

NCAH CSP



BYLAWS

RULES

&

REGULATIONS

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

Revised 02/15/2018

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.

C. Student Membership

Individuals eligible for student membership in the Association shall be those who are currently enrolled in accredited sponsored curriculum with a goal of certification in Central Services or an accredited community college or college program, with a focus on the biologic sciences and shall become effective upon a submission of a letter stating the student's good academic standing from the instructor of the program and payment of dues.

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-five (25) dollars annually (January – December). Student membership rate shall be Fifteen (15) dollars. All funds paid to the Association become the property of the Association. (Refer to Article IV Section 1. A, B, and C for membership definitions.)

Section 2. Dues Delinquency

A member who has not renewed or paid the annual dues by the winter meeting will be terminated.

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 Executive Board.

ARTICLE VI – Meetings

Section 1. Regular Meetings

A minimum of two meetings will be held annually.

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 position of President-elect shall be appointed bi-annually by the Board of Directors and Officers of the NCAHCSP. The positions of Secretary and Treasurer shall be appointed by the Board of Directors and Officers of NCAHCSP. Their performance shall be reviewed annually at the time of the election process by the Executive members of the Board consisting of the President, Past-President and President-elect. The outcome will be noted in the minutes with the election results. Appointees for the office of

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- Secretary are required to have secretarial and advanced computer skills. In recognition of the amount of work required the Association will fund hotel accommodations for all meetings for the Secretary and Treasurer.
- C. The Board shall consist of fourteen (14) members including the President, President-elect, Past-President, Secretary, Treasurer and eight (8) elected board members and one (1) board member emeritus.
 - D. Chairperson of the Board will be the President of the North Carolina Association for Hospital Central Service Professionals. In recognition of the amount of work required the Association will fund hotel accommodations for the Annual Meeting for the sitting President.
 - E. Reads and maintains compliance with Bylaws.
 - F. Officers of the NCAHCSP, if not a current member of the Healthcare Sterile Processing Association (HSPA), must make immediate application to HSPA for membership through the Treasurer of the North Carolina Association for Hospital Central Service Professionals unless other financial arrangements are made.

Section 3. Election

Nominations for the ballot will open bi-annually at the designated annual meeting and close 90 days after. No duplication of ballots will be accepted. Ballots should be returned to the secretary. The results of the election of Officers and Board Members shall be announced on the chapter website and at the following 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 Fall business meeting prior to balloting.

Section 4. Term of Office

- A. Elected Officers shall serve for a term of two (2) year. The President may not serve two (2) consecutive terms without approval from the Board.
- B. Board Members shall serve for two (2) years.

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. Provides proclamation for the Central Service Week.
- 5. Schedules and communicates details on Board of Directors meetings.
- 6. Appoints Chairpersons for all committees with approval of the Board of Directors and in accordance with the Bylaws.
- 7. The President shall fill vacancies by appointment, subject to approval of the Board of Directors. Such appointees shall serve the remainder of the term.

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8. Guides and assists the Officers, Board Members and Committee Chairpersons in carrying out their assigned duties.
9. Provides an agenda for each Board of Directors' and business meeting.
10. Is Chairperson for the Nominating Committee.
 - a. Requests forms for candidates for President-elect and Board of Directors.
 - b. Oversees the balloting process for election of Officers and Board of Directors.
11. Maintains and updates the 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. Coordinates with the Treasurer for all financial arrangements regarding the meeting site.
 - d. Contacts vendors as necessary for sponsorship of speakers, coffee breaks, etc. for the meeting.
 - e. Makes arrangements for any equipment needed by the speakers such as audiovisual equipment.
 - f. Delegates, or assumes responsibility of speaker evaluations and certificates.

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. Acts as a liaison between facility staff and the Educational Program Planning chairperson.
 - b. Makes arrangements for meals and breaks.
 - c. Coordinates contracts compliance with Treasurer.
 - d. Reports on activities of the NCAHCSP to the HSPA for posting on the HSPA website.

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.
3. Maintains and updates Secretary's Manual as needed and presents to successor.
 - a. Minutes of Board of Directors' meetings

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- 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.
6. Oversees and maintains all meeting registrations.
7. Maintains inventory of meeting materials and supplies:
 - a. Name tags
 - b. Registration book
 - c. Receipts books
 - d. Speaker pins
8. Retains copy of approval codes and certification numbers for all educational in-services.

Section 9. Duties of the Treasurer

1. Serves as Chairperson of the Finance Committee.
2. Maintains financial records and presents to successor.
3. Pays organization's bills upon receipt of invoices.
4. Submits a quarterly written financial report to the Board of Directors meeting.
5. Submits an annual financial report to the Board of Directors prior to the Annual Meeting.
6. Provides written notification to the members of "insufficient" funds requesting payments.
7. Ensures that NCAHCSP submits documentation of all financial transactions and maintains it in a permanent file.
8. Audits monthly bank statement and communicates with current bank any errors or questions. Communicates with bank to maintain status with IRS.
9. Coordinates tax preparation with Accountant by filing date.
10. Enters into and maintains files of financial contracts as appropriate.
11. Assures assignment of the vendor exhibit(s) 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.
 5. Reviews and approves any recommended changes in Bylaws and ensures compliance with these Bylaws.
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6. Bylaws to be reviewed a minimum of every three years.
7. Approves presidential appointments for vacant positions.
8. Promotes active participation in NCAHCSP.
9. Submits articles for publication in the NCAHCSP 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.
 - a. Failure to attend four (4) Board of Directors' meetings will be considered grounds for removal from the Board by the President, upon notification.
 - b. A board member whose performance or conduct is determined to 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 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.

1. A vacancy is defined as:
 - a. Resignation.
 - b. Death.
 - c. Extended leave of absence not to exceed six months. The Officers and Board of Directors may approve an additional extension.
 - d. Failure to comply with bylaws.
 - e. Expulsion

*Revised: January 13, 2025
February 15, 2018
March 18, 2016
August 21, 2014
January 26, 2011
January 18, 2007
November 9, 2006
July 31, 2003
May 1, 2002
July 23, 1998*