

2019

# FHEA Bylaws

REVISED MAY 2019

FLORIDA HEALTHCARE ENGINEERING ASSOCIATION • 11812 N 56<sup>TH</sup> STREET, TAMPA, FL 33617

## **Article I - Name and Headquarters**

- 1** This Association shall be known as the Florida Healthcare Engineering Association.
- 2** Headquarters - the location of the principal office for the Florida Healthcare Engineering Association shall be designated by the Board of Directors as needed. The headquarters office shall be staffed and operated by the Florida Healthcare Engineering Association Executive Director.

## **Article II - Objectives**

- 1** To promote the recognition of the professional role of health care engineers throughout Florida healthcare related facilities or systems as directed by and in unison with ASHE.
- 2** To assist in the professional growth and development of its members.
- 3** To provide a network of effective communications to facilitate the exchange of information, ideas and experiences.
- 4** To provide a variety of educational opportunities through seminars, workshops, business meetings, trade shows and training programs.
- 5** To serve as information resource through newsletters and printed or electronically distributed materials.
- 6** To establish and maintain a high standard of integrity, proficiency, and professionalism in the healthcare engineering field.
- 7** To establish and promote relationships with other professionals of businesses, organizations, or agencies that are related to healthcare engineering.
- 8** To encourage all interested and qualified engineers to become members of the Florida Healthcare Engineering Association.
- 9** To provide an organizational structure at district and state levels.



### **Article III - Official Seal and Trademarks**

- 1** The official seal of the Florida Healthcare Engineering Association shall include an impression of the state of Florida containing the words "Florida Healthcare Engineering Association 1962". The exact details of design for the official seal shall be approved by the Board of Directors.
- 2** The official seal of the Florida Healthcare Engineering Association shall be used only for official business and correspondence of the Association.

### **Article IV – Membership**

- 1** Full membership in this association shall be available to those individuals who are actively employed in a Florida healthcare related facility or system (that provides patient care) and who have supervisory, management or administrative responsibilities for healthcare facility operations. Full members may vote and hold office in the association.
- 2** Associate membership in this association shall be available to those individuals who are actively employed in a Florida healthcare related facility or system (that provides patient care) and who hold positions in departments that relate to healthcare facilities operations such as, but not limited to, plant operations, plant engineering, design/construction, security, safety, clinical engineering or telecommunications. Associate members may not vote and may not hold office in the association.
- 3** Supporting membership in this association shall be available to those individuals who represent firms which provide products and/or services to Florida healthcare facilities, i.e. representatives of manufacturers, vendors, contractors, distributors, registered architects, professional engineer's, consultants are encouraged to hold membership in the American Society of Healthcare Engineering Association. Supporting members may not vote or hold office in the association.
- 4** For the intent and purpose of these Bylaws, a healthcare related facility or system is defined as any healthcare facility or system that is licensed to operate and provide human patient care of any type by the State of Florida. Examples of such facilities include but are not limited to hospitals, medical centers, rehabilitation centers, nursing homes, outpatient centers, cancer treatment centers, Acute Care Long Term Facilities (ACLF), C.O.R.F. units and other healthcare related satellite facilities.
- 5** Voting privileges shall be granted to all members in good standing that meet the requirements of these Bylaws. All eligible voting members must be present to cast their vote with the exception stated in Article VI, Section 13.
- 6** Application for all memberships shall be made in writing on the Florida Healthcare Engineering Association application for membership form or online.

All applications shall be submitted to the FHEA Executive Director. The District officers shall review the application for full and associate members prior to presenting the applicant to the general membership for approval. If requested by the District officers, additional information to determine qualifications must be submitted by the applicant before a membership vote can take place. Upon recommendation of the District officers, the prospective member shall be invited to the next regularly scheduled district meeting. The new member will be recognized and introduced to the district. The district Secretary shall notify the executive director of all new members so the member's name can be added to the official state roster.

**7** Any member in good standing whose job status changes or no longer meets the requirements for membership may continue as a member for the balance of the Association's calendar year.

**8** Any member may at any time submit their resignation from the Association. This resignation shall be in writing and directed to the District Secretary. The District Secretary shall immediately notify the State Secretary of any member's resignation. The State Secretary shall in turn notify the Florida Healthcare Engineering Association executive Director so the member's name can be removed from the official state roster. Resignations from any District office or appointed position shall be directed to the District president. Resignations from any State office or appointed position shall be directed to the State President.

