



**Western Wisconsin
Sterile Processing Professionals
POLICIES
2024**

Table of Contents

1. President
2. President Elect
3. Immediate Past President
4. Secretary
5. Treasurer
6. Board Member
7. Order of Business
8. Active Member
9. Sister Chapter Conferences
10. HSPA Conference
11. Point System
12. IT / Marketing Committee
13. Nomination Committee
14. Membership Committee
15. Bylaws Committee
16. The Education Committee
17. Legislative Committee
18. Code of Conduct
19. Hosting a Chapter Meeting
20. Education CE's Approval
21. WWSPP Conferences
22. Media Meeting
23. Retreat
24. Representation Member Committee
25. Nomination Procedure
26. Board Member Resignation Procedure President

Purpose: Duties of the President

Responsible Party: Executive Board

Policy Statement: To guide the President in their duties

Procedure:

- 1. Preside over all meetings**
- 2. Have power to appoint any special committee deemed necessary**
- 3. Be an ex po facto member of all committees**
- 4. Appoint, or ask for volunteers for chairperson to all committees**
- 5. Assume or appoint an active HSPA Member to represent the Chapter on HSPA activities.**
- 6. Shall appoint an Executive Board Member to replace vacancy until next election**
- 7. Perform such other duties as are necessary**
 - a. Recharter**
 - b. Proclamation**
 - c. Prepare an agenda for Chapter and Board meetings**
- 8. Shall be an HSPA Member**
- 9. Shall mentor the President-Elect in the duties of the Presidential office**
 - A. Upon completion of term or resignation of position all documentation must be finalized, and resources related to the position must be relinquished to the incoming position holder within 30 days.**
- 10. Shall be CRCST**
- 11. Shall be an active WWSP Member**
 - A. Refer to Bylaws article 5 section 5 A and B for definition of active membership.**
- 12. Shall be an active Board Member**
- 13. Must attend yearly retreat**

President Elect

Purposed: Duties of President Elect

Responsible Party: Executive Board

Policy Statement: To guide President Elect in their duties.

Procedure:

- 1. Assume such duties assigned to him/her by the President and/or Board**
- 2. Shall familiarize themselves with the duties of the Presidential office**
 - Recharter, Proclamation, & Meeting agendas**
- 3. Shall conduct or lead Chapter meetings in absence of the President.**
- 4. Shall present one Hot Topics at a Chapter meeting in the year**
- 5. Will be chairperson for the WWSPP Chapter Representative Committee**
- 6. Shall be an HSPA Member**
- 7. Shall be CRCST**
- 8. Shall be active on the Conference Committee**
- 9. Shall be an active WWSPP Member**
- 10. Shall be an active Board Member**
- 11. Must attend yearly retreat**

Immediate Past President

Purpose: Duties of the Immediate Past President

Responsible Party: Executive Board

Policy Statement: To guide the Immediate Past President in their duties.

Procedure:

- 1. Participate as a member of the Executive Board**
- 2. Shall assume position of President upon the resignation of the President**
- 3. Shall conduct or lead Chapter meetings in the absence of the President.**
- 4. Shall assist with the duties of the Presidential office.**
 - Recharter, Proclamation & Meeting agendas**
- 5. Shall present one Hot Topics at a Chapter meeting in the year**
- 6. Will be chairperson for the WWSPP Chapter Representative Committee**
- 7. Shall be an HSPA Member**
- 8. Shall be CRCST**
- 9. Shall be active on the Conference Committee**
- 10. Shall be an active WWSPP Member**
- 11. Shall be an active Board Member**
- 12. Must attend yearly retreat**

Secretary

Purpose: Duties of Secretary

Responsible Party: Executive Board

Policy Statement: To guide the Secretary in their duties.

