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| Date: May 4, 1992   | Categorization and Attributes of Membership |
| Issue: Membership   |                                             |
| Reviewed: June 2026 | D-2.1                                       |

### 1.0 Purpose:

- 1.1 To define the responsibilities within the Society for membership categorization.
- 1.2 Provide the criteria for categorization of membership consistent with the Bylaws, but further clarified to reflect the current Canadian healthcare engineering environment.

### 2.0 Definitions:

- 2.1 Healthcare Facility – includes a site(s), group(s) or region(s) which may include hospitals, nursing homes, long-term care, outpatient, support services or research facilities (consistent with the Bylaws).

### 3.0 Policy:

3.1 Applicants for membership in the Canadian Healthcare Engineering Society will be categorized according to their involvement in the delivery of healthcare engineering according to the Bylaw, Article 4, and the following clarifications.

3.2 Current members whose role has changed shall notify the National Office immediately upon their change in employment status.

- 3.2.1 Where an individual has retired or is no longer an employee of the employer, the last date which they are paid shall be the date that their Membership status changes.

3.3 Changes in membership category can have an effect on benefits and eligibility for Board and Chapter positions. Refer to the bylaws and policy when this is encountered.

### 4.0 Procedure:

4.1 REGULAR MEMBERSHIP (consistent with the bylaw):

- 4.1.1 Individuals actively and directly employed by a healthcare facility; or
- 4.1.2 An individual hired via a contracted service provider and employed exclusively to provide service and support to healthcare facilities; or
- 4.1.3 Technical, operations and engineering staff a) embedded within a healthcare facility and b) exclusively retained for a healthcare facility under a contract arrangement. Eligibility is restricted to individuals whose primary job duties involve the physical maintenance, compliance, and operational technology of the building infrastructure,

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and explicitly excludes off-site corporate, legal, or financial executives of the partner consortium; or

- 4.1.4 Federal or provincial healthcare ministry, department, health authority or agency regularly providing service and support to healthcare facilities. (for example, provincial department who deliver healthcare projects, procurement team working on healthcare engineering related services, centralized energy services group)

**4.2 STUDENT MEMBERSHIP:** It is understood that Student members will include those in a college, university or a formal course of study which leads to either a diploma, degree or a provincially recognized trade license.

- 4.2.1 Individuals are understood to be primarily focused on their coursework, and any employment is subordinate to their studies, or engagement or employment in a cooperative work program is limited to that which the course of study requires.
- 4.2.2 Individuals taking courses which support a professional certification designation, not covered under 4.2, are not considered students.

**4.3 ASSOCIATE MEMBERSHIP** It is understood that Associate members will include individual employed in a role as described in the Bylaws:

- 4.3.1 as an architect, consulting engineer, healthcare planner, or other healthcare consultants in private practice whose assignments may, on occasion, include the application of healthcare engineering;
- 4.3.2 by a business or organization supplying engineering equipment, materials, and/or services to the healthcare industry or healthcare facilities;
- 4.3.3 by government or non-governmental agency which interacts on occasion with healthcare facilities and healthcare agencies regarding the application of healthcare engineering (for example, provincial department who deliver healthcare projects, procurement team working on healthcare engineering related services, centralized energy services group,

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4.3.4 any other related discipline, by a non-healthcare organization (e.g. university, property management company) who shares common interests regarding healthcare engineering.

- 4.4 CORPORATE MEMBERSHIP: It is understood that Corporate members can join as a group of Associate members who provide service as described in the Bylaws, Article 4 and described in 4.3. Corporate membership includes one “parent” or main contact (voting) and up to three sub-members (non-voting).
- 4.5 EMERITUS – Consult Bylaws Article 4.
- 4.6 LIFETIME – Consult Bylaws Article 4. Lifetime membership is also provided as part of the Hans Burgers Award.
- 4.7 HONORARY – Consult Bylaws Article 4.

## 5.0 Procedure:

5.1 Effective date of Membership status change:

- 5.1.1 When an individual remains on the employer’s payroll, through some form of salary continuance or pre-retirement leave, their Membership status would change at the end of being on the payroll.
  - 5.1.1.1 For purposes of Membership status, where an individual has only their benefits extended, and not on any form of salary continuance, that period of time does not mean they are on the employer’s payroll.

Approved: 9/22/2026