

Arkansas Association for Healthcare Engineering, Inc.

(an Arkansas non-profit corporation)

BYLAWS

Preamble

The members of the Arkansas Association for Healthcare Engineering, Inc. (also referred to in this document as the "Association"), having joined together in their own common interest, do herewith declare the following bylaws to be the formal rules of operation of their organization.

Article 1 – Name

Section 1.1 The name of this nonprofit organization shall be "Arkansas Association for Healthcare Engineering, Inc."

Article 2 – Affiliations

Section 2.1. The Association, having completed the requirements for affiliation with the American Society for Healthcare Engineering of the American Hospital Association, is affiliated therewith and has become a chapter thereof.

Section 2.2 Notwithstanding said affiliation, the Association is an independent and autonomous organization, and shall retain its own Articles of Incorporation and Bylaws, and shall be governed solely by its own principal members and officers.

Section 2.3 An Agreement of Affiliation between the Association, the American Society for Healthcare Engineering, and the American Hospital Association has been entered into, and the terms of said Agreement are as set forth in the copy thereof, which shall be attached to these bylaws.

Section 2.4 The Association can, at any time, terminate its affiliation with the American Society for Healthcare Engineering by amending these bylaws in the manner set forth in Article 14, and by taking the necessary steps set forth in the Agreement of Affiliation.

Section 2.5 Unless and until this Section of the bylaws is amended to provide otherwise, the Association shall be affiliated with the Arkansas Hospital Association in order to promote the common professional interests of the Association and the Arkansas Hospital Association, provided that the Association shall remain an independent, autonomous organization governed solely by its own officers, board, principal members, bylaws, and articles.

Article 3 – Objectives & Motto

Section 3.1 Professional Standard. The Association was organized to assist its members in gaining and maintaining leadership in their profession and, through collective efforts, to advance the professional standard of this branch of engineering.

Section 3.2 Goals. We shall:

3.2.1 Promote the interests of healthcare engineers and healthcare engineering to include facilities, clinical, and safety engineering as a profession.

3.2.2 Be an organized and functioning association for the advancement of scientific knowledge in the profession of healthcare engineering.

3.2.3 Be an association devoted to the exchange of information concerning the everyday problems of the healthcare engineer.

3.2.4 Disseminate knowledge required in the profession of healthcare engineering by means of lectures, workshops, discussion groups, papers, journals, articles, videos, conferences, teleconferences, research, and healthcare facility tours.

Section 3.3 The official motto of this Association shall be: "*Education Through Association*"

Article 4 – Membership

Section 4.1 Membership. The membership of this Association shall be divided into several grades as outlined in this Article, or as may be provided by amending the bylaws in accordance with Article 14; however, requirements for new types of membership shall be limited to those persons who will further the objectives of the Association.

Section 4.2 Limitation of Membership. Membership may be limited in number in any grade of membership by amending the bylaws in accordance with Article 14, except that the grade of Principal member, as defined in Paragraph 4.3.1 of this Article shall be unlimited in number.

Section 4.3 Grades and Definitions of Members.

4.3.1 Principal Member. Shall be limited to healthcare engineering personnel currently employed by a healthcare facility affiliated with the Arkansas Hospital Association in the state of Arkansas. Healthcare engineering personnel are defined as those persons paid directly (not on a consulting, contract, or second party basis) by the healthcare facility for which they currently work and exercising direct responsibility for some phase of operations, maintenance, or fixed facilities of a healthcare facility, including biomedical/clinical equipment, safety, and radiology equipment. The fixed facilities of a healthcare facility is defined in its broad sense as the machinery, structural elements, or real estate that represents the capital investment and means of carrying on the business of a healthcare facility.

4.3.2 Associate Member. Associate members shall be limited to:

4.3.2.1 Those persons as defined in Paragraph 4.3.1 of this Article, except they are currently employed in a healthcare facility in states other than Arkansas, and those persons formerly meeting the qualifications of Paragraph 4.3.1, but who are disqualified by reason of promotion, transfer, or relocation outside of Arkansas.

4.3.2.2 The maintenance supervisor or employee employed by a healthcare facility that is *not* affiliated with AHA having apparent and confirming interest in furthering the purposes and objectives of the Association.