**9** Whenever the Board of Directors deems it for the best interest of the Association and its other members to cancel a membership, it shall have the authority to do so by a majority vote in favor of such action. Before a membership can be canceled, however, the Board shall inform the members of its intentions and reasons and allow the member an opportunity to be heard. Upon such cancellation of membership, all rights and privileges of that member shall automatically cease and desist.

**10** Application for F.H.E.A. "Certified Healthcare Engineer" shall be available to any active member that meets the qualifications as described on the "Certified Healthcare Engineer" requirements on the certification form, which can be found on FHEA.ORG "Forms" page. The Florida Healthcare Engineering Association Certification Program is administered by the Florida Healthcare Engineering Association Certification Committee in accordance with these Bylaws. Any member who holds an active Certified Healthcare Facility Manager (CHFM) designation from the American Society for Healthcare Engineering (ASHE) will not be required to submit the annual documentation to renew their "Certified Healthcare Engineer" status, but they will be required to pay the appropriate fees, and this CHFM member must still attend at least 1/2 of their local District meetings.

**11** Any member of this Association in good standing who retires entirely from the Healthcare Engineering field may be granted a life membership with all rights and privileges of the Association except to hold elected State office. The District granting a life membership by majority vote shall forward the individual's name to

the State Secretary who will in turn notify the Florida Healthcare Engineering Association executive Director. The Executive Director shall in turn execute an appropriate life membership card and certificate.

These documents shall be presented by the District President to the recipient at any District meeting or other retirement ceremonies. Life members in this Association are extended a standing invitation to attend the Florida Healthcare Engineering Association Spring Meeting and State Annual Meeting each year with the registration fee being waived for this occasion. Any member, who retires with an active "Certified Healthcare Engineer" ("CHE") designation, may continue to use this designation as a life member, if they so desire, and they will not be responsible for paying any additional fees to the Florida Healthcare Engineering Association.

## **Article V - State / District Meetings**

- 1** There shall be a spring and state annual meeting of the association within each calendar year. The date, location and agenda for these meetings shall be decided upon by the State President and the State Board of Directors. The Association's Executive Director shall be responsible for making all arrangements for this event. Each year the districts of the association will act as a host for these events on a rotational basis counting downward, i.e. District 4, 3, 2 and 1. The implementation of these event's format shall be the responsibility of the State President.
- 2** Each District shall hold meetings and conduct business on not less than a bimonthly basis. Minutes and activities of these meetings shall be kept on file by each District Secretary. The District Secretary shall forward a copy of the meeting minutes to the State Secretary as soon as possible after the meeting and distribute a copy of the minutes to each District member before the next regularly scheduled meeting.
- 3** Each District shall hold a duly called meeting of its District membership not less than sixty (60) days following the Annual Meeting, at which time members will be informed of the activities conducted at the Annual Meeting. It shall be required that each District Secretary forward a copy of the State meeting minutes to each District member.
- 4** Special State/District meetings of the Association shall be called by the respective President upon request of the Board of Directors or by the respective President when deemed necessary for the good of the Association.
- 5** Roberts Rules of Order Revised shall be complied with at all meetings.

## **Article VI - Elections of State Officers**

- 1 The officers of the Association shall be elected from the membership of the Association at each Annual Meeting. Officers being elected shall be Vice President, Secretary, and Treasurer.
- 2 The current Vice President of the State Association shall automatically move to the office of President of the Association on January 1.
- 3 The term for each elected State Office shall be one (1) full year beginning on January 1 and terminating on December 31 of the same year. Only the Secretary and Treasurer may succeed themselves.
- 4 The office of the State President shall be filled by a member in good standing. The State President shall have been an active member in good standing of the Association for a minimum of three (3) years and shall be on the membership roster of the District scheduled to host the annual meeting. 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 Association during the previous year. The state president shall be a member in good standing of the American Society of Healthcare Engineers (ASHE) for a minimum of two (2) years and will attend the ASHE Leadership Summit held during the ASHE annual conference.
- 5 The office of State Vice President shall be filled by a member in good standing. Since the Vice President, under normal conditions, will assume the following year State President's office he/she shall have been an active member in good standing of the Association for a minimum of two (2) years, and shall be on the membership roster of the District scheduled to host the next future Spring meeting when he/she assumes the President's position. The Vice President shall have served as a District President for a minimum of one (1) term. The vice president shall be a member in good standing of the American Society of Healthcare Engineers (ASHE) for a minimum of one (1) year and will attend the ASHE Leadership Summit held during the ASHE annual conference.
- 6 The office of State Secretary shall be filled by a 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 the American Society of Healthcare Engineers (ASHE)..
- 7 The office of State Treasurer shall be held by a member in good standing. The Treasurer 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 State Representative. The state treasurer shall be a member in good standing of the American Society of Healthcare Engineers (ASHE)..
- 8 The offices of Secretary and Treasurer may be combined into one position with one person performing both functions.

