

BYLAWS, RULES AND REGULATIONS  
OF THE  
WISCONSIN ASSOCIATION OF CENTRAL SERVICE/STERILE PROCESSING  
PROFESSIONALS

**ARTICLE I – Name**

The name of the organization will be the WISCONSIN ASSOCIATION OF CENTRAL SERVICE/STERILE PROCESSING PROFESSIONALS (WACSP)

**ARTICLE II – Association Objectives**

The obligations of the WISCONSIN ASSOCIATION OF CENTRAL SERVICE/STERILE PROCESSING PROFESSIONALS shall be:

- (a) To provide a medium for the exchange of ideas and dissemination of information that pertains to Central Service.
- (b) To assist Central Service personnel in keeping up to date on guidelines, regulations, current procedures, etc.
- (c) To encourage and assist members to develop their knowledge and increase their effectiveness in their Central Service departments.
- (d) To promote close cooperation and problem solving among healthcare Central Service personnel and other disciplines in the healthcare setting.
- (e) To conduct regular meetings and educational programs for the benefit of all members.

The Wisconsin Association is organized exclusively for educational purposes as a non-profit association. It will be conducted so that no part of its income will be to the personal benefit of any member, officer, or individual. Upon dissolution the Board Members will distribute the assets to an organization enjoying an exempt status under S501 © of the Internal Revenue code or successor statutory authority.

**ARTICLE III – Membership**

**Section I – Eligibility of Membership**

- (a) Active Membership – individuals eligible for active membership shall be those who have a vested interest in healthcare central service/sterile processing activities. Membership in the Wisconsin Association will become effective upon completion of an application form and receipt of specified dues. Active members shall be eligible to hold office, eligible for appointment to committees, receive all mailings of the Wisconsin Association and pay registration fee as assigned for all educational programs sponsored by the Wisconsin Association.

(b) Associate Membership – associated membership may be granted to those individuals who have substantial interest in and are indirectly involved with central service function of a hospital or related healthcare activity. Associate members not having vested interest in healthcare central service/sterile processing shall have no voting privileges, shall not be eligible to hold office, but may be appointed to serve on committees. Membership in the Wisconsin Association will become effective upon completion of an application form and receipt of specified dues. Associate Members may attend educational programs sponsored by the Wisconsin Chapter at membership rate.

(c) Honorary Membership - honorary membership may be granted to those individuals who have been in the WISCONSIN ASSOCIATION OF CENTRAL SERVICE / STERILE PROCESSING PROFESSIONALS and have retired from the field of healthcare central service. Membership in the Wisconsin Association shall be effective upon completion of an application form. No dues shall be assessed. Honorary members shall have no voting privileges, shall not be eligible to hold office, but may be appointed to serve on committees. Honorary members may attend educational programs sponsored by the Wisconsin Association at membership rates.

#### Section II – Membership Determination

The WISCONSIN ASSOCIATION OF CENTRAL SERVICE/STERILE PROCESSING PROFESSIONAL'S officers as a group shall determine the category of membership for applicants.

#### Section III – Termination of membership

The Board may terminate membership for active, associate and honorary members for non-conformance with any provisions of the bylaws or regulations of the association.

### **ARTICLE IV – Meetings**

#### Section I – Regular Meetings

*Four* meetings per year shall be held at such place and on such date as may be fixed by the Board of Directors. Two of the four meetings may be combined into a two (2) day seminar. Members will be given at least thirty (30) days written notice of meeting dates.

#### Section II – Special Meetings

A special meeting of the Wisconsin Association may be called by the officers, provided that each member is given at least two (2) weeks written notice.

#### Section III – Board of Directors Meetings

(a) Meetings of the board of Directors will be called by the President of the Wisconsin Association to act on business not conducted at a regular meeting.

(b) A Board of Directors meeting will be held between the election meeting and the next regular meeting. Both newly elected and previous officers shall attend.

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(c) Minutes of these meetings will be reported at the next regular association meeting.

(d) Any member of the Board of Directors that is absent from three (3) consecutive meetings will be considered for termination as an officer of the association.

### **ARTICLE V Voting**

In the event that any amendment to the bylaws is proposed or any question is presented at any regular or special meeting of the association, each active member, in good standing, shall be entitled to one vote.

### **ARTICLE VI – Board of Directors (officers)**

#### **Section I – Make-up of Board of Directors**

(a) The Board of Directors of this association shall be President, Vice-President, Secretary, Treasurer and two (2) Board Members.

(b) The Past-President may serve as ex-officio to the Board of Directors, the year following his/her term off office, if asked to do so by the President.

#### **Section II – Eligibility**

All current members of the Wisconsin Association, who has been in good standing for at least twelve (12) months, are eligible to become an officer. All candidates for President shall be required to have served on the Board for at least one (1) year prior.

#### **Section III – Election Procedures**

(a) Election of officers shall be conducted by ballot vote at the *last* regular meeting of the fiscal year. Nomination process will be started at the annual spring seminar meeting. It shall be the responsibility of the WACSP member wishing to vote by absentee ballot to request ballot form from the nominating chairperson. Absentee ballots must be received two days prior to date of election meeting to be counted. The WACSP President will be responsible for tabulating the results or delegate the responsibility, if on the ballot. The President shall report results of the ballot at the election meeting, publish the results in the earliest possible issue of the WACS Sterile Field.

