

BYLAWS

MICHIGAN HOUSEKEEPING COUNCIL

(MHC)

Version 2009

ARTICLE I - Name and Purpose

Section 1. Name:

The Name of this state-wide nonprofit organization shall be the Michigan Housekeeping Council, here-in after known as The Council.

Section 2. Purpose and Objectives:

The Council was created for educational purposes and is a non-profit organization. The main objective shall be to promote better patient care through improved housekeeping practices by:

- A. Encouraging and assisting its members to develop their knowledge of health care housekeeping principles.
- B. Conducting regular meetings, conferences and educational programs.
- C. Promoting communication between the Council, the Michigan Health & Hospital Association (MHA) and related organizations.
- D. Promoting the professional development and recognition of the Council and its members.

ARTICLE II - Membership, Dues and Voting Privileges

Section 1. Professional Membership

Professional membership in the Council shall include persons employed by Michigan health care facilities with administrative, managerial or supervisory responsibilities in the hospital's Housekeeping or Environmental Services department. Health care facilities include but are not limited to tertiary care, ancillary care, acute care, or extended care facilities or physician occupied professional buildings. Specifically excluded from professional membership or participation in Council activities are contract cleaning managers or their representatives.

Section 2. Associate Membership

Associate membership includes all others that cannot be included as professional members. This includes individuals who work with or call on healthcare institutions or organizations that do not have direct healthcare related responsibilities and are typically not employees of a healthcare institution or organization. Associate members may participate in meetings of the general membership but shall not have voting privileges.

Section 3. Honorary Membership

By a majority vote of the Council Board, a person may be granted honorary membership in the Michigan Housekeeping Council. Honorary membership is generally reserved for retirees who have served the Council or for others who have made a special contribution to the Council or the Housekeeping profession. No dues will be assessed to honorary members.

Section 4. Dues:

Annual dues shall be assessed and established by the Council Board. Dues shall be payable by December 31 of each year. The State Membership Chairperson shall collect and process dues.

Section 5. Voting Privileges

Professional members are entitled to vote for Council board member. Members are encouraged to nominate other Council members or volunteer themselves for officer positions. Professional members may also vote on proposed amendments or changes to the BYLAWS (See ARTICLE VI, Section 1. Amendments).

ARTICLE III - Council Board and Officers

Section 1. Council Board:

The Council Board of the Michigan Housekeeping Council shall consist of a President, President Elect, Treasurer, Secretary and the immediate Past President. The Council Board's representative's terms of office shall be two (2) years. The President, President Elect, Treasurer and Secretary shall be elected at the board meeting prior to the annual seminar and shall be presented to the membership at the annual businesses meeting by the out-going President. The term of President Elect is actually six (6) years, as progression to President and Past President is automatic. The term of office for Treasurer and Secretary is two (2) years and re-election to the same office or a different office is allowable. The duties of the Council Board will be to develop policies, conduct the business of the Council, install the President Eject, Treasurer and Secretary and to provide direction to the standing and special committees.

Section 2. President and President Elect:

The President Eject will automatically become the President at the Council's annual business meeting (bi-annually). The President shall be the executive officer of the Council and shall preside at all meetings of The Council Board and of the general membership. The President shall appoint all special committees and shall serve as the liaison between The Council and the MHA and other affiliated organizations.

The President Elect shall preside at meetings in the absence of the President; shall chair the Nominating Committee; and shall assume such duties as assigned by the President. The President Elect shall complete the un-expired term if the President leaves office.

Section 3. Treasurer

The Treasurer shall be the financial officer of The Council; receive, disburse and account for all funds and serve as a member of the Finance Committee. The Treasurer shall maintain a bank account(s) in the name of the Council and shall disburse funds in accordance with procedures established by the Finance Committee. The Treasurer shall promptly turn over all records to his/her successor at the completion of his/her term of office.

Section 4. Secretary:

The Secretary shall be the recording officer of the Council and shall act as the corresponding secretary at the discretion of the President and Council Board. The Secretary shall maintain all records and minutes other than those delegated to the Treasurer and the Membership Chair-person.