Procedures:

- 1. Keep and maintain all Chapter meeting minutes.**
 - A. Board meetings**
 - B. All other meetings held**
- 2. Keep attendance for all meetings**
- 3. Preserve all letters and transactions of the organization digitally**
 - A. All hard copies for one year**
- 4. Notify all members about time/place of Chapter meetings four weeks prior to the meetings**
 - A. Send out an agenda one week prior to meetings.**
- 5. Maintain membership records**
- 6. Maintain point system**
 - A. Tally points for HSPA Conference drawing in December**
 - B. Maintain spreadsheet of members' attendance throughout the calendar year (January-December)**
- 7. Notifications of all events**
 - A. Education**

- B. Social**
- 8. Notification of monetary obligations**
 - A. Dues**
 - B. Any other money due back to the Chapter**
- 9. Reinstate suspended members**
- 10. Deliver to newly elected Secretary all electronic files, books and papers of the Chapter in his/her custody at next Chapter meeting**
 - A. Laptop**
 - B. Secretary totes**
- 11. Shall be an HSPA Member**
- 12. Shall be active on the Conference Committee**
- 13. Shall be an active WWSP Member**
- 14. Shall be an active Board Member**
- 15. Must attend yearly retreat**

Treasurer

Purpose: Duties of the Treasurer

Responsible Party: Executive Board

Policy Statement: To guide Treasurer in their duties

Procedure:

- 1. Receive all monies due to the Chapter**
 - A. Electronic payments in various forms**
- 2. Oversee all funds of the organization**
- 3. Deposit such funds in the name of the organization**
- 4. Review all monthly statements**
 - A. Balance checkbook**
 - B. Monitor electronic fund transfers**
- 5. Do nonprofit taxes for the year must be completed within 5 months of chapter fiscal year completion and emailed the board the completed tax form that was submitted with receipt of except from the IRS.**
- 6. Assist with HSPA conference room reimbursements**
- 7. Keep receipt book**
- 8. Pay out all Chapter expenses**
- 9. Provide full financial reports at Chapter meetings**
 - A. Virtual Meeting – Will sent report to Secretary for minutes**
 - B. In-Person meeting upon request of board.**

- 10. Shall keep a ledger and bring it to all Chapter meetings**
- 11. Deliver to newly elected Treasurer all electronic files, laptop, books, papers, credit card and any additional materials pertinent to the Chapter in his/her custody at next Chapter meeting by June.**
- 12. Shall be an HSPA Member**
- 13. Shall be active on the Conference Committee**
- 14. Shall be an active WWSPP Member**
- 15. Shall be an active Board Member**
- 16. Must attend yearly retreat**

Board Member

Purpose: Duties of the Executive Board

Responsible Party: President

Policy Statement: Guide Executive Board in their duties

Procedure:

- 1. Help establish the direction of the organizations**
- 2. Participate in organizing projects**
 - A. Community involvement events**
 - a. Dental events, cancer walks, etc.**
 - B. Fundraising ideas**
- 3. Act as liaison between the membership and the Board**
- 4. Shall fill in any vacant office as appointed by the President based on qualifications**
- 5. Shall present a Hot Topic at a Chapter meeting**
 - A. Board Member presents one per year**
- 6. Shall be an HSPA Member**
- 7. Shall be active on the Conference Committee**
- 8. Shall be an active WWSP Member**
- 9. Shall be an active Board Member**
- 10. Must attend yearly retreat**

Order of Business

Purpose: To define WWSPP Meetings

Responsible Party: Executive Board

Policy Statement: To guide the Chapter in procedure of holding a meeting

Procedure:

- **President calls meeting to order.**
- **Announcements**
- **Reports are given.**
- **Secretary**
- **Treasurer (If report is a recorded virtual public event, Treasurer report will be disclosed in chapter meeting minutes)**
- **Committee Chairpersons**
 - **Education Committee**
 - **Bylaw Committee**
 - **IT/Marketing Committee**
 - **Legislative Committee**
 - **Membership Committee**
 - **Chapter Representative Committee**
 - **Nomination Committee**
 - **Conference Committee**
- **Old business**
- **New business**
- **Hot Topic -Title of Certification**
- **Concerns and/or questions**
- **Upcoming meetings**
- **Call for adjournment.**

Active Member

Purpose: To Define Active Member

Responsible Party: Executive Board

Policy Statement: A description of what an Active Member is

Procedure:

- 1. Shall attend at least 75%- or three-Chapter meetings.**
 - A. Attend**
 - B. Stream**
 - C. Conference call**
- 2. Shall be actively engaged in the growth of the Chapter**
- 3. Shall participate in Chapter event**
 - A. Social**
 - B. Community**
 - C. Educational**

Sister Chapter Conferences

Purpose: To define sending members to Sister Chapter Events

Responsible Party: Executive Board

Policy Statement: Educational networking thru Sister Chapters

Procedure:

1. Sister Chapters

WACSP or MNSPA

2. Payment

A. The chapter will pay up to \$70.00 for where a registration fee is required. – (Chapter will reimburse two eligible members per educational event based on time frame of submissions received.)

