**ARTICLE I**

**NAME**

The name of this organization shall be the Kansas Society for Healthcare Central Service

Professionals , herein referred to as Chapter or KSHCSP.

**ARTICLE II**

**AFFILIATION**

 1. This Chapter shall have a direct affiliation with the Kansas Hospital

Association (KHA)

 2. This Chapter shall maintain its affiliation with the International Association of

Healthcare Central Service Materiel Management and abide by their

Requirements for Affiliation and that affiliation is limited to one national

organization.

 3. Affiliation agreement may be terminated by either organization after submitting a

ninety days written notice.

 4. All Board members of this Chapter shall be members of the International

Association of Healthcare Central Service Materiel Management as a part of our

affiliation agreement. The KSHCSP shall insure payment of said dues for all Board Members.

**ARTICLE III**

**OBJECTIVES AND MISSION STATEMENT**

The purpose and objectives of the chapter shall be:

1. To advance the improvement of Central Service/Sterile Processing through the development

of efficient, effective, economical education, and training programs for Central

Service/Sterile Processing.

2. To advance the improvement of Central Service through research, standardization

of equipment, supplies, the implementation of new ideas, concepts for

organization, operation, cost containment and function of the Central Service

/Sterile Processing Departments.

3. To establish the professional development of members of the Society through the

sharing of information and ideas.

4. To cooperate and assist the Kansas Hospital Association in fulfilling its

objectives.

5. To serve as a liaison between its members and the International Association of

Healthcare Central Service Materiel Management.

6. To encourage membership in the International Association of Healthcare Central

Service Materiel Management.

7. To encourage personal growth through certification in the International

Association of Healthcare Central Service Materiel Management and /or National

Institute for the Certification of Healthcare Sterile Processing and Distribution

Personnel.

**The Mission Statement of this Organization shall be:**

The Kansas Society for Healthcare Central Service Professionals is dedicated to the

Continuous improvement of Central Service processes through effective education and

communication; and to encourage professional growth.

“The Kansas Society for Healthcare Central Service Professionals is organized exclusively as a

not-for-profit association whose purposes are limited to those allowable under #501(c) (6) of the

Internal Revenue Code of 1954. Its activities shall be so conducted that no part of its income or

earnings shall inert the benefit of any member, director, officer or other individual. Upon

dissolution, the organization’s assets shall be distributed to an organization enjoying an exempt

status under #501(c) (3) of the Internal Revenue Code or successor statutory authority.”

**ARTICLE IV**

**MEMBERSHIP**

 1. Qualifications for Membership

Candidates shall be employed in a Central Service or Materiel Management department or have an interest by virtue of practice in a related field.

 2. Responsibility of Members Acceptance of membership shall constitute an agreement to abide by the regulations and objectives as stated in these bylaws

 3. Active Membership

Persons eligible for active membership shall be currently employed either full or

part-time in a Kansas healthcare setting where decontamination, processing and

sterilization processes take place.

 4. Associate Membership

Persons eligible for associate membership shall be those actively engaged in the

health care field and need not be a Kansas resident.

 5. Charter Membership

Persons eligible for charter membership are those individuals involved in the

formation of the Society in the first year, April 1972 - April 1973. Upon

retirement from the health care field, said charter member shall be given

membership with full benefits and privileges. Said charter member shall maintain

communication with the Secretary of the Kansas Society for Healthcare Central

Service Professionals for such privileges.

 6. Application for Membership

Application for membership shall be submitted to the Board of Directors of

KSHCSP.

 A .Membership dues shall be paid to the Kansas Society for Healthcare Central Service Professionals and mailed to the Membership Committee with follow up with the Treasurer.

 B. Dues shall become delinquent at the end of three (3) months following the beginning of the fiscal year. The fiscal year shall be January 1 to December 31. The dues structure for active and associate membership shall be determined by the Board Directors

 7. Change in Membership Status

Upon a change in employment status, a member shall request a change in

membership standing. This request shall be submitted to the Membership

Committee of Kansas Society for Healthcare Central Service Professionals at the

time of membership renewal.

