

NCAH CSP



BYLAWS RULES & REGULATIONS

**North Carolina Association for
Hospital Central Service Professionals**

*Reviewed and Revised November 9, 2006
Revised January 18, 2007*

BYLAWS, RULES, AND REGULATIONS

North Carolina Association

for Hospital Central Service Professionals

ARTICLE I – Name

The name of the organization shall be the North Carolina Association for Hospital Central Service Professionals.

ARTICLE II – Mission Statement

North Carolina Association for Hospital Central Service Professionals will establish itself statewide as the leading educational organization through innovative programs that enhance the development of Central Service professionals.

ARTICLE III – Objectives

The objectives of the Association shall be to:

- A. Promote cooperation and competency for Central Service professionals.
- B. Cooperate with hospital and allied associations in matters pertaining to Central Service.
- C. Encourage and assist members to develop their knowledge and increase their effectiveness in Central Service.
- D. Provide opportunities for the interchange of ideas and dissemination of material relative to Central Service.
- E. Encourage and assist in conducting regular meetings, conferences and educational programs on Central Service.

The Association is organized exclusively for charitable, scientific and educational purposes as a not-for-profit association. It shall be conducted so that no part of its income or earnings will inure to the benefit of any member, director, officer or other individual. Upon dissolution, the assets shall be distributed to an organization enjoying an exempt status under S501(c) (3) of the Internal Revenue Code or successor salutary authority.

ARTICLE IV – Membership

Section 1. Eligibility

A. Individual Membership

Individuals eligible for membership in the Association shall be those who are responsible for, or are directly involved, in the field of North Carolina Hospital Central Services and shall become effective upon payment of dues.

Further eligibility shall be granted to any member upon retirement from Central Service with three (3) years prior active membership in the Association.

B. Associate Membership

Associate Membership may be granted to those individuals who have substantial interest in or are indirectly involved in Central Service daily functions of a hospital or related health care activity. Out of state Central Service persons, students, or industrial employees will be granted Associate Membership and they have no voting privileges nor shall be eligible to hold office.

Section 2. Termination

Membership may be terminated for failure to pay dues or by the Association's Board of Directors for non-compliance with pertinent provisions of the Bylaws and Association Regulations and for violation of these Bylaws, Rules and Regulations promulgated pursuant thereto.

ARTICLE V – Dues

Section 1. Rate of Dues

Dues for individual and associate members of this Association shall be Twenty (20) dollars annually (January – December). All funds paid to the Association become the property of the Association. (Refer to Article IV Section 1. A and B for membership definitions.)

Section 2. Dues Delinquency

A member who has not paid his annual dues by the annual meeting will be terminated by July 1 of that year.

Section 3. Resignation

Any member may resign at any time, but paid dues will not be refunded.

Section 4. Suspension and Expulsion

Any member whose performance or conduct shall be detrimental to the best interest of the Association, or who shall willfully violate its Bylaws, Rules and Regulations may be suspended or expelled by action of the Board of Directors, after affording the member an opportunity for a hearing before the Board.

ARTICLE VI – Meetings

Section 1. Regular Meetings

Meetings will be held quarterly.

The Association shall not assume responsibility for travel or personal expense of its members.

Section 2. Meeting of Board of Directors and Officers

The Board of Directors and Officers will meet in conjunction with regularly scheduled educational meetings. In addition, the Board of Directors will meet upon notice from the President.

ARTICLE VII – Officers and Directors

Section 1. Eligibility

Each nominated officer or board member of the Association must be an Individual member of the North Carolina Association for Hospital Central Service Professionals for at least one (1) year. Each nominee for the office of President-Elect must have served one complete term as a board member prior to the nomination.