9

The President shall have the authority to appoint any member in good standing to a position that may be needed to facilitate the work of the Association during his/her term in office. Examples of appointed positions could be Chaplain, Sergeant at Arms, Advisor, Historian, etc.

10

The FHEA Office and Executive Director shall hold all Association memorabilia, collected during the District/State meetings such as awards, plaques, flags, or other items, worthy of safekeeping.

11

If any state office shall become vacant, the office may be filled for the remainder of the term of office by an individual who meets the criteria for the office as set forth in these Bylaws and is approved by a majority vote of the Board of Directors. In the case of the Secretary or Treasurer, the office may be filled through appointment by the President. In the event of a vacancy in the office of Vice President, the district which is scheduled to act as host for the next spring meeting shall nominate a qualified individual for board approval. In the event of a vacancy in the office of the President, the district which is hosting the current year's spring meeting shall nominate a qualified individual for board approval. In the event of a vacancy in the office of President, where the Vice President is unable to temporarily assume the President's responsibilities, the immediate Past President will serve as President until the Board of Directors approves a nominee for President for the remainder of the term.

12

In the absence of the President, the Vice President shall perform the duties of the President subject to the provisions of these Bylaws.

13

For the purpose of electing officers, absentee ballots shall be submitted to the State Secretary in advance of the annual session of the business meeting.

## **Article VII - State Officers' Duties**

1

### ***PRESIDENT***

a) The President shall be the executive and administrative officer of the Association.

b) The President shall be a member of the Florida Healthcare Engineering Association Board of Directors.

c) The President shall establish all State Board Committees that may be deemed necessary for the good of the Association. These committees and their appointed members shall be within the scope of this office.

d) The President shall be responsible for the organization and implementation of State Board Meetings, the Spring Meeting, the Annual Meeting and other special State meetings of the Association.



- e)** The President shall submit an annual report to the membership at the Annual Meeting.
- f)** The President shall preside at the Spring Meeting, the Annual Meeting, all Board of Directors Meetings, and all other special meetings of the State Association.
- g)** The President shall serve as ex-officio member on all committees except one formed to investigate the office of the President.
- h)** The President shall have the authority to appoint members in good standing that may be needed to facilitate the work of the Association during his/ her term in office. Examples could be appointments to fill vacancies in the office of State Secretary or Treasurer. Other appointed positions include, but are not limited to, Chaplain, Sergeant at Arms, Advisors, Historian, etc.
- i)** The President shall make presentations of awards, plaques, and certificates of appreciation at the State Annual Meeting.
- j)** The President shall make a sincere effort to attend one meeting of each District other than the District where he is a member during his term of office.
- k)** The President or designee shall make a sincere effort to attend the annual A.S.H.E. Meeting to represent the Florida Healthcare Engineering Association.
- l)** The President shall make a sincere effort to appoint a current Board member to attend memorial services for any active Association member who passes away during his term of office.
- m)** The President shall perform other duties as directed by the Board of Directors as long as they are not in conflict with these Bylaws.

## **2**

### ***VICE PRESIDENT***

- a)** The Vice President shall perform all duties of the President in his/her absence or in the event of a vacancy in the office of the President until such time a new President is elected.
- b)** The Vice President shall serve as an ex-officio officer of the Board of Directors, and shall attend all duly called Board Meetings.
- c)** The Vice President shall be a member of the Florida Healthcare Engineering Association Certification Committee and shall act as the Committee's Chairman.
- d)** The Vice President shall attend the Annual Meeting and all other special meetings of the State Association.
- e)** The Vice President shall perform other duties as directed by the President or Board of Directors as long as they are not in conflict with these Bylaws.

