

# MiSHE Member's Handbook

Revised: June 2016

## ALL MEMBERS

### Bylaws

It is the responsibility of every member to read and understand the MiSHE Bylaws.

### Categories of Membership

- Professional Member
- Associate Member
- Life Member
- Honorary Member
- Regulatory Member
- Educator/Student/Mentor Member

### Member In Good Standing

A member in "Good Standing" is considered to be a member that:

1. Pays dues before the end of the first quarter (approximately 90 days after the first of the year).
2. Continues to pay dues, uninterrupted, from the time they become a member. Has not been previously expelled from this Society (including regional chapters and affiliates)
3. Retires after a minimum of 10 years of Professional membership (a requirement for Lifetime Membership)

### Communication

Members are strongly encouraged to share in regional chapter meetings that are both face-to-face and electronic. The best opportunity to network is at the MiSHE Annual Conference.

Members are also required to maintain professionalism and courteousness when communicating with other members within and outside the membership of MiSHE.

### Participation

Members are strongly encouraged to participate in regional meetings, events, workshops, and the Annual Conference. Members should mark their calendars and make every effort to participate in the activities and networking sessions that often enhance knowledge to bolster management effectiveness. Participating also affords the opportunity to identify pools of knowledge that can be tapped in the future.

Members should attend a minimum of two regional chapter meetings and participate in the Annual Conference each year.

# ASSOCIATE MEMBER

## Associate Membership

This section applies to Associate Members and any member who is soliciting or providing services or goods to MiSHE members. Associate membership is defined in the bylaws and is generally considered to be any member supplying products or services to the MiSHE members. Associate membership may be limited to 49% of MiSHE membership. In the event Associate membership has reached the maximum percentage allowed, associate applicants will be admitted by the MiSHE board.

### *Board Representation*

Two Associate members represent all other Associate members on the MiSHE board. The term of office for each Associate member on the MiSHE Board is two years. Terms of office are staggered; one Associate member is replaced each year. Associate nominations are preferred to be taken from regional chapters that are not “currently” represented. Nominations for Associate members to the MiSHE board are requested each year and are chosen by the setting MiSHE Board. Nominations can be submitted to the MiSHE office and must include: Name, title, company, product or service, and a personal biography.

### *Sponsorship*

Associate members agree to sponsor MiSHE activities. Sponsorship opportunities are provided at various times and will be announced with the activity. Conference sponsorships are announced as part of the conference each year.

Additions or changes to allowable signage, attendance at meetings or other participation requirements must be approved by MiSHE.

Payment is due upon receipt of the billing invoice.

### *Code Of Ethics*

All Associates must adhere to Associate Member Code of Ethics. Each Associate member should conduct himself or herself in accordance with this Code of Ethics. Member standing in MiSHE will be based on complying with this Code of Ethics. Each Associate Member will:

1. Conduct himself or herself in a professional and respectful demeanor, treating other members with dignity and respect.
2. Maintain a high level of honesty and fairness.
3. Refrain from unprofessional communication tactics.
4. Refrain from overly aggressive sales and marketing strategies.
5. Avoid sales practices or comments that would cause other members discomfort.
6. Refrain from offering individual MiSHE members personal gifts or inducements to do business.

As an Associate Member, how you involve yourself and your company in providing products or services to MiSHE members, is important to how relationships are developed and

maintained. This section is provided to you as a guide for interaction and to assist you in your effort to offer your knowledge, products or services. You are encouraged to interact with MiSHE members who work to provide healthcare facilities with a safe environment for patients, visitors, and staff. Your ability to assist with this mission is both needed and appreciated.

To assist you in your effort to offer knowledge, products or services:

1. Become involved and support your regional MiSHE chapter (WM, SE, EC, NC, UP and MAHE). As an Associate Member, you have the opportunity to join more than one regional chapter. Get to know your chapter members personally. Be willing to support your local chapter in meeting their goals. Your first efforts should always be to support MiSHE; not profit from your membership.

- Attend regional chapter meetings, regularly and participate in the educational programs, seminars, and social events that are offered.
- Pay your dues and volunteer to sponsor other Professional members they are not being reimbursed by their healthcare organizations.
- Work to bring new members to the association. When calling on healthcare institutions, encourage MiSHE membership. Assist with membership campaigns. Be familiar with the membership categories in the bylaws and be able to discuss membership requirements.
- Volunteer to sponsor guests (and related costs) at meetings and volunteer to transport new members to and from meetings and other events.
- Volunteer to host meetings; sponsor host locations; offer media and equipment to use at meetings; and support your regional chapter by volunteering to be on committee's as the need arises.

2. Support MiSHE by purchasing a vendor booth(s).

- Attend the MiSHE Annual Conference as a participant or an exhibitor. It is highly recommended that your company purchase a Vendor booth(s). Your purchase of a booth(s) helps to support MiSHE. Having a presence at the Annual Conference also affords you the opportunity to display your products and services to many Professional members.
- Be ready to provide educational presentations or sponsor other "expert" speakers that can talk about the products and services you represent. Presentations should not be "sales presentations." Presentations represent you and your company and tend to place your company at the top of the list of companies that a facility manager would go to first.

3. Use common business courtesy in any involvement and interaction with MiSHE Members. Your efforts should always be conducted in a manner that assists MiSHE members to make better decisions for healthcare. Your role is to help and assist. To that extent, you should always be a resource for products or services.

You are always encouraged to think innovatively; get involved; provide feedback; and share successful strategies to better MiSHE!