4.3.2.3 Those persons employed in professions other than healthcare engineering, as defined in Paragraph 4.3.1, but having apparent and confirming interest in the purposes, objectives, and activities of the Association.

4.3.2.4 Those persons working in a hospital but employed and/or paid on a consulting, contract, or second party basis.

4.3.3 Senior Member. Individuals in good standing who are currently and have been a principal member of the Association for five (5) consecutive years or six (6) cumulative years, and have significantly contributed to the advancement of the Association. Individuals seeking Senior membership shall apply in writing, either personally or be presented by a principal member or senior member in good standing, to the membership committee who shall review the application and forward their recommendation to the Board for final approval. Those individuals approved for senior membership will be recognized at the annual meeting and their status indicated in the Association directory.

4.3.4 Fellow Member. An honorary status awarded to a senior member of distinction who has accomplished an outstanding contribution to the field of healthcare engineering.

4.3.5 Member Emeritus. An honorary status awarded to a principal member of distinction who has retired from the field of healthcare engineering.

4.3.5.1 Individuals seeking member emeritus status shall apply in writing, to the membership committee who shall review, recommend, and forward the application to the Board for final approval. Those individuals approved for member emeritus status will be recognized at the annual meeting and their status indicated in the Association directory.

4.3.6 Charter Member. All persons accepted as initial members of this Association under the provisions of the bylaws under which this Association was organized and operated, shall be charter members.

4.3.7 Educator/Student Member (ED/STU). Educator/Student Membership shall be available to full-time educators or college students teaching or taking coursework related to any discipline recognized by the Association as being potentially related to healthcare engineering. Educator/Student Members may serve on the board, on committees, or participate in the Association's programs, but may not hold office.

Article 5 – Membership Rights & Privileges

Section 5.1 Application and Procedure for Membership. Procedure for becoming a member of this Association shall be as follows:

5.1.1 An application form must be completed and submitted to the Membership Committee.

5.1.2 The Membership Committee shall check the application of the prospective member to determine eligibility for membership and appropriate grade of membership.

5.1.3 The Membership Committee chairperson shall present eligible applications with appropriate grade designated to the Board for review, approval, and acceptance.

5.1.4 The Membership Committee chairperson shall inform the applicant(s) of acceptance or rejection and notify them of their grade of membership if accepted.

5.1.5 The Membership Committee chairperson shall report newly accepted members and their appropriate grade to the general membership at the next business meeting.

5.1.6 If accepted, the applicant will become a member of the specified grade upon payment of dues.

Section 5.2 Nomination and Election of a Fellow.

5.2.1 Any current member who has held senior status for a minimum of three (3) years, and who has accomplished an outstanding contribution to the field of healthcare engineering is eligible for nomination to receive a Fellow award and designation.

5.2.2 Nomination for a Fellow award must be submitted by a current Principal, Senior, or Fellow member in writing to the president, who shall present it to the Executive Board. The nomination must include a summary of the nominee's qualifications for the Fellow award.

5.2.3 The Executive Board shall carefully screen all Fellow nominations, disqualifying those considered ineligible or not appropriately qualified.

5.2.4 With Executive Board approval, the Nomination & Election Committee shall prepare a ballot to be presented to all principal members. Ballots may be mailed or e-mailed to principal members and back to the Nomination & Election Committee.

5.2.5 To be elected to the status of Fellow, a nominee must receive a majority vote of the principal members.

5.2.6 An award of Fellow designation is limited to a maximum of one per year, but is neither required nor encouraged each year.

Section 5.3 Rights of the Grade of a Principal Member. Principal members shall have the following rights, as long as the member remains qualified as defined in Paragraph 4.3.1, and all dues and registration fees are paid.

5.3.1 Full voting privileges.

5.3.2 May be elected and can serve as an officer of the Association.

5.3.3 May serve on the Board of the Association.

5.3.4 May serve on a committee, including chairperson position.

5.3.5 May engage in discussions and present papers at a general meeting.

5.3.6 May attend all meetings, including committee meetings and Board meetings.

5.3.7 May engage in any activity that furthers the objectives of the Association.

Section 5.4 Rights of the Grade of a Senior Member.