**f)** The vice-president shall submit supportive documentation for the ASHE chapter recognition award.

**g)** Upon leaving office, the Vice President shall relinquish all materials and records pertaining to that office or the Association to the incoming Vice President at the Annual Meeting.

### 3

#### **TREASURER**

**a)** The Treasurer shall be responsible for maintaining a balanced bank account, disburse monies in payment of proper vouchers, and receive all monies due the Association.

**b)** The Treasurer shall present to all Association members an annual report of the financial status of the Association at the Annual Meeting or special meeting, if necessary.

**c)** The Treasurer shall present the financial status of the Association to all Board members at all duly called Board meetings.

**d)** The Treasurer shall give the current financial status of the Association upon the request of the President or the Board of Directors.

**e)** The Treasurer shall serve as an ex-officio officer of the Board of Directors and shall attend all duly called Board meetings.

**f)** The Treasurer shall perform other duties as directed by the President or Board of Directors as long as they are not in conflict with these Bylaws.

**g)** Upon leaving office the Treasurer shall relinquish all materials and records of this office and the Association to the incoming Treasurer.

### 4

#### **SECRETARY**

**a)** The Secretary shall be responsible for recording, documenting, and distributing the minutes of all State Meetings.

**b)** The Secretary shall maintain a current, up-to-date file of all correspondence related to the Association.

**c)** The Secretary shall be responsible for establishing and maintaining a current roster of all members of the Association.

**d)** The Secretary shall serve as an ex-officio officer of the Board of Directors and shall attend all duly called Board meetings.

**e)** The Secretary shall be responsible for the distribution of all prudent Association information to the Executive Director, President, Vice-President, Treasurer, Immediate Past President, State Board members, and to each District Secretary.

f) The Secretary shall perform other duties as assigned by the President or the Board of Directors as long as they are not in conflict with these Bylaws.

g) Upon leaving office the Secretary shall relinquish all materials and records of this office and the Association to the incoming Secretary.

## 5

### ***IMMEDIATE PAST PRESIDENT***

a) The Immediate Past President shall serve as an ex-officio officer of the Board of Directors, and shall attend all duly called Board Meetings.

b) The Immediate Past President shall be a member of the Florida Healthcare Engineering Association Scholarship Committee and shall act as the Committee's Chairman.

c) The Immediate Past President shall attend the annual Meeting and all other special meetings of the State Association.

d) The Immediate Past President shall perform other duties as directed by the President or Board of Directors as long as they are not in conflict with these Bylaws.

e) Upon leaving office, the Past President shall relinquish all materials and records pertaining to that office or the Association to the incoming President at the Annual Meeting.

## 6

### ***BOARD OF DIRECTORS***

a) The executive power of the Association shall be vested in the Board of Directors who shall have charge of the property and management of the affairs of the Association, and shall have the power and authority to do and perform all actions and functions as long as they are not inconsistent with the Bylaws of the Association.

b) The Board of Directors shall consist of the State President who will chair this Board, the State Vice President who will chair the Board of Certification, the State Secretary, the State Treasurer, and the Immediate Past President, each District President, and one (1) Representative from each District who will also be members of the Board of Certification.

c) If an office of the Board of Directors other than a District Representative becomes vacant between the Annual Meetings, such office may be filled by the President, or by the Board of Directors in accordance with Article VI, Section 11, of these Bylaws.

d) A majority of the Board of Directors in attendance at duly called Board meetings shall constitute a quorum and a majority vote of those members in attendance is required to carry a motion.