**ARTICLE V**

**VOTING**

1. Active and Charter members of this Chapter shall have voting privileges.

Associate members shall not vote.

2. The deliberations and voting of this Chapter shall be governed in its

parliamentary procedure by Robert’s Rules of Order unless otherwise

stipulated in the Bylaws.

3. Destruction of Ballots. After a vote of the membership, the paper ballots will be destroyed by the chairperson of the Nominating Committee. The votes cast electronically will be permanently deleted.

**ARTICLE VI**

**MEETlNGS**

 1. Numbers of Meetings

 A. Meetings of the officers and Board of Directors shall be scheduled at the

Annual Meeting.

 B. Scheduled meeting dates shall be published in advance in each quarterly

issue of the Newsletter.

 C. Written notice of meetings will be sent to the Officers and Board of

Directors at least two weeks in advance by the President.

 D. The President may call special board meetings.

 2. Annual Meeting

An annual meeting for the purpose of transacting business of the KSHCSP shall be held in the fall of each year.

The Secretary of the KSHCSP shall send a notice of the annual meeting to members at least sixty days prior to the meeting. The annual meeting shall be in conjunction with one regularly

scheduled fall symposium or workshop when the results of the election will be

announced.

 3. Regular Meetings

Members-at-large of the Society may attend any Board meeting and take part in

discussions but will not have voting privileges.

**ARTICLE VII**

**OFFICERS AND DIRECTORS**

 1. Eligibility

Only active members shall be eligible to serve as officers and directors of the

Chapter. The president-elect shall have been a current or past Board Member.

 2. Officers and Directors

 A. The officers shall be a President, President-Elect, Secretary and Treasurer.

The offices of Secretary and Treasurer shall be appointed by the President

and approved by the Board. The installation of officers and directors shall

take place at the annual meeting.

 B. The Board of Directors shall consist of the officers, regional Kansas

Hospital Association staff member who shall serve as a consultant in a

non-voting capacity. The officers must be active members of the Society.

 3. Term of Office

 A. The term of office for the President and president-elect shall be two years,

January 1 through December 31.

 B. The term of office for Treasurer shall be two years.

 C. The term of office for Secretary shall be one year.

 D. The term of office for Board of Directors shall be two years, beginning

January 1 of the year following their election.

 4. Duties of the President

 A. The President shall be the chief executive officer of the Chapter. The

President shall preside at all meetings of the Chapter and shall serve as

Chairman of the Board of Directors. The President shall present a written

report at the annual meeting, which shall be kept in the permanent files of

the Chapter. The President shall fill vacancies by appointment subject to

approval by the Board of Directors. Such appointees shall serve the

remaining term of that office. The President shall be Chairman of the

Nominating Committee.

 B. The President shall attend the annual meeting of the International

Association of Healthcare Central Service Materiel Management..

Expenses shall be paid by the KSHCSP, if the President is unable to attend, a representative

shall be appointed by the Board of Directors. The representative attending

shall make recommendations to the International Society from the

Chapter. A written report of the meeting will he presented to the

membership at the Annual Meeting of the KSHCSP.

 5. Duties of the President-Elect

The President-Elect shall, in the, absence of; or because of incapacity of the

President, perform all duties and assume all responsibilities of the President, and

shall serve as the Chairman of the Program Committee.

The President-Elect will attend the Annual meeting of the International

Association of Healthcare Central Service Materiel Management. Expenses shall

be paid by the KSHCSP.

 6. Duties of the Board of Directors

The Board of Directors shall have authority to make policy decisions for the

Chapter; to establish procedures for the Board of Directors and for the Chapter to

approve, modify, or disapprove reports, resolutions, membership or actions of

officers or committees of the Chapter and to determine dues structure.

 7. Duties of the Secretary

The Secretary shall record the proceedings and prepare the minutes of the

Chapter, which shall be available to the members for inspection. The Secretary

shall maintain the membership records of the Chapter and shall be responsible for

sending information literature to the newsletter, ‘Ban-the-Bug’, for publication;

assist the President with Board Meeting arrangements, as needed; and performs

other duties as may be necessary to coordinate and advance the Chapter’s

objectives. Updated protocols and duty guidelines for officers, board members

and committees shall be maintained along with minutes of the meetings.

