



Western Wisconsin Sterile Processing Professionals

BYLAWS

2024

Western Wisconsin Sterile Processing Professionals

CODE OF ETHICS

As a member of the Western Wisconsin Sterile Processing Professionals, I will endeavor to promote the highest standard of professional conduct by:

Practicing honesty and maintaining personal integrity, including avoidance of conflicts of interest with those of my employer or of the WWSPP and HSPA.

Striving for the objective and fair representation of Healthcare Sterile Processing principles.

Fostering excellence in Healthcare Sterile Processing by keeping abreast of pertinent issues.

Maintaining the confidentiality of privileged information.

Promoting a greater understanding of Healthcare Sterile Processing issues by others in the healthcare field and seeking increased public understanding through communication about such issues.

Seeking to maintain a reasonable balance between the quality and cost of healthcare.

ARTICLE I

Name

- A. The name of this Chapter shall be Western Wisconsin Sterile Processing Professionals of the Healthcare Sterile Processing Professionals Association (HSPA), hereafter referred to as the Chapter.
- B. The term healthcare shall incorporate all facilities that are rendering care to patients/ customers i.e., ambulatory care centers, surgery centers, and dental facilities.

ARTICLE II

Affiliation

- A. The Chapter shall have direct affiliation with the Healthcare Sterile Processing Professionals Association (HSPA) and the affiliation shall be limited to one affiliation.

ARTICLE III

Purpose

- A. The Chapter mission shall be to provide the members of the Chapter and healthcare facilities with organized educational patient safety opportunities, professional development, a forum for networking, member services in response to member identified needs and priorities and to represent Healthcare Sterile Processing in the professional community.

ARTICLE IV

Objectives

The objectives of the Chapter shall be to:

- A. Conduct training meetings and conferences at a local level to assist in cost effective training locally within the Chapter area.
- B. Stimulate interest in Sterile Processing improvements through presentation of new techniques and products.

ARTICLE V

Membership

Section 1. Qualifications for Membership

- A. Candidates shall be employed in a healthcare facility Healthcare Sterile Processing department or have interest by practice in a related field.
- B. Membership may also be open to other individuals who are interested in promoting the purpose and objectives of the Chapter and HSPA, as stated in Article III and IV.

Section 2. Definition of Healthcare

- A. The term healthcare shall incorporate all facilities that are rendering care to patients/customers i.e., ambulatory care centers, surgical centers, and dental facilities.

Section 3. Responsibility of Members

- A. Acceptance of membership shall constitute an agreement to abide by the regulations and objectives as stated in these bylaws.

Section 4. Application for Membership

- A. Applicants for membership shall be responsible for providing adequate information to allow membership status to be determined.

Section 5. Categories of Membership

A. Active Membership

- 1. Active members shall be those persons who are either employed in a Healthcare Sterile Processing Department or in a related field or have interest in promoting the purpose and objectives of HSPA.

B. Active members may serve on committees as appointed and pay fees and dues as fixed by the Executive Board Members.

- 1. Active members are entitled to one (1) vote on each issue submitted to a vote of the membership.
- 2. An active member shall attend at least 75%, or 3 Chapter meetings per calendar year.
- 3. An active member is one who is actively engaged in the Chapter.
- 4. An active member is one who actively attends Chapter events.
- 5. New members are entitled to one (1) vote on each issue submitted to a vote of the membership after 30 days of joining.

C. Associate Membership/Vendor Membership

- 1. Associate members shall be those persons determined by their occupation to have an allied relationship with Healthcare Sterile Processing departments.
- 2. Associate members may serve on committees as appointed and pay fees and dues as fixed by the Executive Board Members.
- 3. Associate members are also entitled to one (1) vote on each issue submitted to a vote of the membership after 30 days of joining.
- 4. Associate members may hold the position of Board Member of the Executive Board.

D. Student Membership

- 1. Students may become a member at a reduced membership fee.
- 2. Students' members are entitled to one (1) vote on each issue submitted to a vote of the membership after 30 days of joining.
- 3. Students will be charged reduced registration fees for Chapter sponsored conferences.

E. Honorary Membership

- 1. Honorary Membership may be offered by the Chapter upon individuals who have been members in good standing of the Chapter and who have inactive status or provided outstanding service to the Chapter.
- 2. Dues are waived for yearly membership.

3. Fees may be reduced or waived as determined by the Executive Board Members of the Chapter. During chapter events if the honorary member is participating to obtain CE normal membership registration price will be charged. If the honorary member participates without expectation of CE credit the price is reduced to reflect cost for meal and conference main conference maintenance fees.
4. Honorary members are also entitled to one (1) vote on each issue submitted to a vote of the membership after 30 days of joining.
5. Honorary members may hold the position of Board Member of the Executive Board

Section 6. Transfer of Membership

- A. Membership in this Chapter is nontransferable or assignable.

Section 7. Annual Dues

- A. The Executive Board Members may determine from time to time the amount of initiation fee and/or annual dues payable to the Chapter by members.
 1. The current annual dues shall be payable by April 30th of each year.
 2. \$25.00 Active and Associate Members.
 3. \$10.00 Student Membership.
 - a. A student of Sterile Processing or Surgical Technician
- B. Members failing to pay dues by April 30th shall be notified, and those not paying after proper notification will forfeit all rights to membership and will have their names stricken from the roster.
- C. A member may be reinstated upon payment of the annual dues.
- D. All dues are non-refundable.