## Article VIII - Executive Director

- 1** The Board of Directors shall determine if it is necessary for the Association to contract with an individual or company to provide various administrative functions.
- 2** If the Board of Directors determines a paid contract is required to carry out various administrative functions of the Association, it is the Board's responsibility to select an individual or company and negotiate the terms and conditions of a contract.
- 3** If an individual is selected to provide administrative services to the F.H.E.A., he/she is titled the F.H.E.A. Executive Director.
- 4** The length of a contract for administrative services shall be one (1) year beginning February 1st of each year, and ending January 31<sup>st</sup> of each year. The contract shall also contain a clause that allows for termination for any reason after 90 days.
- 5** All records, documents, correspondence, etc., generated, maintained, or in the possession of the individual or company providing administrative services to the Florida Healthcare Engineering Association shall remain the property of Florida Healthcare Engineering Association and shall be turned over to the Board of Directors at their request.
- 6** An Executive Director of the Florida Healthcare Engineering Association shall not be a member of the Florida Healthcare Engineering Association, he/she shall, however, represent the Florida Healthcare Engineering Association with administrative authority as approved by the Board of Directors.
- 7** Administrative services provided to the Florida Healthcare Engineering Association should include, but are not limited to, the following services.
  - a)** Maintenance of a permanent F.H.E.A. office which shall be the Association's Headquarters.
  - b)** Maintenance of F.H.E.A. 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 F.H.E.A. Whistle" (four issues) on fhea.org.
  - e)** Arrangements, coordination, and attendance for all Board of Directors meetings.
  - f)** Arrangements, coordination, and attendance for the spring educational meeting.

**g)** Arrangements, coordination, and attendance for the Annual Meeting and Trade Show including exhibitor solicitation, records of participation, etc.

**h)** Liaison to the Florida Healthcare Association as to activities, programs, reports, etc., that are of specific concern and interest to the F.H.E.A.

**i)** Public relations/media activities.

**j)** Placement services.

**k)** Financial services (as directed and authorized by the Board of Directors).

**l)** Obtaining liability insurance when needed for meetings in public facilities.

**m)** Obtaining various awards, plaques, certificates, etc. for F.H.E.A. use.

**n)** Receive and coordinate the processing of all applications for certification.

## **Article IX - Membership Dues**

**1** The dues structure of this Association shall be reviewed by the Board Directors each fiscal year before the Annual Meeting. If no changes of dues are proposed by the Board of Directors the dues structure shall remain unchanged and in effect for the next fiscal year. If a dues change is proposed by the Board of Directors, the proposed change shall be presented at the Annual Meeting and shall be voted on by the Association's membership. A two-thirds (2/3) majority affirmative vote of the members present is required to approve a change.

**2** 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>.

**3** 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 active membership roster of the Association.

**4** Any Association member whose name has been removed from the active membership roster and wishes to rejoin the Association shall be required to reapply for membership as a new member. All criteria for new membership shall apply.

**5** Dues paid after May 1<sup>st</sup> of the current calendar year for new membership shall be one-half (1/2) of the annual required dues.

6

The fiscal year of this Association shall commence February 1<sup>st</sup> – January 31<sup>st</sup>.

### Article X - State Awards

1

The Association's Executive Director or designee shall cause to be made a suitable, inscribed plaque of uniform size and design in addition to acquiring the Official State Ring of which shall be presented to the State President upon leaving office. The plaque and ring shall be presented by the succeeding President at the Annual Meeting.

2

The Association's Executive Director or designee shall cause to be made a suitable, inscribed plaque of uniform size and design of which will be awarded to the Association's member voted to receive the title "ENGINEER OF THE YEAR". In addition to the plaque, the "ENGINEER OF THE YEAR" shall receive a check from the Association. The amount of the check shall be based on the fixed rate of one (1) dollar per paid active member as of May 1<sup>st</sup> of the current year. This award shall be presented to the recipient by the State President at the Annual Meeting.

3

The Association's Executive Director or designee shall cause to be made a suitable, inscribed plaque of uniform size and design for the outgoing Secretary and Treasurer. These plaques will be presented by the State President at the Annual Meeting.

4

The Association's Executive Director or designee shall cause to be made suitable inscribed certificates of appreciation for all Board Members, Committee Members, Appointees, and others as appropriate. These certificates will be presented by the State President at the Annual Meeting or other appropriate ceremony.

### Article XI - District Elections

1

**a)** The roster of each District shall be elected from the active membership roster of that District.

**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.

**c)** The District Election of Officers shall be no later than September 30<sup>th</sup> of each calendar year.

**d)** A slate of the new District Officers shall be presented at the Association's Annual Meeting by the current District President or designee. This shall occur when the District Annual Report is given at the Annual meeting.