 8. Duties of the Treasurer

The Treasurer shall maintain the financial records of the chapter, serve on the

Audit Committee, make all reservations for the Board of Directors, and pay all

bills authorized by the Board of Directors. A financial report shall be submitted to

the Board of Directors at each meeting. A summary of these reports shall be

submitted to the general membership at the business section of the annual

meeting. A proposed Budget for the following year shall be prepared and

presented for approval to the general membership at the annual meeting.

09. Duties of Kansas Hospital Association Staff Member

The Kansas Hospital Association shall appoint a member of their staff to serve as

a liaison between KHA and the KSHCSP. This staff member shall be given associate membership status. This member shall serve, in a non-voting capacity, on the Board of Directors and as a resource person to the KSHCSP’s committees.

10. Vacancies

Vacancies shall be filled by appointment of the President, for the unexpired term

for any office and approved by the Board of Directors at any regular Society

meeting. (see Article VII, Section 2, for president-elect.) 11. Attendance

Officers must attend no less than fifty percent (50%) of the board meetings

scheduled to remain active on the Board of Directors)

If the Officer knows in advance they will be unable to attend, any pertinent information will be sent to the President prior to the Board Meeting convening. The report shall include the current status of that Board Member’s committee activity. Members-at-large are encouraged to attend all Board

Meetings and the Annual Meeting.

 12. Expenses

All officers and board members attending Board Meetings will have their

expenses (travel, meals and lodging) paid by the Society. Registration for the

KSHCSP Educational Sessions will also be paid by the Society.

Compensation is for the board member only.

**ARTICLE VIII**

**ELECTIONS**

1. Election

The election for President-Elect and members of the Board of Directors shall be

conducted annually by email. A ballot listing the names of eligible candidates,

together with a resume of the background and experience of each candidate, shall

be emailed to each active and charter member on or before thirty days in advance

of the designated annual meeting of each year. The ballot shall be returned to the

Secretary, and no ballot shall be valid if emailed later than the date specified

on the ballot. The votes shall be tabulated by the Secretary and reported to the

Board of Directors. The person receiving the greatest number of votes from the

list of candidates for President-Elect shall be designated the President-Elect. The

person receiving the greatest number of votes from the list of candidates from

each of the regions shall be designated as director for that region. The results of

the election shall be published in a subsequent KSHCSP newsletter, ‘BAN-THE-BUG’.

2. Special Election

The Board of Directors shall call a special election to fill the office of the

President- Elect should that office become vacant.

3. Region For the purpose of electing board members, the State of Kansas shall be divided into two regions. The two regions shall be correlated with the Kansas Hospital Association’s Hospital District Map of Kansas. Region I District 1,2 & 3-Region II District 4, 5 & 6 (See attached Hospital District Map of Kansas.) There will be at least one board member from Regions I and II and 4 At-Large board members. The board members will be elected for a two year term with rotating three members being elected each year.

4. Selection of Candidates for president-elect

The Nominating Committee will select at least two, but not more than three

candidates for the office of President-Elect from current or past board members.

This selection should be made after review of the candidates, their availability to

fulfill required responsibilities during the term of office as President-Elect,

succeeding year as President and third year as immediate Past-President.

5. Selection of Candidates for Directors

Each region will be represented excluding the President and President-Elect.

Regional directors will be elected by the membership in their region from the

candidates proposed by the nominating committee. From each region, there will

be at least two, but no more than three, candidates for each board office to be

filled in any election.

**ARTICLE IX**

**COMMITTEES**

1. Nominating Committee

A. Composition - This committee shall consist of current President and members appointed by the President, from each of the three

regions. Current President shall serve as Chairman.