B. Chapter will reimburse member after the member has fulfilled their obligations.

3. Chapter member obligations shall:

A. Shall send form on chapter website <https://www.wwspp-hspa.org/sister-chapters> via email to chapter secretary requesting to attend Sister Chapter's education event (eligible for 1 per year or at discretion of board members.)

B. Shall pay for educational event up front.

C. Shall send a write up of the education learned from event to the chairperson of the IT committee for the newsletter within two weeks of event and if desired present education at next Chapter meeting for conference points.

D. Shall send a receipt to the Treasurer within 30 days of the event for reimbursement.

HSPA Conference

Purpose: To define protocol to those going to HSPA Conference

Responsible Party: Executive Board

Policy Statement: Define obligations to attend HSPA Conference

Procedure:

- 1. Chapter will send: (depending on available money and eligibility)**
 - A. President-up to \$1000**
 - B. President Elect or Immediate Past President (will rotate)-up to \$900**
 - C. Secretary-up to \$1000**
 - D. Treasurer-up to \$1000**
 - E. Two Board members-up to \$900**
 - F. An active member from points scholarship to \$800**
 - G. In the event that unused funds are available from A-F positions the chapter board members have the ability to redistribute funds to eligible active members based on chapter member position tiers to ensure chapter at the conference.**
- 2. Money from WWSPP Chapter will pay towards:**
 - A. Registration, Transportation, &Hotel
(Pending return of receipts to Chapter)**
- 3. If member receives outside money, that amount will be used first, any remaining funds from the Chapter will be returned to the Chapter**
- 4. Qualified Members meet one of the following:**

- A. Keeping up Certification**
 - B. Working in SP/ST field**
 - C. Job descriptions fall within the Surgical field**
- 5. Shall fulfill their job obligations each member attending on Chapter moneys are responsible to:**
- A. Secure at least one speaker for the following year's conference**
 - B. Secure a sponsor for their speakers for the following year's conference.**
 - C. Present at least one topic/presentation that they attended at the next Chapter meeting.**
 - D. Submit a write up within two weeks after conference to Chapter email for IT Committee for newsletter.**
 - E. Submit speaker information no later than two months after conference to the Chapter email.**
 - F. Attend at least 80% of education sessions.**
- 6. Rooms will be double occupancy (more if allowed)**
- A. If person sharing the room is not being sent by WWSPP Chapter, they will pay their share of the room.**
 - B. If someone chooses to room alone the Chapter will pay for half of the room**
- 7. Scholarships - Chapter will send: (depending on available money and eligibility)**
- 8. If the responsibilities are not fulfilled by the people attending on Chapter moneys, they will not be given money from the Chapter if attending the following year, until after the commitments are fulfilled.**

Point System

Purpose: To define the collective points earned for the annual HSPA Conference Drawing

Responsible Party: Executive Board

Policy Statement: Active Members employed in the healthcare field

Procedure:

1. How active members can build points to go to the annual HSPA Conference

A. 1 point for attending WWSPP Chapter meetings.

1. Streaming

2. Conference call

3. In person attendance

B. 1 point for recruiting in a new member

1. Not including the conference

C. 5 points for hosting a WWSPP Chapter meeting

1. Points being broke down

a. Location - 1 ½ points

b. Speaker - 2 points

c. Food - 1 ½ points

D. 1 point for being an active member on a committee

E. 2 points for chairing a committee

- F. 3 points for writing an article that is published**
- G. 5 points for speaking at a HSPA education session with approve CE's**
- H. 1 to 2 points for attending a WWSPP social event**
 - 1. 1 point for a 1 day event**
 - 2. 2 points for a 2 day event**
 - 3. Document event**
 - a. pictures**
- I. 1 ½ points for attending WWSPP conference not paid by the Chapter**
- J. 1 ½ points for attending the WWSPP retreat**
- K. 2 points for attending HSPA National Conference that is not paid for by the Chapter**
- L. 2 points for submitting a poster to the HSPA National Conference per poster**