5.4.1 Senior members shall have all of the rights and privileges of a principal member.

5.4.2 These rights remain in effect so long as the senior member remains qualified, as defined in Paragraph 4.3.3, and all dues and registration fees are paid.

Section 5.5 Rights of the Grade of a Fellow and Charter Member.

5.5.1 Fellow and Charter members shall not pay dues or registration fees.

5.5.2 Fellow and Charter members shall have all the rights and privileges of a principal member.

Section 5.6 Rights of the Grade of an Associate Member.

5.6.1 Associate members shall have all the rights of a principal member with the following exceptions:

5.6.2 Associate members shall not vote on business or elections as called for in the bylaws.

5.6.3 Associate members shall not hold elected office as called for in the bylaws (i.e., president, vice-president, secretary, & treasurer).

5.6.4 Associate members may serve on committees, including the chairperson position, unless specified for principal members in these bylaws.

5.6.5 Associate member rights remain in effect so long as they remain qualified, as defined in Paragraph 4.3.3, all dues and registration fees are paid.

Section 5.7 Rights of the Grade of an Emeritus Member. The grade of member Emeritus shall have the following rights:

5.7.1 Emeritus Members shall not pay dues.

5.7.2 Emeritus Members shall only be required to pay a reduced registration fee for meetings, with the amount set by the Executive Board.

5.7.3 May engage in discussions and present papers at a general meeting.

5.7.4 May attend all meetings, including committee meetings and Board meetings; and serve on committees, including the chairperson position.

5.7.5 May engage in any activity that furthers the objectives of the Association.

5.7.6 May receive the Association newsletter.

5.7.7 Full voting privileges.

Section 5.8 Rights of the Grade of an Educator/Student Member (ED/STU).

5.8.1. Educator/Student members shall vote on business or elections as called for in the bylaws.

5.8.2 Educator/Student members shall not hold elected office as called for in the bylaws (i.e., president, vice-president, secretary, & treasurer).

5.8.3 Educator/Student members may serve on committees, except the Scholarship Committee, including the chairperson position.

5.8.4 Educator/Student member rights remain in effect so long as they remain qualified, as defined in Paragraph 4.3.7, all dues and registration fees are paid.

Article 6 – Officers & Organization

Section 6.1 Executive Board. The Executive Board of the Association shall consist of a president, vice-president, secretary, treasurer elected by the membership, and immediate past-president. As they deem in the apparent and confirming interest in the purposes, objectives, and activities of the Association. The Executive Board shall have ultimate authority to make final decisions and/or override any board and/or committee decision(s).

Section 6.2 Duties of the Officers.

6.2.1 President.

6.2.1.1 The president shall conduct all general meetings, appoint committees, and promote and execute the activities of the Association, and shall preside at all meetings of the Board.

6.2.1.2 The president, or his/her assigned designee, shall serve as the liaison between the Association and the American Society for Healthcare Engineering.

6.2.2 Vice-President.

6.2.2.1 The vice-president shall assume all duties of the president in case of his/her absence, resignation, or death.

6.2.2.2 The vice-president shall act as chairperson of the Program Committee to plan and promote all programs for regular and special meetings of the Association.

6.2.3 Secretary.

6.2.3.1 The secretary shall record minutes of all regular and special meetings of the Association and of all meetings of the Board, as outlined by *Robert's Rules of Order*. A clean copy of the minutes shall be placed in the Association's permanent records.

6.2.3.2 In conjunction with the president and the Board, the secretary shall carry on all correspondence of the Association, ensure the mailing of meeting and other notices to members, and perform other business activities as may be required.

6.2.4 Treasurer.

6.2.4.1 The treasurer shall ensure receipt of all dues, registration fees, other fees, and assessments.

6.2.4.2 The treasurer shall ensure an accurate record of accounts for all moneys received and paid out.

6.2.4.3 The treasurer shall ensure payment of all bills authorized by the Board and/or bylaws.

6.2.4.4 The treasurer shall prepare and present an annual budget to the Board.

Section 6.3 Board of Directors. The Board of Directors (also referred to in this document as the “Board”) shall be composed of the following members:

6.3.1 The president, vice-president, secretary, treasurer, immediate past-president, and the remaining members shall consist of:

6.3.1.1 Two members appointed by the president.

6.3.1.2 One member appointed by the vice-president.

6.3.1.3 Two members appointed by the Executive Board.

6.3.1.3.1 One of the two members appointed by the Executive Board shall be assigned to serve as chairperson of the Codes and Standards Committee. Refer to Section 8.4.