**e)** Incoming District Officers shall assume their duties and responsibilities January 1<sup>st</sup> of the calendar year.

## 2

### **a) DISTRICT PRESIDENT**

This office shall be filled by an active member in good standing for a minimum of two (2) consecutive years. Their record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous two (2) calendar years.

### **b) DISTRICT VICE PRESIDENT**

Since the Vice President under normal conditions will assume the District President's office the following year, he/she shall have been an active member in good standing for a minimum of one (1) full year. Their record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous calendar year.

### **c) DISTRICT SECRETARY**

He/she shall have been a member in good standing for a minimum of one (1) full year. His/her record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous calendar year.

### **d) DISTRICT TREASURER**

He/she shall have been an active member in good standing for a minimum of one (1) full year. His/her record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous calendar year.

### **e) SECRETARY/TREASURER**

The offices of Secretary and Treasurer may be combined into one position with one performing both functions.

**f)** 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 calendar year. 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.

## **Article XII - District Officers' Duties**

### **1**

#### ***DISTRICT PRESIDENT***

- a)** The District President shall preside at all District Meetings and is an ex- officio member of all District Committees.
- b)** The District president shall be responsible in appointing all District Committee that are deemed necessary.
- c)** The District President shall be responsible in arranging all District Meeting places on at least a bimonthly basis.
- d)** The District President shall be responsible to assure that all District officers perform their respective duties.
- e)** The District President shall be responsible for giving the Annual Report of the District activities at the Annual Association's Meeting including the presentation of new District officers.
- f)** The District President shall serve on the Board of Directors of the State Association.
- g)** Upon leaving office, the District President shall relinquish all materials and records pertaining to that office or the Association to the incoming President of the District.

### **2**

#### ***DISTRICT VICE PRESIDENT***

- a)** The District Vice President shall perform all duties of the President in his/her absence.
- b)** The District Vice President shall be the direct successor to the presiding President upon the completion, termination, or resignation of said District's President's tenure in office.
- c)** The District Vice President shall conduct other duties as assigned by the President.
- d)** Upon leaving office, the District Vice President shall relinquish all materials and records pertaining to that office or the Association to the incoming Vice President.

### **3**

#### ***DISTRICT SECRETARY***

- a)** The District Secretary shall be responsible for recording, documenting, and distributing the minutes of District Meetings to all District members and the State Secretary, before the next regularly scheduled District Meeting.



**b)** The District Secretary shall be responsible for keeping and maintaining a current roster of all members of the District, and to assure the Executive Director is furnished a copy.

**c)** The District Secretary shall maintain an up-to-date file on all correspondence relating to the District or the Association.

**d)** The District Secretary shall be responsible for the distribution of all District or State information to the District's general membership.

**e)** The District Secretary shall conduct other Secretarial duties as assigned by the President.

**f)** Upon leaving office, the District Secretary shall relinquish all materials and records pertaining to that office or the Association to the incoming Secretary.

## **4**

### ***DISTRICT TREASURER***

**a)** The District Treasurer shall be responsible for all financial affairs that occur within the District.

**b)** The District Treasurer shall present a financial report at each District Meeting.

**c)** The District Treasurer and two appointed auditors will conduct a financial self-audit once a year. This financial audit shall be completed no later than 30 days prior to the FHEA spring board meeting. The results of this self-audit will be presented at the spring board meeting.

**d)** The District Treasurer shall be responsible for maintaining a balanced bank account, dispersing monies in payment of proper vouchers and collecting all monies due the District.

**e)** Upon leaving office, the District Treasurer shall relinquish all materials and records pertaining to that office or the Association to the incoming Treasurer.

## **5**

### ***STATE BOARD APPOINTEE, DISTRICT REPRESENTATIVE***

**a)** The District President shall appoint one (1) member in good standing within the District to the State Board of Directors. The individual appointed shall represent their District at all duly called meetings of the State Board of Directors.

**b)** Each District Representative shall serve as a member of the Florida Healthcare Engineering Association Board of Certification.

## **6**

### ***ALTERNATIVES***

**a)** In the event any District Officer or State Board Representative is temporarily unable to attend duly called meetings, an alternate may be appointed by the District President.