ARTICLE IV - Meetings

Section 1. Meetings of the Council Board:

Meetings of The Council Board shall be held quarterly (at least four (4) times annually) or at the call of the President or at the request of a majority of The Council Board. A quorum shall consist of representation of at least six (6) Council board members. There shall be an annual meeting of the Council membership on a date fixed by the Council Board with notification being sent to all members a minimum of two (2) months in advance of the meeting.

The standard agenda for the annual meeting will include:

- A. Educational Programs
- B. Transaction of council business and committee reports
- C. Introduction of new Council Board members
- D. Installation of Council Board officers and committee chair-persons
- E. Nominations for Council officers

Section 2. National Conferences:

The Council Board will send two (2) of its members annually to a national, housekeeping industry conference in order to obtain information to benefit the general membership. Travel, lodging and conference registration fees will be provided for by the council's state fund.

ARTICLE V - Committees and Chairpersons

Section 1. Standing Committees'

A. Nominating Committee

The President Elect shall be the Chairperson of the Nominating Committee whose function it is to solicit candidates for Council offices and to present a slate of one or more candidates to the Council Board at least thirty (30) days prior to the annual meeting. Nominations can be made to the President Elect at any time prior to the next election date and will be solicited from the floor at the annual membership meetings.

B. Bylaws Committee

The immediate Past President shall be the Chairperson of the Bylaws Committee whose function shall be to:

1. Be familiar with the Bylaws and their content.
2. Make recommendations to the Council Board and to the general membership regarding bylaws appropriateness and interpretation.
3. Shall serve as parliamentarian, resolving any disputes regarding interpretation of the bylaws.

Section 2. Appointed/Voluntary Chairpersons:

Additional committee chairpersons shall be appointed by the President with the approval of the Council Board.

A. Membership Chairperson

The function of the Membership Chairperson shall be:

- To keep current and accurate records of membership.
- To acknowledge new members with a letter of welcome and membership plaque.
- Collect and process membership dues and forward monies to the Council Treasurer.
- To update and maintain a mass-mailing list, and professional membership mailing list for the purposes of newsletter routing and information sharing.

B. Newsletter Committee

The President shall appoint a member who will serve as the Newsletter Chairperson Responsibilities shall be to:

Solicit and assemble appropriate news and information from the membership.

Publish a newsletter at least four (4) times annually.

Promote communications between the Council Board, and related organizations.

C. Annual Program Chairperson

The annual program will be in connection with the MiSHE Annual Conference. Two professional members shall be asked to serve on the planning committee. Their responsibilities will be to assist in planning and conducting programs of interest and value to MHC membership. The program will be held in conjunction with the annual general membership meeting of the Council each year.

D. National Health care Environmental Services Week

The President shall appoint a chairperson whose responsibility it will be to accumulate proclamations and pronouncements of National Healthcare Environmental Services Week. The chairperson will gather and distribute to the membership ideas for activities and recognition which promote the housekeeping profession.

ARTICLE VI - Bylaws

Section 1. Amendments

The affirmative vote of two thirds of the membership present shall be required to amend these bylaws.

Notice of proposed amendments shall be sent to the membership at least thirty (30) days prior to the meeting at which the proposed change will be voted on. If a vote does not occur, at the end of one year and if there are no objections, the bylaws posted will become the de facto bylaws.

Section 2. Voting by Mail or Fax

At the discretion of the Council Board, such a vote can be conducted via mail or facsimile machine. Notice of the proposed amendment shall be sent to the membership who will have thirty days to return their ballot to the designated official (the immediate Past President) Ballots received after the thirtieth day will not be tabulated.

Section 3. MHA

The Michigan Health & Hospital Association will be provided with a copy of the current bylaws.

ARTICLE VII - Dissolution

Section 1:

Upon the dissolution of MEHC, assets shall be distributed to an exempt organization, MiSHE (Michigan Society for Healthcare Engineering), within the meaning of IRS 501 code, or the corresponding section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the association is located.