6.3.1.4 The Information Resources chairperson shall serve as a member of the Board. Refer to Section 8.5.

6.3.1.5 Each principal member of the Program Committee who is designated as the responsible person for an educational section (Facilities, Clinical, etc.).

6.3.1.6 The American Society of Healthcare Engineers Region VII Representative shall serve as a member of the Board, if he or she is a member of the Association.

6.3.1.7 Any member of the Association who is an officer of the American Society of Healthcare Engineers shall serve as a member of the Board.

6.3.1.8 Sustainability Committee chairperson

6.3.1.9 Scholarship Committee chairperson

6.3.1.10 Membership Committee chairperson

6.3.1.11 Nominations & Election chairperson

6.3.2 The Board transacts all business for the Association except that business required by the bylaws to be carried out by specified vote of the principal members of the Association.

6.3.3 The Board shall have the authority to establish or abolish educational sections, committees, or other functions of the Association as deemed necessary or prudent.

6.3.4 The Board shall approve all expenditures of Association funds except as authorized by the bylaws, and shall review and approve the accounts and budget of the Association annually.

Article 7 – Nomination & Election of Officers

Section 7.1 Term of Office. All officers shall serve for a period of one (1) year. Members of the Board shall also serve terms of one (1) year.

Section 7.2 Nomination & Election of Officers.

7.2.1 The first order of new business of the winter business meeting shall be the nomination of officers. Nominations shall be accepted from both principal members and the Nomination & Election Committee.

7.2.2 Election of officers shall be the second order of new business of the winter business meeting. Voting shall be by secret ballot from the principal members, unless only one candidate or slate of candidates is being considered and the vote is by acclamation, and under supervision of the Nomination & Election Committee.

7.2.3 The ballots shall be counted by the Nomination & Election Committee during the course of the business meeting, unless the vote was by acclamation.

7.2.4 The chairperson of the Nomination & Election Committee shall announce the results of the election during the business meeting, and the new officers shall be installed during the Annual Meeting.

Section 7.3 The new officers shall assume the official duties of their offices upon their installation.

Section 7.4 In the event of the resignation or death of an officer, the Executive Board shall appoint a principal member of the Association to fill the vacancy for the remainder of the one-year term.

Article 8 – Committees

Section 8.1 Committee Responsibilities.

8.1.1 Report to the Executive Board at each meeting any activity that should be brought to the attention of the Association.

8.1.2 Report to the membership at business meetings, when requested to do so by the president or Executive Board.

8.1.3 Provide other information to the membership as needed or directed by the president or Executive Board.

Section 8.2 Program Committee.

8.2.1 The Program Committee shall be composed of the vice-president as chairperson, and at least one member from each of the Association's educational sections.

8.2.2 Each Program Committee member shall be responsible for each meeting program of their respective educational section (Facilities, Clinical, etc.), with the vice-president being responsible to direct the overall order of the meeting programs and to concur in the choice of speakers and/or program content required to carry out the chosen overall theme of the proposed meeting.

8.2.3 The committee members should provide information and articles from the respective educational sections for publication in the newsletter and yearbook.

Section 8.3 Membership Committee.

8.3.1 The Membership Committee shall be composed of the chairperson, appointed by the president, and other members as appointed by the chairperson.

8.3.2 The duties of the Membership Committee shall be to review and screen all applicants for membership to the Association in order to determine eligibility and appropriate grade of membership.

8.3.3 Refer to the Articles 4 & 5 for application procedures and grades of membership.

Section 8.4 Nomination & Election Committee.

8.4.1 The Nomination & Election Committee shall be composed of the chairperson, appointed by the president, and two other members as appointed by the Executive Board.

8.4.2 The duties of the Nomination & Election Committee shall be as follows:

8.4.2.1 Select from the grade of principal member, persons to nominate for all offices.

8.4.2.1.1 Principal members may also submit the name(s) of principal, senior, or fellow members to the Nomination & Election Committee for consideration.

8.4.2.2 To supervise all elections as required by the bylaws.

Section 8.5 Codes and Standards Committee.