IT/Marketing Committee

Purpose: To define the duties of the IT Committee

Responsible Party: Executive Board

Policy Statement: Promotion for the growth of the Chapter

Procedure:

- 1. Shall write the WWSPP Chapter Newsletter**
 - A. Shall send the newsletter out quarterly**
 - By April 1st**
 - By July 1st**
 - By November 1st**
 - By January 1st**
- 2. Shall assist with IT issues that any Board Member or Committee Chair might have**
- 3. Shall assist speakers at Chapter Conference**
- 4. Shall set up meeting room equipment**
- 5. Shall take pictures at WWSPP and HSPA events**
- 6. IT Chairperson shall**
 - A. Guide the Committee in the work of the committee**
 - B. Bring updates of their committee to each WWSPP Chapter Meeting**
 - C. Shall attend 80% of the Chapter Meetings**

- D. Delegate work to committee members**
- E. Shall update the HSPA web site**
- F. Keep up the communication with committee members and President, 2 weeks prior to Chapter Meeting**
- G. Keep track of activities of each committee member**
- H. Have all expenses pre-approved by Executive Board**
- I. Maintain Chapter website**
- J. Maintain social media**
- K. Maintain public digital recordings**
- L. Write article for the Processing magazine**
- M. Maintain Equipment**
 - 1. Batteries**
 - 2. HDMI cord**
 - 3. Projector**
 - 4. Projector screen**
- N. Must attend yearly retreat**

Nomination Committee

Purpose: To define the duties of the Nomination Committee

Responsible Party: Executive Board

Policy Statement: To guide the Nomination Committee in their duties.

Procedure:

- 1. Shall run all nomination and elections of the HSPA Chapter in December**
- 2. Shall count all ballots at the annual election.** (Nominated member must step down if conflict of interest)
- 3. Nomination Chairperson shall:**
 - A. Bring all updates to the HSPA Chapter Meetings**
 - B. Keep up the communication with committee members and the Chapter President, 2 weeks prior to Chapter Meeting**
 - C. In the event that you are unable to attend, contact committee members and notify President.**
 - D. Send all emails to all committee members and the Chapter President, between December and the election.**
 - E. Conduct the election process at the annual HSPA Chapter Meeting & forward to Secretary.**
 - F. Keep track of activities of the nomination committee member during elections**
 - G. Keep the nomination binder.**
 - H. Have all expenses pre-approved by the Executive Board**
 - I. Send updates to the IT Committee for the newsletter.**
 - J. Shall attend 80% of the Chapter Meetings & must attend yearly retreat**

Membership Committee

Purpose: Duties of the Membership Committee

Responsible Party: Executive Board

Policy Statement: To guide the Membership Committee in their duties

Procedure:

- 1. Shall recruit new members**
- 2. Shall send out congratulation letter to people/members who have passed exams or joined HSPA.**
- 3. Shall prepare new member binders**
- 4. Shall prepare guest folders**
- 5. Membership Chairperson shall:**
 - A. Keep up the communication with committee members and the Chapter President, 2 weeks prior to Chapter Meeting**
 - B. Report all updates at Chapter Meetings**
 - C. Delegate jobs duties to committee members**
 - D. Keep track of activates of the membership committee members**
 - E. Have all expenses pre-approved by Executive Board**
 - F. Send out chapter conference brochure if applicable to new member of HSPA from Wisconsin**
 - G. Send updates to the IT Committee for the Newsletter**
 - H. Shall attend 80% of the Chapter Meetings & Must attend yearly retreat**

Bylaws Committee

Purpose: Duties of the Bylaws Committee

Responsible Party: Executive Board

Policy Statement: To guide the Bylaw Committee in their duties

Procedure:

