

KANSAS SOCIETY
FOR
HEALTHCARE CENTRAL SERVICE PROFESSIONALS
Articles of Association, Bylaws, Rules
and Regulations of KSHCSP

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

- Section 1. This Chapter shall have a direct affiliation with the Kansas Hospital Association (KHA)
- Section 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.
- Section 3. Affiliation agreement may be terminated by either organization after submitting a ninety days written notice.
- Section 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 Kansas Society for Healthcare Central Service Professionals 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 through the development of efficient, effective, economical education, and training programs for Central Service.
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 Department.
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 inure to 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

Section 1. Types of Membership

Membership of this Chapter shall be of three types.

- (1) Active Membership
- (2) Associate Membership
- (3) Charter Membership

Section 2. 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.

Section 3. Associate Membership

Persons eligible for associate membership shall be those actively engaged in the health care field and need not be a Kansas resident.

Section 4. 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.

Section 5. Application for Membership

Application for membership shall be submitted to the Board of Directors of Kansas Society for Healthcare Central Service Professionals. 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.

Section 6. 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

MEETINGS

Section 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.

Section 2. Annual Meeting

An annual meeting for the purpose of transacting business of the Kansas Society for Healthcare Central Service Professionals shall be held in the fall of each year. The Secretary of the Kansas Society for Healthcare Central Service Professionals 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.

Section 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 VI

OFFICERS AND DIRECTORS

Section 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.

Section 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.
- C. The Past President shall serve as ex-officer to the Board of Directors, the year following his or her term in office, and shall serve as Chairman of the Research Committee.

Section 3. Term of Office

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

Section 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 Kansas Society for Healthcare Central Service Professionals, 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 be presented to the membership at the Annual Meeting of the Kansas Society for Healthcare Central Service Professionals.

Section 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 Kansas Society for Healthcare Central Service Professionals.

Section 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.

Section 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.

Section 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.

Section 9. Duties of the Past President

The Past President shall be Chairman of the Research Committee and shall be responsible to promote and disseminate research and development.

Section 10 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 Kansas Society for Healthcare Central Service Professionals. 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 Kansas Society for Healthcare Central Service Professional's committees.

Section 11 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.)

Section 12 Attendance

Officers must attend no less than fifty percent (50%) of the board meetings scheduled to remain active on the Board of Directors)

If unable to attend, a written report will be sent to the President prior to the Board Meeting convening. The report shall include the current status of that Board Member committee activity. Members-at-large are encouraged to attend all Board Meetings and the Annual Meeting.

Section 13 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.

ARTICLE VII

ELECTIONS

Section 1. Election

The election for President-Elect and members of the Board of Directors shall be conducted annually by mail. A ballot listing the names of eligible candidates, together with a resume of the background and experience of each candidate, shall be mailed 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 postmarked 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 Kansas Society for Healthcare Central Service Professionals Newsletter, 'BAN-THE-BUG'.

Section 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.

Section 3. Region

For the purpose of electing board members, the State of Kansas shall be divided into three regions. The three 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
Region III	District 5 & 6

(See attached Hospital District Map of Kansas.) The Board of Directors shall review boundaries for regions every two years to achieve approximately an equal number of members in each of the three regions.

Section 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.

Section 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 VIII

COMMITTEES

Section 1. Nominating Committee

- A. Composition - This committee shall consist of current President, a Past 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 Kansas Society for Healthcare Central Service Professionals. 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.)

Section 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.

Section 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.

Section 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.

Section 5. 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.

Section 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.

Section 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.

ARTICLE IX

VOTING

- A. Active and Charter members of this Chapter shall have voting privileges. Associate members shall not vote.
- C. 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.

ARTICLE X

DUES

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.

ARTICLE XI

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.