8.5.1 The Codes and Standards Committee shall be composed of the chairperson, appointed by the president, and two other members as appointed by the Executive Board. The chairperson also serves in the Codes and Standards Board position; refer to Paragraph 6.3.1.3.1.

8.5.2 The duties of the Codes and Standards Committee shall be to research and study the development of codes and standards activities at all levels and for all educational sections of the Association.

Section 8.6 Information Resources Committee.

8.6.1 The Information Resources Committee shall be composed of the chairperson, appointed by the president, with additional members appointed by the chairperson. This chairperson shall appoint the editors of the newsletter, website, and yearbook. Each educational section of the Association should be represented on the committee, but this is not required.

8.6.2 The duties of the Information Resources Committee shall be as follows:

8.6.2.1 Issue the appropriate number of publications to be compliant with ASHE recognition program requirements.

8.6.2.2 Update information on the website including; newsletter, list of current officers, upcoming events & programs, and scholarship information. Website should be maintained and kept current.

8.6.2.3 A yearbook shall be published annually and provided to the membership.

Section 8.7 Sustainability Committee.

8.7.1 Sustainability Committee shall be composed of the chairperson, appointed by the president, and other members as appointed by the chairperson.

8.7.2 Sustainability Committee shall ensure activities to be compliant with ASHE recognition program requirements.

Section 8.8 Scholarship Committee.

8.8.1 The Scholarship Committee shall be composed of the chairperson, appointed by the president, and at least two other members as appointed by the chairperson.

8.8.2 All nominations and recipient selections shall be made in accordance with the scholarship bylaws. Except in extenuating circumstances, scholarship applications should be submitted to the committee no later than December 31.

8.8.3 This committee shall also accept nominations and select the annual recipients of the Arch Gilchrist scholarship(s) Curt Belin scholarship(s), and the Past Presidents' scholarship(s) in accordance with these bylaws. Scholarship awards will be announced at the spring meeting.

Section 8.9 A. W. "Doc" Zimmerly Award Committee.

8.9.1 The A. W. "Doc" Zimmerly award committee is appointed only when eligible nominations for the award have been submitted in writing to the president.

8.9.2 The committee shall be composed of two current Executive Board members and three principal members at large, appointed by the president. Some of the at-large members should be past A. W. "Doc" Zimmerly award recipients, whenever practical.

8.9.3 Refer to Article 12 for the committee duties and procedures regarding this award.

Section 8.10 Curtis G. "Curt" Belin "Outstanding Engineer" Award Committee.

8.10.1 The Curtis G. "Curt" Belin "Outstanding Engineer" Award committee, is appointed only when eligible nominations for the award have been submitted in writing to the president.

8.10.2 The committee shall be composed of two current Executive Board members and three principal members at large, appointed by the president. Some of the at-large members should be past Curtis G. "Curt" Belin "Outstanding Engineer" Award recipients, whenever practical.

8.10.3 Refer to Article 13 for procedures and committee duties regarding this award.

Section 8.11 Annual Bylaws Review Committee.

8.11.1 At the fall meeting, the Executive Board shall appoint an Annual Bylaws Review Committee.

8.11.2 Refer to Article 14 for procedures, committee duties, and requirements of annual bylaws review and amendment.

Article 9 – Meetings & Order of Business

Section 9.1 There shall be face-to-face quarterly meetings of the Board in order to review and otherwise carry on the business of the Association.

Section 9.2 The Association shall hold regular meetings in the fall, winter, and spring of each year. The spring meeting should be held in conjunction with an annual banquet and awards ceremony.

Section 9.3 An additional summer Association meeting is optional, and shall be decided upon by the Executive Board at the winter meeting.

9.3.1 If the Executive Board makes the decision not to hold a summer Association meeting, it must still convene sometime during the summer months in order to fulfill its obligation for a quarterly meeting, in accordance with Section 9.1.

Section 9.4 Committees, as specified by the bylaws, shall meet as required by the nature of the business of the respective committee. However, early and periodic meetings should be held to effectively execute the full duties of the committee.

Section 9.5 Quorum for Meetings. Business shall not be conducted at any regular, special, business, or Board meeting of the Association unless a quorum is present.