B. Duties - The duty of the Nominating Committee shall be to nominate

candidates for the annual election for president-elect and members of the

Board of Directors of the KSHCSP. Any member of the Chapter may recommend a candidate

for consideration to any member of the Nominating Committee. At least

sixty days prior to the deadline for mailing the ballot, the Secretary shall

send a letter to the membership seeking the nominations of persons

interested in serving as an officer or board member. The members of the

committee shall screen candidates and submit names and resumes to the

Secretary who will prepare the ballot. The Secretary will prepare the ballot

for mailing to the active and charter members only. (See Article VII,

Section 4 and % for selection of candidates.)

2. Program Committee

 A. Composition - This committee shall consist of a Chairman, who shall be

the president-elect, and members of the Chapter selected by the

Chairman, for a term of one year.

 B. Duties - The Program Committee shall plan the regularly scheduled

meeting coordinating with members from the area where the meeting will

be held. Two of the meetings shall be one (1) or two (2) day workshops

offering contact hours for certification/licensure.

 C. Meetings - The Program Committee shall not be required to hold formal

meetings, but may conduct its business by mail and/or telephone.

 3. Auditing Committee

 A. Composition - This committee shall consist of two members of the Board

of Directors, to be appointed by the President, with the approval of the

Board of Directors. The treasurer shall serve as ex-officio, to answer

questions.

 B. Duties - The duties of the Auditing Committee shall be to review the

financial status of the Chapter and propose adjustments in dues as

indicated; to serve as guardian over financial affairs of the Chapter by

preparing a budget to be submitted to the Board of Directors for approval

and by performing an annual audit of the books.

 C. Meetings - The Auditing Committee shall be required to hold at least one

meeting a year to conduct an annual audit of the Chapter’s books and to

review the financial status.

4. Membership Committee

 A. Composition - This Committee shall consist of a chairman, appointed by

the President and members of the Chapter selected by the chairman. The

terms of these members shall be alternated so that two new members are

appointed each year.

 B. Duties - The duty of this committee shall be to promote active and

associate membership in the Kansas Society for Healthcare Central

Service Professionals.

 D. Meetings - The membership committee shall not be required to hold

formal meetings, but may conduct its business by mail and/or telephone.

5. Information and Research Committee

 A. Composition - This committee shall consist of the immediate Past-

President as Chairman and two members to be selected by the Chairman,

for a term of one year.

 B. Duties - The duty of the committee shall be responsible to promote and

disseminate to the membership, current research and developments

pertaining to the field of Central Service.

 C. Meetings - The Research Committee shall not be required to hold formal

meetings, but may conduct its business by mail and/or telephone.

6. Bylaws Committee

 A. Composition - This committee shall consist of a Chairman, appointed by

the President, and two members selected by the Chairman, for a term of

one year.

 B. Duties - To review the Society bylaws on an annual basis and make

recommended changes to the Board of Directors.

 C. Meetings - The Bylaws Committee shall not be required to hold formal

meetings, but may conduct its business by mail and/or telephone.

7. Newsletter Committee

 A. Composition - This committee shall consist of an Editor who shall serve as

the Chairman, and three- members who serve a two-year term The

Editor/Chairman shall be appointed by the President; committee members

are selected by the Chairman. The Chairman and three members shall be

appointed to a two year term to be alternated so that two members are

appointed each year.

 B. Duties - To publish a quarterly newsletter, ‘Ban the Bug’; develop

material relative to and of interest to members of the Chapter through

committee activities; encourage member participation in contributing to

the newsletter in attaining our motto of “Progress Through Education and

Communication”.

 C. Meetings - The Newsletter Committee shall not be required to hold formal

meetings, but may conduct its business by mail and/or telephone.

Section 8. Special Committees

Special committees may be appointed by the President with the approval of the

Board of Directors. The term of special committees shall not exceed twelve

months without approval of the directors.

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**ARTICLE X**

**CHANGES IN THE BYLAWS**

The bylaws, as adopted may be amended or altered at the annual meeting by a vote of two-thirds

of members present, providing that written notice of such change has been mailed to all current

members at least ten (10) days prior to the annual meeting.

Last revised at annual meeting Oct.3,2019