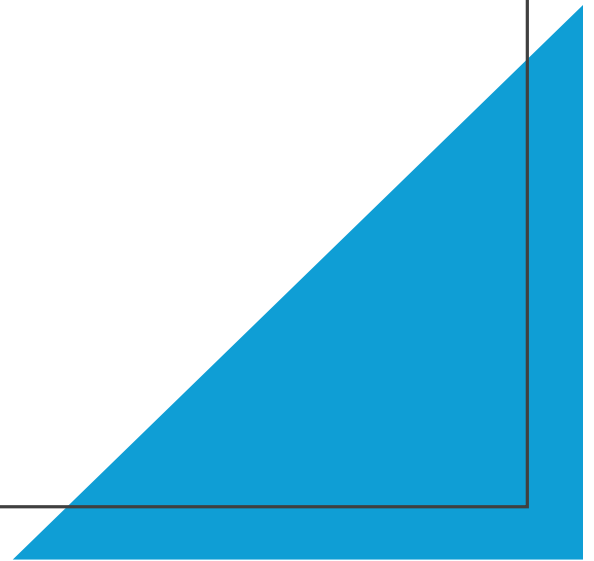


# FHEA Bylaws Revisions

2026



# Revision 1

- Clarifies State President rotation if a district cannot provide a qualified candidate.

## Current

The current Vice President of the State Association shall automatically move to the office of President of the Association on the first day of the month following the Annual Meeting. This office shall be elected from Districts on a rotational basis counting downward, 4, 3, 2, 1.

## Add

*“Should a district have a board-approved reason to not provide a candidate for Vice President, a candidate will be elected from the next district on the rotation.”*

## Revision 2

- **The State Vice President approves the ASHE Chapter documentation the Executive Director submits. This matches the current practice.**

### Current

f) The Vice President shall submit supportive documentation for the ASHE chapter recognition award.

### Revision

*"The Vice President shall approve the supportive documentation for the ASHE Chapter recognition award to be submitted by the Executive Director."*

# Revision 3

- The Executive Director submits the ASHE Chapter documentation. This matches current practice.

## Current

### Article VIII - Executive Director

**7**

Administrative services provided to FHEA should include, but are not limited to, the following services.

- a) Maintenance of a permanent FHEA office which shall be the Association's Headquarters.
- b) Maintenance of FHEA records, membership rosters, minutes of meetings, etc.
- c) Performance of various secretarial services for the officers of the Board of Directors.
- d) Editing and posting of "The FHEA Whistle" (four issues) on fhea.org.
- e) Arrangements, coordination, and attendance for all Board of Directors meetings.

## Add

*"The Executive Director shall submit supportive documentation for the ASHE recognition award after approval by the Vice President."*

# Revision 4

- Clarifies filling in for President at the district level.

## Current

### f) DISTRICT OFFICER VACANCY

In the event of a vacancy of the President's position, and if the Vice President is unable to assume these responsibilities, the immediate past President will serve as President until a President can be elected at the next regularly scheduled District Meeting. In the event of a vacancy in the Secretary or Treasurer position, this office may be filled by appointment by the District President for the remainder of the current term. In the event a vacancy occurs in the Vice President's position, this position will be filled by an election at the next regularly scheduled District Meeting.

## Revision

*"In the event of a vacancy of the President's position, the Vice President will serve as the President for the balance of this term and the following term. If the Vice President is unable to assume these responsibilities, the Immediate Past President will serve as President until a President can be elected at the next regularly scheduled district meeting."*

***This mirrors the State President vacancy.***

# Revision 5

- Clarifies attendance requirement for State VP eligibility.

## Current

The office of State Vice President shall be filled by a Full Member. The State Vice President shall have been a Full Member in good standing of the Association for a minimum of two (2) years. The Vice President, under normal conditions, will assume the State President's office the following year. The Vice President shall have served as a District President for a minimum of one (1) term. The State Vice President shall have attended no less than two-thirds (66 2/3 percent) of the scheduled functions of the District Meetings during the previous year. The Vice President shall be a member in good standing of ASHE for a minimum of one (1) year.

## Revision

*"The State Vice President shall have attended no less than two-thirds (66 2/3 percent) of the scheduled District meetings/functions during the previous election year."*

# Revision 6

- Clarifies that only Full Members can serve as officers and only Full and Life Members can vote in officer elections. This revision would make these sections uniform with the rest of the bylaws.

## Current

The State officers of the Association shall be elected from the Membership of the Association at each State Annual Meeting. Officers being elected shall be Vice President, Secretary, and Treasurer. The Secretary and Treasurer may succeed themselves.

b) District Officers shall be elected by a majority vote of District members present at a duly convened District Meeting with at least thirty (30) days written notice of such election given to each District Member.