9.5.1 A quorum for any meeting of the Board shall consist of one-half of the Board members, provided either the Association president or vice-president is present to act as chairperson.

9.5.2 A quorum for any regular, special, or business meeting of the Association shall consist of the principal members present at the respective meeting.

9.5.3 A quorum for a meeting of any committee specified by the bylaws shall consist of two-thirds of the committee members, one of which must be the chairperson.

Section 9.6 Robert's Rules of Order shall govern the order of business at all meetings of the Board, all meetings of the Association, and all meetings of committees specified by the bylaws.

9.6.1 The immediate past-president shall serve as parliamentarian during Association meetings.

Article 10 – Fiscal Year, Dues, Fees, & Assessments

Section 10.1 Fiscal Year. The fiscal year of the Association shall begin on the first day of July and end on the last day of June.

Section 10.2 Dues. Dues for all grades of membership shall be determined by the Executive Board and approved by the principal members, except for the grades of fellow and member emeritus who are exempt from dues in accordance with Sections 5.5 and 5.7.

Section 10.3 Assessments. All budgets and fees shall be approved by the Board. Budgets shall be presented to the principal members of the Association and must be approved by a majority of the principal members in attendance of any regular Association business meeting.

Article 11 – Expenditure of Funds

Section 11.1 General Expenditures. The treasurer is hereby authorized to spend moneys from Association general funds as required for normal operations of the Association, and as approved by the Executive Board.

11.1.1 The treasurer shall authorize for payment, any general expenditures by officers, Executive Board members, principal members, or Association operations, not to exceed the total limited amount set by the Executive Board in any one fiscal year.

11.1.1.1 The Executive Board shall set the maximum amount that is authorized for expenditure without prior approval in any one fiscal year.

11.1.1.2 Executive Board-approved budget items and limited amounts constitute prior authorization of expenditure.

11.1.1.3 Expenditures more than the amount set by the Executive Board must have advanced board approval.

11.1.2 Records and receipts shall be maintained of all expenditures, income, and transactions.

Article 12 – A. W. "Doc" Zimmerly Award

Section 12.1 The A. W. "Doc" Zimmerly Award is established to honor a current senior member or fellow member of the Association who has:

12.1.1 Demonstrated exceptional leadership qualities.

12.1.2 Significantly contributed to the program of healthcare engineering.

12.1.3 Been actively involved in community organizations.

Section 12.2 The president shall call for nominations for this award at the fall Executive Board meeting and the business meeting, although awarding this honor each year is neither required nor encouraged. A maximum of one recipient may be selected in any one year.

Section 12.3 Nominations for this award may be submitted to the president in writing by any principal, senior, or fellow member of the Association, not later than December 31. Nominations must include a summary of the candidate's qualifications for this award. Officers of the Association are not eligible for this award during their tenure in office.

Section 12.4 The nominee shall have been employed by a hospital in the state of Arkansas in some type of responsible capacity in healthcare engineering for at least ten (10) years before the date the award is presented. The nominee shall not be a previous recipient of the award.

Section 12.5 A committee of principal members is appointed by the president to select a recipient for the award from the eligible nominees. These decisions and appointments are made at the winter meeting; refer to Section 8.9.

12.5.1 The name of the recipient shall be kept confidential, and the president shall make the announcement and present the award plaque at the annual banquet.

Article 13 – Curtis G. "Curt" Belin "Outstanding Engineer" Award

Section 13.1 The Curtis G. "Curt" Belin "Outstanding Engineer" Award is established to honor a current principal, senior, or fellow member of the Association, who has demonstrated exceptional leadership qualities as defined in Section 13.5 of this article.

Section 13.2 The president shall call for nominations for this award at the fall Executive Board and the business meeting, although awarding this honor each year is neither required nor encouraged. A maximum of one recipient may be selected in any one year.

Section 13.3 Nominations for this award may be submitted in writing by any current principal member, senior member, or fellow member of the Association to the president, not later than December 31. Nominations must include a summary of the candidate's qualifications for this award. Officers of the Association are not eligible for this award during their tenure in office.

Section 13.4 The nominee shall have been employed by a hospital in the state of Arkansas in some type of responsible capacity in healthcare engineering for at least two (2) years before the date the award is presented. The nominee shall not be a previous recipient of the award.