Section 2. Officers and Board Members

- A. The Officers shall be:
 - 1. President
 - 2. President-Elect
 - 3. Past-President
 - 4. Secretary
 - 5. Treasurer
- B. The positions of Secretary and Treasurer shall be appointed by the Board of Directors and Officers of NCAHCSP. Their performance shall be reviewed annually as a part of the election process. The outcome will be noted in the minutes with the election results. Appointees for the office of Secretary are required to have secretarial and extensive computer skills.
- C. The Board shall consist of fourteen (14) members including the President, President-Elect, Past-President, Secretary, Treasurer and nine (9) elected board members.
- D. Chairperson of the Board will be the President of the North Carolina Association for Hospital Central Service Professionals.
- E. President and President-Elect must be a current member of the American Society of Healthcare Central Service Professionals. All other Board members are encouraged to make application to the American Society of Healthcare Central Service Professionals for membership through the Treasurer of the North Carolina Association for Hospital Central Service Professionals unless other financial arrangements are made.
- F. Reads and maintains compliance with Chapter Bylaws.

Bylaws, Rules, and Regulations

NCAHCSP continued

Section 3. Election

Prior to the winter meeting, eligible active members will receive a printed ballot, on Association letterhead paper of members nominated to hold office. No duplication of ballots will be accepted. Ballots should be returned to the Chairperson of the Nominating Committee. The results of the election of Officers and Board Members shall be conducted at the winter meeting and shall assume office at the conclusion of the annual meeting.

In the event that the number of nominations does not exceed the number of eligible seats on the board, ballots will not be distributed and nominees will be accepted by acclamation at the close of the business meeting.

Section 4. Term of Office

- A. Elected Officers shall serve for a term of one (1) year. The President may not serve two (2) consecutive terms without approval from the Board.
- B. Board Members shall serve for two (2) years.
- C. Alternating Board Members shall be elected each year. Five (5) board members will be elected on odd years, and four (4) board members will be elected on even years.
- D. The Secretary and Treasurer shall be appointed by the Board of Directors and Officers of the NCAHCSP. Their performance will be reviewed annually as part of the election process.
- E. A board member whose performance or conduct shall be detrimental to the best interest of the Association, or who shall willfully violate its Bylaws, Rules and Regulations may be suspended or expelled by action of the Board of Directors, after affording the member an opportunity for a hearing before the Board.

Section 5. Duties of the President

- 1. Serves as Chief Executive Officer of the Association.
- 2. Presides as Chairperson at all meetings of the Association.
- 3. Presides as Chairperson of the Board of Directors.
- 4. Attends the annual meeting of ASHCSP when possible. Attends required functions. Registration and Travel Expenses will be funded by NCAHCSP unless other financial arrangements are made.
- 5. Oversees application to ASHCSP for the affiliated chapter awards by the given date.
- 6. Provides signed proclamation for Central Service Week.
- 7. Schedules and communicates details on Board of Directors' meeting four times a year.
- 8. Submits President's Message to the Newsletter Committee quarterly. (Non-compliance will be handled on a Board level and appropriate action will be taken if warranted.)
- 9. Appoints Chairpersons for all committees with approval of the Board of Directors and in accordance with the NCAHCSP Bylaws.
- 10. Appoints members to fill vacancies on the Board of Directors and Officers. The Board of Directors must approve these appointments.

Bylaws, Rules, and Regulations

NCAHCSP continued

11. Guides and assists the Officers, Board Members and Committee Chairpersons in carrying out their assigned duties.
12. Provides an agenda for each Board of Directors' and business meeting.
13. Is Chairperson for the Nominating Committee.
 - a. Requests forms for candidates for President-Elect and Board of Directors.
 - b. Prepares and mails ballots to membership for election of Officers and Board Members as directed by Nominating Committee.
14. Maintains and updates the Chapter Bylaws, President's duties, Committee functions and pending chapter business, and presents this information to the President-Elect at the end of the current term.

Section 6. Duties of the President-Elect

1. Serves as Chairperson of the Educational Program Planning Committee.
 - a. Schedules speakers for all educational programs
 - b. Provides copies of program to the speakers in a timely manner.
 - c. Recommends meeting site and date.
 - d. Coordinates with the Treasurer for all financial arrangements regarding the meeting site.
 - e. Contacts vendors as necessary for sponsorship of speakers, coffee breaks, etc. for the meeting.
 - f. Makes arrangements for any equipment needed by the speakers such as audiovisual equipment.
 - g. Delegates, or assumes responsibility of speaker evaluations and certificates.
2. Attends the ASHCSP annual meeting if possible.
3. Assures that all program brochures are mailed to membership.

