



CHARTER OF THE  
ASSOCIATION FOR HEALTHCARE ENVIRONMENT  
OF THE  
AMERICAN HOSPITAL ASSOCIATION

ARTICLE 1 NAME AND PURPOSE

The name of the Professional Membership Group (PMG) shall be the Association for HealthCare Environment ("AHE"), an operating unit of the American Hospital Association

AHE supports and advances the vision of the AHA: just society of healthy communities where all individuals reach their highest potential for health and well-being. AHE represents, provides a primary professional, technical, and administrative resource for the AHA in formulating policy, determining programming, and fulfilling the AHA's mission in influencing the public, legislation, and regulations.

AHE functions as a PMG of the AHA operating in accordance with this Charter and AHA policies and procedures including the AHA PMG Framework, subject to the discretion of AHA Leadership.

ARTICLE 2 – AHE MEMBERSHIP

Section 1. Eligibility: Membership in AHE is open to professionals in the health care field who support AHE's vision, goals and objectives provided that AHE may, grant, terminate or withhold membership at its discretion in consultation with the Membership Committee and AHA. A member in each membership type, with the exception of the membership types may serve on action teams, vote if a vote is taken and hold office in accordance with this Charter.

a. Professional Active Member (PAM). PAM membership shall be held by an individual employed in a health care facility (i.e. organization that provides patient care such as an acute care hospital, long-term care, ambulatory care center) or directing environmental services operations.

b. Ally Member(ALLY)Ally membership shall be available to non environmental services practitioners employed full time in a health care facility ~~have~~ an interest in the care of the health care environment. This may include but is not limited to professionals in facilities and support services, nursing, infection prevention, human resources, risk management and quality

c. Associate Member(ASC)ASC membership shall be available to an individual employed by a company or organization other than a health care facility ~~individual~~ has a demonstrated interest in environmental services operations at health care facilities ~~for~~ example,ASC members may provide PAM members with professional, technical, consulting services and/or products. This may include personnel from health care manufacturers and suppliers, distribution companies, societies and associations, foundations, ~~corporations,~~ academic institutions, commercial firms, agencies or organizations and other corporate level professionals

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b. Suspension or Expulsion Any member may be suspended or expelled for cause upon majority vote of the Advisory Board. The member has the right to submit a written appeal to the Advisory Board no more than thirty (30) days after notification of suspension or expulsion stating why they believe their membership should be reinstated. By a majority vote, the Advisory Board will either decide to uphold the decision or reinstate the member. For purposes of this subparagraph, the term "for cause" shall include, but not be limited to, any of the following:

- Any violation of this Charter, the AHE code of professional conduct, or the policies and procedures established by the AHA.
- Any conduct on the part of the member which the AHA or Advisory Board believes is prejudicial to the interests and welfare of AHA including AHE and its members

c. Loss of Eligibility Should a member no longer meet the membership eligibility in their current AHE member category, the member shall retain membership status and privileges until the current membership eligibility expires.

b. Members seeking nomination must be AHE members in good standing at the time of application and appointment. A member is in good standing when the member meets all membership eligibility requirements and is current on AHE dues payments for the preceding twelve (12) months.

Section 3. Appointment and Term.

a. Appointment. AHE members will be notified about open Advisory Board seats by membership category and given application steps. The Nominations Committee will review the applications, vet and select the new Advisory Board member(s) and notify the Advisory Board.

b. Term. At-Large and Industry Liaison Advisory Board members shall serve three-year terms. An At-Large Advisory Board member who has served two full consecutive terms shall not be eligible to re-apply for nomination until one (1) year has passed. Any Industry Liaison Advisory Board member who has served one-term will not be eligible for reapplication for nomination until 3 years have passed.

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The Chair Elect shall be elected by simple majority of the sitting Advisory Board members, excepting those Advisory Board members who are candidates running for Chair.

Absentee voting will be permitted. The absentee ballot shall be submitted to the Executive Director in advance of the confidential ballot being cast. In the event of a tie vote, the Advisory Board shall cast one additional confidential ballot. If the tie is not broken, the final determination shall be made by the sitting Chair.

The term of the Chair and Chair Elect is two years, and the term of the Past Chair is one year.

Section 4. Forfeiture and Removal. Advisory Board leaders shall automatically forfeit their role if their AHE membership terminates pursuant to Article 2, Section 2. Such leaders are subject to removal from their leadership role for failure to fulfill the duties of the role by two thirds vote of AHE's Advisory Board.

Section 5. Duties. The Chair shall preside over all meetings of the Advisory Board. The Chair Elect shall perform the duties of the role of the Chair whenever the Chair is unable to do so.

Section 6. Vacancies. If the role of Chair becomes vacant, the Chair Elect shall immediately become Chair for the duration of the unexpired term and shall continue to serve as Chair for the subsequent term. If the role of Chair Elect becomes vacant, the person who received the next highest number of votes for Chair Elect in the most recent previous election shall become Chair Elect. At AHE's next regular election, a Chair Elect shall be elected in accordance with the provisions of this Charter.

Section 7. Other Support. AHA may appoint members of its staff to undertake roles assigned to them by AHA to support the Advisory Board.

## ARTICLE 5 CONFLICTS OF INTEREST OF ADVISORY BOARD MEMBERS AND LEADERS

Advisory Board members shall disclose, in accordance with the AHA PMG Framework and AHA policies, any interest that is or might result in a conflict of interest or appearance of a conflict of interest and shall otherwise comply with such framework and policies in mitigating any actual or perceived conflict. Unresolved conflicts may result in suspension or removal from the Advisory Board as determined by the AHA.

## ARTICLE 6 - COMMITTEES, OTHER GROUPS AND ACTION TEAMS

AHE shall have an Executive Committee as set forth in the AHA's PMG Framework.

AHE shall also have a Nominations Committee composed of the three most immediate past

consultation with the Executive Committee. The AHE Executive Director, in consultation with the Executive Committee, may appoint and remove the ~~Nations~~ Nations Committee chair.

Other groups and action teams may be established and disestablished by the Chair, subject