Section 13.5 The selection basis for the Curtis G. "Curt" Belin "Outstanding Engineer" Award shall be a demonstrated contribution to the healthcare field and community. Such contributions may include, but are not be limited to the following:

13.5.1 Active participation in professional organizations.

13.5.2 Responsibility for new developments, improvements, or implementation of programs or systems designed to enhance medical care, healthcare, or the delivery thereof.

13.5.3 Active participation in a variety of community affairs.

13.5.4 Active involvement in healthcare educational matters through educational assistance of others being brought into the field, teaching and instruction of others, or the publishing of pertinent and prominent journal, magazine, or newsletter articles.

13.5.5 The demonstration of outstanding leadership qualities.

13.5.6 Has shown to be an outstanding asset to the management of his or her hospital.

13.5.7 Has demonstrated outstanding performance and accomplished exceptional achievement in their given job environment and its responsibilities.

Section 13.6 A committee of principal members is appointed by the president to select a recipient for the award from the eligible nominees. These decisions and appointments are made at the winter meeting; refer to Section 8.10.

13.6.1 The name of the recipient shall be kept confidential, and the president shall make the announcement and present the award plaque at the annual banquet.

Article 14 – Bylaws Amendment & Annual Review

Section 14.1 Annual Review. Bylaws should reflect the current procedures used by the Association in operating and conducting its business. Not only is this a good business practice, but it is also required by our affiliate the American Society for Healthcare Engineering (ASHE) in order to achieve the annual Platinum or Platinum Elite designation. For these reasons, an annual review of the bylaws is thereby required.

- 14.1.1** The Executive Board shall appoint an annual Bylaws Review Committee, with each educational section represented. Refer to Section 8.11.
- 14.1.2** The review process shall be announced in the business meeting and membership notified in order to call for any suggested revisions from the principal members.
- 14.1.3** The committee shall carefully review the bylaws for needed revisions, including suggestions received from principal members.
- 14.1.4** After the required bylaws review, it may be determined that amendments or revisions are not needed and the committee's work is complete for that year.

Section 14.2 Proposed Amendments. Any voting member of the Association, as well as the annual Bylaws Review Committee may submit proposed amendments to the bylaws. Proposed amendment revisions should be submitted to the president in writing, who will then refer them to the Bylaws Review Committee for consideration.

- 14.2.1** The chairman of the Bylaws Review Committee shall then report the findings to the board and at the business meeting of the Association.
- 14.2.2** The secretary of the Bylaws Review Committee shall send a complete description of the proposed amendments to each voting member for their consideration. The proposed amendments can be included with the regular Association program and newsletter mailing that goes out before each quarterly meeting, may be a separate mailing, or may be sent via e-mail.
- 14.2.3** Amendments to the bylaws must be approved by half-plus-one of the voting members to become effective. For polling each voting member, the ballot will be taken by e-mail.

Section 14.3 Amended Bylaws. The secretary shall ensure that a valid copy of the amended bylaws is sent to all members via e-mail.

- 14.3.1** The Association informal handbook of procedures, which is provided as a working guide to the officers, Executive Board members, and committee chairpersons, should also be updated and reissued to reflect bylaws amendments. The president will appoint an ad-hoc committee to update the handbook on an as-needed basis.

Association bylaws originally adopted: July 6, 1982

Amendment dates:

January 21, 1983
January 18, 1985
October 25, 1985
October 17, 1986
January 16, 1987
October 23, 1987
January 11, 1991
January 22, 1993
January 21, 1994
January 19, 1996
June 10, 1998
July 31, 2000
February 12, 2003
September 10, 2004

Amendment dates (Continued):

December 12, 2007
July 8, 2010
November 18, 2011
July 23, 2018
February 14, 2025

Certificate of Validity

As the duly elected secretary of the Arkansas Association for Healthcare Engineering, I hereby certify that the preceding document is a valid, true, correct, and confirmed copy of the current bylaws of the Association.

The bylaws have been amended and adopted by the Executive Board of directors and principal members of the Association on February 14, 2025, in accordance with Article 14 of this instrument, and have not been altered, modified, amended, or appealed in any respect and remain in full force and effect.

Signature of Association Secretary: 

Date: Feb 14, 2025