Section 7. Duties of the Past-President

1. In the absence of the President, performs all responsibilities of the President.
2. Serves as Facility Coordinator for the educational programs.
 - a. Contacts hotels to negotiate space and site. Signs agreed upon contracts; sends copies of contracts to the Treasurer.
 - b. Makes arrangements for meals and breaks.
 - c. Acts as a liaison between facility staff and the Educational Program Planning Chairperson.

Section 8. Duties of the Secretary

1. Serves as Chairperson of the Membership Committee.
 2. Prepares minutes of the Board of Directors meetings and disseminates them to the Board Members.
-

Bylaws, Rules, and Regulations

NCAHCSP continued

3. Maintains and updates Secretary's Manual as needed and presents to successor.
 - a. Minutes of Board of Directors' meetings
 - b. Handouts from the Board of Directors' meetings
 - c. Educational brochures
 - d. Meeting attendance list
4. Maintains membership records of the Association.
5. Maintains an updated copy of the Bylaws.
4. Oversees and maintains all meeting registrations.
5. Maintains inventory of meeting materials and supplies:
 - a. Name tags
 - b. Registration book
 - c. Receipts books
6. Retains copy of approval codes and certification numbers for all educational inservices.

Section 9. Duties of the Treasurer

1. Is required to be bonded. NCAHCSP will pay necessary fees.
2. Serves as Chairperson of the Finance Committee.
3. Maintains financial records and presents to successor.
4. Pays organization's bills upon receipt of invoices.
5. Submits a quarterly written financial report to the Board of Directors meeting.
6. Submits an annual financial report to the Board of Directors prior to the Annual Meeting.
7. Provides written notification to the members of "insufficient" funds requesting payments.
8. Ensures that NCAHCSP submits documentation of all financial transactions and maintains it in a permanent file.
9. Audits monthly bank statement and communicates with current bank any errors or questions. Communicates with bank to maintain status with IRS.
10. Acts as liaison with Incorporation Lawyer.
11. Coordinates tax preparation with Accountant by filing date.
12. Maintains files of financial contracts as appropriate.

Section 10. Duties of the Board of Directors

1. Makes Policy decisions for the Association.
 2. Establishes guidelines and procedures for the Board of Directors and Association.
 3. Maintains and updates duties and criteria guidelines of the Officers and Board of Directors.
 4. Reviews and determines dues structure annually.
-

Bylaws, Rules, and Regulations
NCAHCSP continued

5. Reviews and approves any recommended changes in Bylaws and ensures compliance with these Bylaws.
6. Approves presidential appointments for vacant positions.
7. Promotes NCAHCSP and ASHCSP membership to qualify for Membership Growth Awards.
8. Promotes active participation in NCAHCSP.
9. Submits articles for publication in the NCAHCSP and ASHCSP newsletter when appropriate.
10. Takes affirmative action when NCAHCSP operations and functions are not maintained.
11. Is accessible to other members to share knowledge and experience in the field of Central Service.
12. Attends scheduled Board of Directors meetings. Failure to attend two (2) Board of Directors' meetings will be grounds for removal from the Board by the President, upon notification. Excused absences will be granted at the discretion of the President.
13. Serves on assigned committees.

Section 11. Vacancies

The President shall fill vacancies by appointment, subject to approval of the Board of Directors. Such appointees shall serve the remainder of the term.

- A. A vacancy is defined as:
 1. Resignation.
 2. Death.
 3. Extended leave of absence not to exceed six months. The Officers and Board of Directors may approve an additional extension.
 4. Failure to comply with bylaws.
 5. Expulsion

ARTICLE VIII – Committees

Section 1. Committees

There shall be the following committees:

A. Educational Program Planning Committee

Chairperson is the NCAHCSP President-Elect. The President selects committee members.