### **Article XIII – Boundaries**

- 1** The State Association shall be divided into geographic areas. The District boundaries shall be established by the Board of Directors.
- 2** The District boundaries shall be defined on a relief map which shall be provided in the appendix section of these Bylaws.
- 3** Each member of the Association will be registered on the roster of the active District in which the hospital is located. However, members of the Association whose hospital is near the District boundaries may elect to be a member of either District. An affirmative vote is required by the District applied to.
- 4** An active District is defined as one which meets the requirements of these Bylaws.

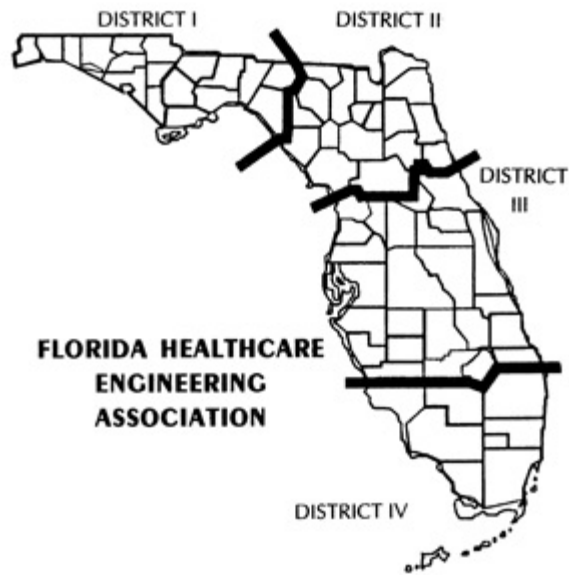
### **Article XIV - Reimbursements**

- 1** The Association shall pay all reasonable expenditures incurred by the Florida Healthcare Engineering Association Executive Director and staff, State President, Vice President, Secretary/Treasurer, or other State Board Members to include all voted and or appointed positions while officially representing the Association at sanctioned functions. Such expenditures shall be submitted for reimbursement, in writing on the appropriate form and approved by the State President and Treasurer before payment can be rendered. Specific information concerning reimbursements can be found in S.O.P 001 and the reimbursement form.

### **Article XV - Bylaws Amendments**

- 1** These bylaws may be amended at any Annual Meeting or special called meeting by an affirmative vote of two-thirds (2/3) of the members present providing the proposed written amendment was approved by not less than five (5) members of the Association and filed with the State Secretary at least Fifteen (15) days prior to the Annual Meeting or special called meeting. The Secretary shall cause notice of such proposed amendment and the amendment given to the general membership of the Association not less than ten (10) days prior to the Annual Meeting or special called meeting.
- 2** The President shall present the proposed amendment(s) to the Association membership for action at the Annual Meeting.
- 3** An annual review of the FHEA Bylaws will be completed by the State Board of Directors. The President shall appoint a Board Committee to draft and submit any

suggested amendments to the Bylaws in accordance with the procedures set forth in Article XV Section 1 of the Bylaws.



The Florida Healthcare Engineering Association is divided organizationally into four districts to serve its members. Each district conducts a number of programs, meetings and social activities.

<b>DISTRICT I</b>	<b>DISTRICT II</b>	<b>DISTRICT III</b>
Bay	Alachua	Brevard
Calhoun	Baker	Charlotte
Escambia	Bradford	Citrus
Franklin	Clay	DeSoto
Gadsden	Columbia	Glades
Gulf	Duval	Hardee
Holmes	Dixie	Hernando
Jackson	Flagler	Highland
Jefferson	Gilchrist	Hillsborough
Leon	Hamilton	Indian River
Liberty	Lafayette	Lake
Madison	Levy	Manatee
Okaloosa	Marion	Martin
Santa Rosa	Nassau	Okeechobee
Taylor	Putnam	Orange
Wakulla	Saint Johns	Osceola
Walton	Suwannee	Pasco
Washington	Union	Pinellas
		Polk
		Saint Lucie
		Sarasota
		Seminole
		Sumter
		Volusia
<b>DISTRICT IV</b>		
Broward	Hendry	
Collier	Lee	
Dade	Monroe	
	Palm Beach	

Revised and reviewed by Don Stewart FHEA Chairman of the By-Laws Committee  
September 2018