- 1. Shall keep up to date the Bylaws and Policies of the HSPA Chapter**
- 2. Shall guide the membership in the running of the Chapter**
- 3. Bylaws Chairperson shall:**
 - A. Keep the binder of the Bylaws and Policies**
 - B. Bring binder to all Chapter Meetings**
 - C. Keep up the communication with the Chapter President of all updates**
 - D. Keep originals and prior year, of Chapter and HSPA Policies**
 - E. Present all proposed revisions to each active member at least 30 days before annual meeting**
 - F. Have all expenses pre-approved by Executive Board**
 - G. Shall attend 80% of the Chapter Meetings**
 - H. Must attend yearly retreat**

AAMI Committee

Purpose: Duties of the AAMI Committee

Responsible Party: Executive Board

Policy Statement: To guide the AAMI Committee in their duties

Procedure:

- 1. Shall keep up to date with AAMI updates**
- 2. Shall bring updates to Chapter Meetings**
- 3. AAMI Chairperson shall:**
 - A. Guide the committee**
 - B. Keep up the communication with committee members and the President, 2 weeks prior to Chapter Meetings or email if unable to attend**
 - C. Keep track of activates of the AAMI committee members**
 - D. Send to the IT Committee any updates for the newsletter**
 - E. Have all expenses pre-approved by the Executive Board**
 - F. Bring ST79 to all Chapter Meetings**
 - G. Must attend AAMI update session at the national HSPA Conference**
 - 1. If not attending conference delegate someone to attend session**
 - H. Shall attend 80% of the Chapter Meetings**
 - I. Shall attend the yearly retreat**

Legislative Committee

Purpose: Duties of the Legislative Chairperson

Responsible Party: Executive Board

Policy Statement: To guide the Legislative Committee in their duties

Procedure:

1. Legislative Committee Chairperson shall:

- A. Keep up to date with all legislations**
- B. Keep up to date with HSPA legislative committee**
- C. Bring any updates to Chapter Meetings**
- D. Email Chapter President of updates for the Chapter Meeting if unable to attend**
- E. Send any updates to the IT Committee for the News Letter**
- F. President, President-Elect and Board members will submit request for state proclamation in conjunction with legislation committee members once notification is received or initiate by July.**
- G. Will submit a request for a signing ceremony once notification is received**
- H. Help with SP Week Campaign**
- I. Shall attend 80% of Chapter Meetings**
- J. Must attend yearly retreat**

Code of Conduct

Purpose: Actions of Chapter Members

Responsible Party: Executive Board

Policy Statement: To guide members in their actions as a Chapter Member

Procedure:

- 1. No member shall solicit charitable donations that are not related to the WWSP Chapter or HSPA**
- 2. All fundraisers and charitable events shall be preapproved by the Executive Board**
- 3. Members may not ask for monetary donations at Chapter Meetings or at HSPA events**

Hosting a Chapter Meeting

Purpose: Chapter Forum and/or Education

Responsible Party: Executive Board

Policy Statement: Providing the education and Chapter business

Procedure:

- 1. Get form from Secretary**
- 2. Complete form for meeting**
 - A. 5 weeks prior to meeting**
 - B. Return completed form to current President**
- 3. Get a location**
- 4. Pick a date and time**
- 5. Get a speaker**
 - A. Chapter Member can assist**
 - B. Visit chapter website for speakers list**
- 6. Select topic**
- 7. Ask if session is HSPA approved**
- 8. Ask if CE Certification can be provided**
- 9. Obtain map to community-available parking**
- 10. Provide directions to meeting room**
- 11. Food**

A. Provided by facility

B. Provided by host

C. Members bring pot luck

12. WIFI availability

13. Consider a facility tour

A. Promote when in-person available

Educational CE's Approval

Purpose: Obtaining CE's

Responsible Party: Executive Board

Policy Statement: Guide Members in obtaining CE's

Procedure:

1. CBSPD

- A. Log onto CBSPD.net**
- B. Top of link - under CE's**
- C. Online application for CE's approval**
- D. Fill out application**
- E. Submit**

2. HSPA

- A. Log onto HSPA.org**
- B. Top of link - under Chapters**
- C. Select CE approval protocol**
- D. Select approval request form**
- E. Fill out application**
- F. Submit**

3. Association of Surgical Technologist CE's (AST)

The AST website requires an AST member to submit the request CEs to AST via their website at [https://www.ast.org/Members/AST CE Policies/](https://www.ast.org/Members/AST_CE_Policies/)

