – The President-Elect shall be elected by a majority vote of the membership. Candidates for President Elect must have served a minimum of one (1) year on the Board of Directors. The President Elect shall serve a term of two (2) years.
- B. Directors – Directors shall be elected by a majority vote of the membership. Directors shall serve a term of two (2) years.
- C. Vacancies – Vacancies may be filled for the unexpired term of any office by the Board of Directors at any scheduled meeting. Should any officer fail to attend scheduled meetings without good reason, the Board may consider that office vacant
- D. Officers shall assume office at the beginning of the calendar year following their election.
- E. Elections may take place in person or via electronic means.

IX. Committees

The President shall appoint the following standing committees:

- A. Education Committee, Membership Committee, Outreach Committee, Sustainability Committee, and Communications Committee.
- B. Duties of the standing committees shall be delineated in the Nebraska Society of Healthcare Engineers Committee Charters and shall be reviewed annually.

X. Dues

- A. Annual membership dues may be changed when necessary or desirable by a majority vote of the Board of Directors.
- B. Dues are paid for one (1) rolling calendar year. Non-payment of dues will cause the member to lose all member privileges.

XI. Rules

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, will govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

XII. Disposition of Assets

On the dissolution of the Association, the assets of the Association remaining after payment of all outstanding debts and liabilities shall be transferred to an organization exempt from income tax under 501(a) of the Internal Revenue Code or the corresponding section of the law then existing. Said assets shall be used by such transferee organization for educational purposes.

XIII. Changes of Bylaws

The Bylaws, as adopted, may be amended or altered with majority vote of the Board of Directors, providing that notice of such change has been given to all membership at least ten (10) days prior. Amended Bylaws shall be accessible on the website.

Approved January 30, 2024