(b) New officers will be announced at the end of the last regular meeting of the fiscal year.

(c) New officers shall take office on January 1 and shall preside at the first meeting of the calendar year.

(d) The officers (President, Vice-President, Secretary, Treasurer, Board Member, Board Member) shall each serve a two (2) year term.

(e) Nomination of officers shall be made by nominating committee and/or from the floor. All nominations will be verified for eligibility

(f) Nominees shall be elected by a secret ballot or majority vote.

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(g) The Treasurer, President, and one Board Member will be elected in even years. The Vice-President, Secretary, and one Board member will be elected on odd years.

(h) If it becomes necessary to fill the office of the President, vacated during a term, the Vice-President will become President. To fill the vacancy of any other office, the President will appoint a replacement that is approved by the Board of Directors for the remainder of the term.

#### Section IV – Duties of Board of Directors

(a) The officers shall have authority to make policy decisions for the Wisconsin Association, review and make recommendations concerning expenditures to the Association budget and to establish rules and procedures for the Association.

(b) President – presides at regular, special and Board meetings and administers the business of the Association. The President may be the representative to one national CS/SPD related conference per year or designates one of the other WACSP officers to represent the WACSP.

Registration, transportation and accommodations for the President or designee to attend the conference shall be paid by the WISCONSIN ASSOCIATION OF CENTRAL SERVICE/STERILE PROCESSING PROFESSIONALS.

(c) Vice-President – acts as program coordinator with other officers or designated persons; assumes all responsibilities of the President in their absence or incapacity.

(d) Secretary – records and reports the minutes of all regular, special and Board meetings, completes all correspondence required by the President, records all bylaw amendments and completes data from surveys conducted by the Association. Maintains member's participation records.

(e) Treasurer – records and reports all receipts and disbursements. Submits all checks to the President for approval. Presents ledger to auditor prior to the end of the calendar year. Informs President and Secretary of current membership status. Sends the membership annual renewal notices before January and sends notice of termination of membership to those not current with dues.

(f) Board Members – serves on committees as approved by the President.

(g) In addition to the President or designee, additional board of director's members may be considered to attend a CS/SPD related annual conference **whenever** the annual WACSP seminar profits are sufficient to cover expenses. Registration, transportation and accommodations shall be paid by the WACSP.

## Section V – Specific Responsibilities

- (a) The Secretary will maintain detailed responsibilities of all officers.
- (b) The specific responsibilities of each office will be submitted to each candidate prior to the election.
- (c) All responsibilities will be reviewed/ revised by the Board of Directors every two (2) years.

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## Section VI – Removal from Office

Any member of the Board of Directors shall automatically forfeit his/her office if expelled from membership or by vote of two thirds of the Board for failure to fulfill the duties of the Association.

## **ARTICLE VII – COMMITTEES**

The President shall appoint members to committees and formulate or disband committees as necessary for conducting the business of the Association.

## **ARTICLE VIII – BUDGET**

An annual budget will be formulated by the Board of Directors before the end of the calendar year to be presented to the membership at the first meeting of the calendar year.

## **ARTICLE IX – DUES**

- (a) Evaluation of dues will be made every two (2) years. Amount of annual dues will be proposed by the board of directors and voted on by the membership.
- (b) Payment of dues is required in January of each year for renewal of active membership. The fiscal year shall be January 1 to December 31.
- (c) Members who have not paid their annual dues by January 31 will have their membership terminated.
- (d) Names of delinquent members will be removed from the active membership list on February 1.
- (e) Amount of dues will be the same throughout the year regardless of the actual month the payment is made.
- (f) Dues are not refundable for any member who resigns from the Association during the year.

## **ARTICLE X – MEETING PROCEDURE**

### Section I – Quorum

Active membership present at a scheduled business meeting shall constitute a quorum.

## Section II – Order of business

The business of the Association shall be conducted in the following order at all regular and special meetings:

- (a) Call to order
- (b) Reading of minutes
- (c) Treasurer’s report
- (d) Committee reports
- (e) Reading of Board meeting minutes
- (f) Unfinished business
- (g) New business
- (h) Adjournment
- (i) Program presentation

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## Section III – Rules

Questions of procedure will be disposed of under Robert’s Rules of Order when not in conflict with the bylaws of the Association.

## **ARTICLE XIII – AMENDMENTS**

### Section I – Procedure

These bylaws may be altered, amended, or replaced by proposal of any officer or active member. The active membership will be notified of any proposed bylaw change at least two (2) weeks prior to the meeting where it will be voted on.

### Section II – Approval

Approval of any alterations, amendments, or deletions will be made by a majority vote of all members present at the meeting the proposals are presented.

### Section III – Review

Each President and Board of Directors shall review these bylaws upon assuming office. Recommendations for revisions will be submitted to the membership.

### Section IV – Documentation – Review and Revision

The President and Secretary will sign and date each review. Any revisions will be so noted in the bylaws and signed and dated by the President and Secretary.

The foregoing bylaws of the WISCONSIN ASSOCIATION OF CENTRAL SERVICE/STERILE PROCESSING PROFESSIONALS were presented and approved, as amended, by the membership at the following meeting.

Date: October 7, 2008

Place: Kalahari, Wisconsin Dells, WI