

2011 CONSTITUTION AND BYLAWS

ARTICLE 1 NAME:

This non-profit organization shall be known as “Golden West Central Service and Healthcare Chapter” (GWCS), an affiliate chapter of the International Association of Healthcare Central Service Material Management.

ARTICLE 2 OBJECTIVES:

The objectives of this organization shall be:

- A. To exchange ideas and promote efficiency among Central Service and other related healthcare fields.
- B. To encourage cooperation among hospital surgi-centers and other allied organizations in matters pertaining to Central Service.
- C. To maintain a close liaison with the medical community.
- D. To encourage and assist healthcare members to develop their knowledge and to increase their effectiveness in Central Service and other healthcare fields.
- E. To provide a medium for exchange and sharing of ideas relative to Central Service and other healthcare fields.
- F. To be aware of the legal aspects of Central Service.
- G. To not endorse – as an organization – any labor group.
- H. To maintain an effective relationship with all other related professional healthcare organizations.

ARTICLE 3 MEMBERSHIP:

A. ACTIVE MEMBER

Any person who performs the usual and customary duties in Central Service and other related healthcare fields. This person is eligible for full membership privileges which shall include:

- 1. Hold an elective office
- 2. Have voting privileges for elective office and for bylaws.
- 3. Be a member in good standing.
 - a. Defined as a current member
 - b. Defined as attends meetings.
 - c. Defined as volunteers for GWCS activities.

Any active member holding elective office who leaves the field of Central Service, or other related healthcare fields, may complete their term. If officer does not choose to complete term then, shall resign the office held within 90 days. They are then eligible for associate membership status.

B. ASSOCIATE MEMBER

Any member who has an interest in the healthcare field. An associate member will pay regular membership dues. Sales representatives shall be eligible for Associate Membership. This member is not eligible to:

- 1. Be appointed to serve as committee chairperson
- 2. Hold elective office.
- 3. Vote.
- 4. May serve on a committee only

C. ACTIVE RETIRED MEMBER

Active retired members who serve on committees and who contribute their time to attend monthly meetings will have voting privileges and can hold an appointed office as recommended by the Board of Directors.

- 1. Will have voting status as an active member.

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D. RETIRED MEMBER

1. Exempt from dues.
2. Receive all chapter mailings as requested.

ARTICLE 4 DUES AND ASSESSMENTS:

- A. The annual dues of this organization shall be determined, annually, by the Board of Directors in accordance with the need and requirements of the organization.
- B. Dues shall be payable by the last day of the seminar.
- C. Dues Shall be delinquent after January 1st and be subject to a \$5.00 charge.
- D. A completed application form must be submitted annually with renewal fees.

ARTICLE 5 MEETINGS:

A. REGULAR MEETINGS

The meetings of this Organization shall be determined by the Board of Directors at the beginning of each year to be posted to the website.

B. ORDER OF BUSINESS

The order of business and questions of procedure shall be disposed of under the "Robert's Rules of Order" when in conflict with the Constitution and Bylaws of this Organization.

ARTICLE 6 VOTING AND QUORUM:

A. VOTING – Elected officers

1. Election of officers shall be by majority vote from the returned ballots.
2. All eligible members will be afforded the opportunity to vote.
3. Voting shall be by secret written ballot, with envelope marked "Ballot". Returned ballots must be in designated ballot envelope.
4. Ballots shall be counted at the annual business meeting by chairperson and two (2) tellers chosen at random.
5. Results shall be announced at the meeting.

B. QUORUM – Meetings

1. Quorum shall consist of a minimum of five (5) Board members present and voting.

ARTICLE 7 BOARD OF DIRECTORS:

SECTION 1

This Organization shall be governed by a Board of Directors. Said Board shall be composed of all elected and appointed officers. GWCS Board officers may not hold office in a non-IAHCSMM affiliated central service organization.

SECTION 2

1. OFFICERS

- A. The elected officers of the organization shall be:
 1. President
 2. President-Elect
 3. Immediate Past-President
 4. Secretary**
 5. Treasurer**
 6. Member at Large**
 7. Information Services**

** Indicates appointed and approved by the Board

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- B. Qualifications of elected officers:
1. All elected officers shall be members in good standing.
 2. Willing to accept responsibility of the office.
 3. Attend monthly meetings.
 4. All elected officers shall serve a term of two (2) years.
 5. All elected officers shall be members of IAHCSSM.

2. DUTIES OF OFFICERS

1. PRESIDENT

The President shall:

- a. Preside at all meetings.
- b. Appoint all committee chairpersons.
- c. Be an ex-officio member of all committees.
- d. Appoint an eligible member to fill any vacancy that occurs during his/her term of office.
- e. Attend annual meetings of IAHCSSM, or appoint a designee and report to the board.
- f. Shall not serve more than two (2) consecutive terms, except when assuming the responsibility for early vacancy of office.