Section 8. Resignation

- A. Obligations of a person resigning.
 1. Resignation shall not relieve the member of the obligation to pay any dues, assessments, or other charges therefore accrued and unpaid.
 2. No refund of dues will be granted.

Section 9. Suspension and Expulsion of members

- A. Any member may be suspended or expelled for cause.
- B. Sufficient cause for such suspension or expulsion from membership shall be any of the following:
 1. A member becoming ineligible for membership.
 2. Default in payment of dues, and other obligations.
 3. Violation of Chapter and the HSPA's bylaws and Code of Ethics.
 4. Any other conduct obstructing the purpose of objectives of the Chapter or prejudicial to the interest of the Chapter or HSPA.
 5. Suspension or expulsion shall be by two-thirds ($\frac{2}{3}$) vote of the entire Executive Board Members.
 6. A statement of the charges must be sent by certified or registered mail to the last recorded address of the member in question at least twenty (20) days before the

final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Executive Board Members at which time the charges shall be considered.

7. The member shall have the opportunity to reply to charges.

Section 10. Reinstatement of Membership

A. Reinstatement. Upon reapplication for membership, a former member may be reinstated after meeting such terms as are required for membership in the Chapter.

1. Application completed
2. Payment of dues
3. Other obligations

B. Suspension and Expulsion

1. Reinstatement of members who have been suspended or expelled from membership in the Chapter will be considered upon a written request signed by him/her and filed with the Secretary of the Chapter.
2. Upon presentation of sufficient evidence proving the sincere intent of the individual to return to full membership status, the Executive Board Members may by affirmative vote of two-thirds ($\frac{2}{3}$) of the members of the Board reinstate such former member to membership.
3. Reinstatement is contingent upon such terms as the Executive Board Members may deem appropriate.

ARTICLE VI

Officers

Section 1. General Powers

The affairs of the Chapter shall be managed by it's Executive Board Members

A. Composition. The Executive Board Members of the Chapter shall be composed of the following individuals:

1. President
2. President Elect/ Immediate Past President
3. Secretary
4. Treasurer
5. Board Members (2)

B. Position requirements

1. Office and terms
 - a. President: 2 year, HSPA Member, CRCST
 - b. President Elect: 1 year, HSPA Member, CRCST
 - c. Immediate Past President: 1 year, HSPA Member, CRCST
 - d. Treasurer: 2 years, HSPA Member

- e. Secretary: 2 years, HSPA Member
 - f. Board Member: 2 years, HSPA Member
2. Each officer must be a member in good standing of the Healthcare Sterile Processing Professionals Association and the Western Wisconsin Sterile Processing Professionals.
 3. Must be an active Executive Board Member.

C. Voting Privileges

1. Each Executive Board Member shall be entitled to have one (1) vote on each issue submitted to the Board for vote.

Section 2. Board Quorum

- A. Executive Board Members fixed as provided in Section 1 of this Article shall constitute a quorum for the transaction of business at any meeting of the Executive Board unless otherwise required by these bylaws, provided that if less than a majority of the Executive Board Members are present at said meeting, a majority of the Executive Board Members present may adjourn the meeting to another time without further notice.

Section 3. Resignation or removal of an Executive Board Member

- A. An Executive Board Member may resign at any time upon written notice to the constituent.
- B. An Executive Board Member may be removed for cause specified by statute, for malfeasance of office, or for violation of these bylaws. Removal from office shall be according to Article V, Section 9B of these bylaws and in accordance with rules and regulations approved by the Executive Board Members.

Section 4. Manner of Action

- A. The act of a majority of the voters present at a meeting at which a quorum is present shall be at the act of the Executive Board Members, unless the act of a greater number is required by statute or by these bylaws.

Section 5. Compensation

- A. No member of the Executive Board shall receive any salary or pay for his/her services.

ARTICLE VII

Executive Board

- A. The Executive Board shall consist of the officers of the Chapter.
- B. The Executive Board shall meet at the call of the President, who shall give notice at least ten (10) days before the meeting.

ARTICLE VIII

Meeting of the Members

Section 1. Quorum

A. Quorum defined

1. A majority of the committee shall constitute a quorum for the transaction of business, and the acts of the majority at any regularly called meeting when a quorum is present shall be acts of the committee.
2. The voting members present at the annual meeting of the Chapter constitute a quorum.

B. Acts of the Members

1. The affirmative vote of the members presents and voting at the annual meeting shall be the act of the members.

Section 2. Fixing of Member Record Dates for voting Eligibility

1. For the purpose of determining the members entitled to notice, to vote, to attend meetings, or in order to make a determination of members for any other proper purpose.
2. The date of record will be thirty (30) days to such action.

Section 3. Voting by Ballot

1. Voting on any question may be by voice unless the chairman of the meeting shall order, or any member shall demand that voting be by email/mail or paper ballot.

ARTICLE IX

Fiscal year

- A. The fiscal year of the Chapter shall begin on the first day of May and end on the 30th day of April.

ARTICLE X

Amendments

- A. Upon proposal by the Executive Board Members, these bylaws may be amended by quorum vote of active and associate members who are eligible to vote and are present at any annual meeting of the Chapter.

ARTICLE XI

Dissolution and Transfer of Assets

- A. The Chapter shall use its funds only to accomplish the objective and purposes specified in these bylaws, and no part of said funds shall insure, or be distributed, to the members of the Chapter.
- B. On dissolution of the Chapter any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Executive Board Members in accordance with the objectives of the Chapter.

Chapter Membership Position Tiers