WWSPP Conference

Purpose: To define the duties of the Conference Committee

Responsible Party: Executive Board

Policy Statement: To guide the conference Committee in their duties

Procedure:

- 1. Set the outline of the Conference.**
 - A. Set the date and location.**
 - B. Decide Theme & Gather speakers.**
 - C. Set budget**
- 2. Conference Meeting**
 - A. Job obligations as a group**
 - B. Job obligations as an individual**
 - 1. Refer to Timeline Form**
 - 2. Refer to Job Duties Form**
- 3. Post Educational Meeting**
 - A. AST follow-up**
 - B. Gather pictures.**
 - C. Ratings from speakers**
 - D. Financial Report**
 - E. Set date for next Conference**

Media Meeting

Purpose: Define etiquette for Media Meetings

Responsible Party: Executive Board

Policy Statement: To guide members in proper etiquette during meetings

Procedure:

- 1. Phones should be silenced**
- 2. Conversations should be professional**
- 3. Connecting to meetings on time**
- 4. Be mindful of public recording**
- 5. There will be NO “side” conversations during recording**
- 6. No cell phone interactions, unless emergent**
- 7. No personal information during recording**
- 8. If your removed from the meeting for disruption or negative comments your will not receive your CEs**

Retreat

Purpose: To review and/or update Bylaws and Policies

Responsible Party: Executive Board

Policy Statement: To guide the Bylaw/Policy Committee

Procedure:

- 1. Shall set up location and date one year in advance**
 - A. Confirm 6 weeks before**
- 2. Shall determine agenda**
- 3. Shall determine attendees**
 - A. Executive Board Members and Committee Chair Members**
 - B. Additional members - space permitting**
- 4. Determine food**
 - A. Individual responsibility**

Representative Member Committee

Purpose: To define duties of the Representative Member Committee

Responsible Party: Executive Board

Policy Statement: To guide the committee in their duties

Procedure:

1. Task Force Committee Chairperson shall:

- A. Keep up to date with all committee communications**
- B. Keep up to date with HSPA Representative Member Committee**
- C. Bring any updates to Chapter meetings**
- D. Email Chapter President of updates for the Chapter Meeting, if unable to attend**
- E. Send any updates to the IT Committee for Newsletter**
- F. Attend 80% of Chapter Meetings**
- G. Must attend yearly retreat**

Nomination Procedure

Purpose: To define duties of the Nomination Procedure

Responsible Party: Executive Board

Policy Statement: To guide the committee in their duties

Procedure:

- 1. Get a list of WWSPP HSPA members**
 - a. List of WWSPP members that are CRCST if needed**
- 2. Send out the nomination's ballots 60 days prior to election – asking for nominations to be returned within 10 days**
- 3. Send out the letters of accepting or declining with a Bio form and Policies of the jobs to nominees**
- 4. Receive Bios within 10 days**
- 5. 2 weeks before elections send Bio to WWSPP members**
 - a. Ask that ballot be returned within two weeks if voting by email or absentee.**
- 6. Have all members of the nomination committee's email address' on all emails.**
- 7. Nomination committee members send to chairperson the ballot count**
- 8. Chairperson sends all board members the results of the ballot count.**
- 9. Secretaries keep copies of the out of the election.**
- 10. All ballots are destroyed.**

Board Member Resignation Procedure

Purpose: To define duties of the Executive Board member

Responsible Party: Executive Board

Policy Statement: To guide the Executive Board Members in their duties

Procedure:

- 1. Notify as soon as possible an Executive Board member in writing via email or letter only no text message etc.**
- 2. Knowing Board member will acknowledge and notify the remaining executive board members.**
- 3. Resigning executive board member shall return any chapter intellectual property, confirm that the information is correct and received, and upon acknowledgement of receipt chapter information should be deleted from personal computers.**
- 4. Resigning executive board member shall return any chapter physical property to an executive board member.**
- 5. Chapter property shall be returned as soon as possible but no later than 30 days of board member's resignation.**
- 6. If within 30 days, the above steps have not been executed or arrangements made the followings steps are to be taken.**
 - a. Send certified letter via registered mail keeping copies of letter sent to resigning board member.**
 - b. Begin legal action to act on behalf of the chapter's interests.**