1. Plans four educational programs per year. (One of these is to be the two-day seminar.)
2. Projects program plans one year in advance.
 - a. Dates
 - b. Sites

Bylaws, Rules, and Regulations

NCAHCSP continued

- c. Topics
- d. Faculty
- e. Contact hours
- f. Printing of materials, i.e., program evaluations and tabulating those results and speaker biographical information.
- g. Coordinates planning with Board of Directors.
3. Provides program brochure for distribution.
4. Reviews and updates committee responsibilities annually.
5. Functions in compliance with Chapter Bylaws.
6. Assigns the vendor exhibit(s) and golf tournament responsibilities as appropriate.
7. Assures that speaker pins and Appreciation Certificates are supplied at the meeting.
8. Coordinates advertisements in appropriate trade journals.

B. Membership Committee

Committee members shall be appointed by the President. Chairperson is the NCAHCSP Secretary.

1. Duties include:
 - a. Promotes new and current membership in the association.
 - b. Monitors membership trends.
 - c. Revises and updates membership roster.
2. Functions in compliance with Chapter Bylaws.

C. Public Relations Committee

Chairperson and committee members shall be appointed by the President.

1. Coordinates all fund raising activities of the Association.
2. Functions in compliance with Chapter Bylaws.

D. Recognition Committee

Chairperson and committee members shall be appointed by the President.

1. Recognizes members who by their achievements have served to advance the organization and their profession.
2. Functions in compliance with Chapter Bylaws.

E. Nominating Committee

Committee members shall be appointed by the President. Chairperson is the President.

1. Screens and selects candidates from nomination forms for offices of President-Elect and Board Members.

Bylaws, Rules, and Regulations

NCAHCSP continued

2. Contacts the nominees for the purpose of gathering information according to the established form.
3. Submits names and information sheets of candidates to the Officers and Board of Directors for preparation of election ballot.
4. Assures ballots are mailed prior to the scheduled winter meeting and assists the Committee Chairperson with their tabulation. Tabulated ballots will be destroyed once approved by the Officers and Board of Directors.
5. Reviews and updates committee responsibilities annually.
6. Functions in compliance with Chapter Bylaws.

F. Finance Committee

The entire Board of Directors comprises the committee membership. Chairperson is the NCAHCSP Treasurer.

1. Reviews financial statements at each meeting.
2. Functions in compliance with Chapter Bylaws.

G. Editorial Board

Chairperson shall be appointed by the President and functions as Editor of the newsletter.

1. Publishes a quarterly newsletter with options of special editions when necessary.
 - a. Develops materials for publication.
 - b. Obtains written materials from general membership and other sources.
2. Reviews and updates newsletter protocol yearly.
3. Chairperson ensures publication and mailing of the newsletter in a timely fashion.
4. Responsible for approval of inservice post-tests and issuance of certificates.
5. Functions in compliance with Chapter Bylaws.

ARTICLE IX – Affiliation Agreement

Section 1. Objective of Affiliation

To establish a liaison between the North Carolina Association for Hospital Central Services Professionals, hereafter known as NCAHCSP, and the American Society for Healthcare Central Service Professionals for the American Hospital Association, hereafter know as ASHCSP.

Section 2. Parties to Affiliation Agreement

The affiliation agreement shall be initiated by the NCAHCSP and agreed to by the ASHCSP.

Section 3. Requirements for Affiliation

The NCAHCSP and the ASHCSP shall both seek to increase their joint memberships. However, it is agreed that either organization may accept into its membership applicants who are not

Bylaws, Rules, and Regulations
NCAHCSP continued

members of the other organization. The NCAHCSP may not hold affiliation with two (2) national associations simultaneously.

The NCAHCSP shall send a list of its members to the ASHCSP by designated date of each year as well as other requested documents.

Section 4. Termination

The affiliation agreement may be terminated by either party upon ninety (90) days notice in writing.

Revised: January 18,2007
November 9,2006
July 31, 2003
May 1, 2002
July 23, 1998