## Revision

The State officers of the Association shall be elected from the Full Membership of the Association at each State Annual Meeting. Officers being elected shall be Vice President, Secretary, and Treasurer. The Secretary and Treasurer may succeed themselves.

b) District Officers shall be elected by a majority vote of District Full and Lifetime members present at a duly convened District Meeting with at least thirty (30) days written notice of such election given to each District Member.

# Revision 7

- Makes uniform the use of the phrase “full elected term” with regards to becoming a State Officer

## Current

The office of the State President shall be filled by a Full Member. The State President shall have been a Full Member in good standing of the Association for a minimum of three (3) years. The State President shall have served as a District President for a minimum of one (1) term. The State President shall have attended no less than two-thirds (66 2/3 percent) of the scheduled functions of the State and District Meetings during the previous year. The State President shall be a member in good standing of ASHE for a minimum of two (2) years. The Board may waive this requirement under extenuating circumstances.

The office of State Vice President shall be filled by a Full Member. The State Vice President shall have been a Full Member in good standing of the Association for a minimum of two (2) years. The Vice President, under normal conditions, will assume the State President's office the following year. The Vice President shall have served as a District President for a minimum of one (1) term. The State Vice President shall have attended no less than two-thirds (66 2/3 percent) of the scheduled functions of the District Meetings during the previous year. The Vice President shall be a member in good standing of ASHE for a minimum of one (1) year.

The office of State Secretary shall be filled by a Full Member in good standing. The Secretary shall have been a Member of the Association for a minimum of two (2) years, and also have held a District Office for one (1) year. The office shall include District President, District Vice President, District Secretary, District Treasurer, or District Representative. The state secretary shall be a member in good standing of ASHE.

The office of State Treasurer shall be held by a Full Member in good standing. The State Treasurer shall have been a member of the Association for a minimum of four (4) years. The State Treasurer will have served as District Treasurer for a minimum of two (2) years and also have held a different District Office for one (1) year. This office shall include District President, District Vice President, District Secretary, or State Representative. The State Treasurer must have basic knowledge of accounting principles and be able to participate in annual audits. The State Treasurer has significant financial responsibility to the Association which shall have an annual background check, including a personal credit report. Given the complexities of managing the financial obligations, it is intended that the State Treasurer serve consecutive terms for up to seven (7) years, provided the Association's members annually vote to maintain the State Treasurer. The State Treasurer shall be a member in good standing of ASHE.

## Revision

All uses of the terms “year”, “years”, or “term” as highlighted in these examples will be replaced with the phrase “full elected term”.

# Revision 8

- Replaces our fixed renewal date with a rolling renewal date. This will ensure a full year of membership regardless of when you join.

## Current

Annual dues are payable at the start of each calendar year. If dues are not paid by January 1st, the Executive Director shall provide written notice to all unpaid members within that District advising them that unpaid dues will be delinquent as of January 31<sup>st</sup>.

If dues are not paid by January 31<sup>st</sup> of the current calendar year, the member will be listed as unpaid. The Executive Director shall notify all unpaid members no later than January 31<sup>st</sup> that dues have not been received for the current fiscal year. This notice shall advise the member that said dues are delinquent and if dues are not received by March 1<sup>st</sup>, their name shall be removed from the membership directory of the Association.

## Revision

*"Annual dues are payable 1 year after the start of membership. If dues are not paid by the first day following the membership expiration date, the Executive Director shall provide written notice to the unpaid member advising them that unpaid dues will be delinquent 30 days past the end of the membership expiration date."*

*"If dues are not paid by the 30<sup>th</sup> day following the membership expiration, the member will be listed as unpaid. The Executive Director shall notify the unpaid member no later than the 30<sup>th</sup> day past the expiration that dues have not been paid and that membership status is pending. This notice shall advise the member that said dues are delinquent and if dues are not received by the 60<sup>th</sup> day past expiration, their name shall be removed from the membership directory of the Association."*

## Revision 9

- **Adds a section that will allow for partnerships without the FHEA losing its autonomy.**

### Add

#### **Article XV – Partnerships (Bylaws Amendments will move to Article XVI)**

The Florida Healthcare Engineering Association (FHEA) State Board of Directors shall have the authority to enter into partnerships, alliances, or collaborations with other entities as deemed beneficial to its mission and objectives. However, it is expressly stated that such partnerships shall not diminish the autonomy or authority of the Board of Directors. The FHEA State Board of Directors shall retain full control over all organizational decisions, governance, and financial matters, ensuring that all actions taken in the partnership align with the organization's strategic vision and financial integrity. Any agreements or collaborations must be approved by the Board, under the provisions of this article, safeguarding the FHEAs independence and commitments to its foundational goals.