2. PRESIDENT-ELECT

The President-Elect shall:

- a. Preside at all meetings in the absence of the President.
- b. Assist the President in the performance of duties.
- c. Assume the office of the Presidency in case of a vacancy in that office.
- d. Assume the office of the Presidency at the expiration of the President's term.
- e. Serve as Finance Director.

3. IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall:

- a. Act in an advisory capacity to the Board of this Organization.

4. SECRETARY

The Secretary shall:

- a. Keep the minutes of general and Board meetings.
- b. Preserve all letters and correspondence of this Organization.
- c. Conduct all correspondence of this Organization.
- d. Send Minutes of the Board meeting to all members of the Board, committees or at members request.
- e. Keep Chapter data for 7 years.

5. TREASURER

The Treasurer shall:

- a. Be responsible and accountable for all financial records and money received by this Organization.
- b. Be responsible for all accounts payable and receivable for this Organization.
- c. Present a report at each meeting.
- d. Be responsible for all documentation of all information for Tax Consultant / Advisor.
- e. Prepare and submit an annual financial report no later than March meeting the following year.
- f. Maintain all bills and bank statements for tax records for 7 years.
- g. Contact the Board of Registered Nursing every two (2) years for BNR number.

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6. MEMBER AT LARGE

The Member at Large shall:

- a. Promote fellowship among members.
- b. Bring questions of concerns from membership to the Board meetings.
- c. Compose a letter of Introduction.

7. INFORMATION SERVICES

The Information Services shall:

- a. Be appointed by the President.
- b. Be a member of the Board.
- c. Computerize all membership and chapter's information.
- d. Keep recorded information for 7 years.

8. BOARD OF DIRECTORS

The Board of Directors shall:

- a. Act in an advisory capacity to the President.
- b. Call a special meeting.
- c. Have the power to revise these bylaws, as needed. Any revisions will be presented to the members for a vote.
- d. Have the power to remove from elective office, or expel from membership, any member of this Organization for cause.
- e. Have the power to reinstate.
- f. Approve candidates for election.

9. TRANSITION OF OFFICERS

The changing of Officers shall:

- a. Hold an orientation and exchange of information to the incoming officers.
- b. Relinquish all materials pertaining to that position.

ARTICLE 8 COMMITTEES:

SECTION 1

The Committees of this Organization shall be as follows, and any others the Board of Directors shall deem necessary. All committee chairpersons shall be appointed by the President. Committee members of standing committees may attend Board meetings, however may not have voting privileges.

SECTION 2

1. MEMBERSHIP COMMITTEE

The Membership Committee shall:

- a. Keep an accurate account of all members of this Organization.
- b. Compile a membership list for the use and information of the members.
- c. Make a copy of the bylaws available to all new members.
- d. Promote Membership.

2. PROGRAM SEMINAR COMMITTEE

The Program Committee shall:

- a. Inform members of future meetings by mail and website.
- b. Be responsible for organizing this chapter's annual educational seminar.
- c. Be a past seminar chairperson of this committee.

3. BYLAWS COMMITTEE

The Bylaws Committee shall:

- a. Review and recommend revisions of the bylaws to the Board of Directors on an annual basis.
- b. Provide revisions to the membership for approval of bylaw changes.

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4. FINANCE COMMITTEE

The finance Committee shall:

- a. Be chaired by the President-Elect.
- b. Be composed of the above mentioned President-Elect, the Treasurer, and the Member at Large.
- c. Prepare and submit an operational budget for the following year.

5. NOMINATING COMMITTEE

The Nominating Committee shall:

- a. Prepare a slate of candidates to be presented and voted on at the January general-membership meeting. All candidates must be a member in good standing and have consented to serve.
- b. Appoint tellers for the election process.
- c. Request nominations for elective officers from the floor at the November meeting.
- d. Mail official ballot to eligible members no later than thirty (30) days prior to the January meeting.

6. HISTORIAN

The Historian shall:

- a. Keep past chapter information, such as newsletters, educational and seminar announcements and events.

7. NEWSLETTER

The Newsletter shall:

- a. Combine, prepare and send newsletters to the membership as deemed by the Board.

ARTICLE 9 DISSOLUTION OF CHAPTER:

Donate funds to non-profit healthcare organization, as determined by the Board of Directors.

- A. Majority vote of the Quorum, present and voting, at a regular monthly meeting.
- B. A fifteen (15) day written notice must be given of the above actions, to this document.
- C. Notify IAHCMM of dissolution of chapter.

ARTICLE 10 AMMENDMENTS TO THIS DOCUMENT:

Ammendments may be made, as necessary, or added under this article.

A. AMMENDMENT 1: VOLUNTEER GUIDELINES:

The Golden West Central Service and Healthcare Chapter volunteers are a large contributing factor to the continued success of the organization. Volunteers are welcome to attend the Annual General Membership meeting and are encouraged to attend the semimonthly Board Meetings and scheduled seminar meetings. Below are guidelines for volunteer responsibilities and benefits.

Volunteers who are not former Board Members who attend as many Board Meetings and seminar meetings as possible throughout the year will receive free tuition to the Annual Golden West Seminar. These volunteers will be required to pay for their accommodations at the hotel. (Exceptions to this guideline will be made on a case by case basis – for example a volunteer who attends most of the meetings and is very involved in the preparation and works diligently at the seminar may have their room paid for by the organization. This decision will be made by the Golden West President and Treasurer).

- Volunteers who are former Board Members and are currently active in the organization (attending as many meetings as possible) will have their tuition for the seminar and their accommodations at the hotel paid for by the organization.

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- Volunteers for the seminar are expected to make the commitment to be available whenever possible for seminar meetings prior to the seminar. And are expected to be available (and ready to work) during seminar hours. The success of the seminar is dependent upon the efforts of the Board Members (who are also volunteers) and the other volunteers. It takes everyone to do their part so that all goes smoothly and the seminar is a success.

- Following is a list of some of the duties/responsibilities assigned to volunteers prior to and at the seminar:
 - a. Attend meetings so you will be informed as to status of seminar preparations and what tasks need to be taken on by a volunteer.
 - b. Research pricing and handle purchasing for giveaways such as the coffee mugs, pens, shirts, lunch bags, whatever goodies to be given at the seminar.
 - c. Assist with stuffing seminar attendee bags with giveaways, session handouts and other seminar materials.
 - d. Assist with early registration by handing out attendee bags, name badges, etc.
 - e. Try to answer any questions attendees might have during the seminar and get assistance if you are unable to provide an answer.
 - f. Be available by 7:15 a.m. each morning of seminar so that all volunteers are present and ready to go when attendees arrive for registration and the continental breakfast. Do not disappear during seminar hours. Your availability is being counted on during this time.
 - g. Monitor session sign in sheets.
 - h. Collect session evaluation sheets. And overall seminar evaluation sheet at the end of the seminar.
 - i. Assist speakers with passing out handouts if needed.
 - j. Assist with audio equipment if needed.
 - k. Assist the seminar chair and other Board Members and volunteers in whatever is needed.
 - l. Decorations – Assist the decoration committee with decorating the ballroom the night of the dinner.
 - m. Sell 50/50 raffle tickets.
 - n. Assist during Vendor Exhibition.
 - o. Assist in the Treasure Room with the taking of monies for the items available for donation such as hats, pens, calendars, shirts, etc.
 - p. Attend the seminar wrap up meeting and assist with packing everything up after another successful seminar.

The above is only a partial list of all the tasks involved in putting on a successful seminar. There are many responsibilities that are routinely handled by Board Members or Committee Chairs such as the coordination with the Atlantis staff to reach a contract agreement which includes, rooms, food, audio equipment and a hundred other details all performed by the seminar chair; receipt and handling of the seminar registration forms and monies by the Treasurer and the receipt and handling of the membership applications and monies by the Treasurer; The compiling and maintenance of the membership list by the Membership Chair; The receipt of the seminar registration forms and the compilation of the seminar attendee lists, facility lists, seminar sign in sheets, evaluation forms, seminar certificates, the creating of the early seminar postcard by the Information Services person; the research and purchasing of the giveaways and decorations for the seminar which are handled by the Decorations Committee Chair and the Treasurer; The preparation and mailing of the Vendor Package which is handled by our Vendor Chair. The creation and mailing of the seminar brochure which is handled by the seminar chair and co-chair; The printing of the seminar brochure and the session evaluations which is handled by the current President; The creation and maintenance of the website handled by our webmaster; Contacting and working with speakers and vendors which is done by Seminar Chair, Vendor Chair, President, and others who are able to offer assistance in this area; Signing everyone in at registration handled by the Information Services person. Getting attendees to sign up for membership after registration handled by the Membership Chair.

This is just a sampling of the tasks that are performed in order for the seminar to be a success each year. It is not intended to be a complete list, just a guideline to try and impress upon those involved the

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commitment that is needed and also to say hey look we do this every year and it is a success and it is all due to the great Golden West Team.

TO ALL WHO READ THIS DOCUMENT

Please be notified that this document is a revision of the original constitution and bylaws of this Organization, passed in law in 1970, amended in 1977, 1978, 1981, 1984, 1986, 1990, 1991, 1993, 1994, 1995, 1997, 1998, 1999, 2001, 2004, 2008, 2009 and 2011.