

LONG ISLAND ASSOCIATION FOR CENTRAL SERVICE BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the ***Long Island Association for Central Service (LIACS)*** and hereafter referred to as the Chapter.

ARTICLE II: AFFILIATION

The Chapter shall have direct affiliation with the ***International Association of Healthcare Central Service Materiel Management (IAHCSMM)*** and abide by their requirements for affiliation and the affiliation shall be limited to one affiliation.

ARTICLE III: OBJECTIVES

1. Bring about close cooperation between healthcare Central Service personnel and Materiel Management personnel in order to promote efficiency in Central Service and Central Service management and to assist in providing optimum patient care.
2. Co-operate with other healthcare departments and allied associations in matters pertaining to Central Service.
3. Encourage and assist members to develop their knowledge and to increase their effectiveness.
4. Provide a medium for the interchange of ideas and knowledge and to disseminate materials relative to Central Service and other healthcare issues.
5. To serve as a liaison between chapter members and IAHCSMM.
6. Organized exclusively for scientific and educational purposes as a non-profit association. It shall be conducted so that no part of its income or earnings shall inure to the benefit of any member, officer or other individual.

ARTICLE IV: MEMBERSHIP

The Board of Directors will determine whether there will be a fee charged for membership or a free membership to be determined by the balance of the Chapter's treasury. All memberships should be renewed on an annual basis prior to March 1st of each year.

Categories of membership in this organization are Active, Associate and Emeritus. Membership in this Chapter shall become effective upon the approval of a completed application and receipt of the on-line membership registration. Free memberships should be established by reviewing and revising your online membership via the Chapter's website. Reminders will be sent out annually starting in November of each year.

SECTION 1: ACTIVE MEMBERSHIP

1. Active members shall be any person who works in a healthcare Central Service or Materiel Management Department.
2. All active members are eligible to vote.
3. Active members in good standing are eligible to hold office, serve on committees, and serve as delegates to the Annual Meeting of IAHCSMM. To maintain good standing, an Active member must attend a minimum of two (2) meetings/seminars during the past 12 months and be a registered member of this chapter.

3a. In order to be eligible to hold office, you must have participated and/or chaired a committee and have attended at least 1 board of director's meeting.

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SECTION 2: ASSOCIATE MEMBERSHIP

1. Associate members shall be those who work in allied fields, including but not limited to vendors and consultants.
2. Associate members are eligible to vote.
3. Associate members in good standing are eligible to serve on committees and the Board of Directors, as an ex-officio. To maintain good standing, an Associate member must be a registered member of this Chapter. Attendance at one (1) or more meeting/educational seminars is required.
 - 3a. In order to be eligible to hold office, you must have participated and/or chaired a committee and have attended at least 1 board of directors meeting.
4. Associate members shall refrain from unrequested solicitations (if applicable).
5. Associate members shall respect requests to leave during meetings.

SECTION 3: AFFILIATE MEMBERSHIP

1. Affiliate members fall into one of the following categories:
 - Any person working in a hospital department outside of Central Service and Materiel Management.
 - Any person who worked in Central Service or Materiel Management Department but is currently unemployed or retired.
 - Any person who worked in allied fields, including but not limited to vendors and Consultants, but is currently unemployed.
2. Affiliate members are eligible to vote and serve on committees.
3. Affiliate members may serve on the Board of Directors if they have served on the LIACS Board of Directors in the past and are a member in good standing.

SECTION 4: EMERITUS MEMBERSHIP

1. Emeritus membership may be conferred by the Association upon individuals who have been members in good standing for a minimum of 5 years and have rendered outstanding service to the Association.
2. Emeritus membership shall be awarded by the unanimous approval by the Board of Directors of the Association.
3. Fees and dues for Emeritus members may be waived by the Board of Directors.
4. Emeritus members are eligible to vote and serve on committees, as long as, the member has attended at least one educational or social event during the calendar year and is a member in good standing.
5. Emeritus members may serve on the Board of Directors if they served on the LIACS Board of Directors in the past, as long as the member has attended at least one educational or social event during the calendar year.

SECTION 4: TERMINATION

After an appropriate hearing, a member may be terminated by a vote of the members for non-compliance with any pertinent provisions of the by-laws or regulations of the Chapter or for violation of these by-laws and any rules and regulation promulgated pursuant thereto.

SECTION 5: DUES

Membership on-line renewals are required during January. Renewals after January will be accepted, but special discounts on seminars, etc. will be decided by the BOD's. Voting, holding office and serving on committees will be allowed.

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ARTICLE V: MEETINGS

Meetings shall be held as deemed necessary by the Board of Directors. The Chapter Secretary shall send out minutes of the meetings and the date and location of the forthcoming meeting.

SECTION 1: NUMBER OF MEETINGS

1. The Chapter shall conduct a minimum of six (6) meetings and seminars per year.
2. In addition, the Board of Directors shall meet at least five (5) times per year, or as deemed necessary. A synopsis of pertinent information from these meetings shall be presented at the next general chapter meeting.

SECTION 2: ANNUAL MEETING

1. An Annual Meeting for the purpose of transacting business shall be held each year during January.
2. This meeting will be devoted to the review, revision or amending of the By- Laws, solicitations of nominations for upcoming elections, committee reports and general business.
3. If it is necessary to hold the annual meeting in a month other than January, prior notice will be given

SECTION 3: QUORUM

A quorum shall be had when no less than 10 members of Active and/or Associate status are present at a duly scheduled meeting.

ARTICLE VI: OFFICERS

SECTION 1: ELIGIBILITY

Each elected officer of the Chapter shall be an Active or Associate member (as appropriate) of the Chapter in good standing and a member of IAHCSSM (see Section I, Active Membership, 3a).

SECTION 2: OFFICERS

1. The officers include: President, President-Elect, Past President, Secretary, Treasurer, Director and two (2) Director (Ex-Officio) that are Associate member positions.
2. Each officer shall serve a one-year term, except for the President Elect, President, Past President, Secretary and Treasurer who each serve for two (2) years. One of the Ex-Officio Directors shall be a two-year term also.
3. The Secretary and the Treasurer shall not stand for election in the same year, but shall alternate election years. The outgoing two-year Ex-Officio may take the one-year Ex-Officio position, if they desire.
4. These Officers shall form the "Board of Directors".

SECTION 3: ELECTIONS

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1. The election for the officers will be conducted by mailed ballot.
2. The ballot listing the names and a brief resume of the candidates will be mailed to all voting members.
3. The ballot will be returned to the Secretary of the Chapter and will be considered valid only if postmarked on or before the date specified on the ballot.
4. Envelopes containing ballots will remain sealed and opened at the next scheduled business meeting.
5. Two Active members chosen by voice ballot will open and count the ballots.
6. The results of the election will then be announced.
7. There is a motion to destroy all of the ballots.
8. Induction of the newly elected Executive Board occurs at the April Business Meeting.

SECTION 4: DUTIES OF THE PRESIDENT

1. The President shall preside at all meetings and activities sponsored by the Chapter.
2. The President shall use Robert's Rules of Order as a reference for conducting the meetings of the Chapter, unless such rules are in conflict with these by-laws.
3. The prime function of the President is to solicit and act upon the needs of the professional membership. As a facilitator, a major responsibility is to insure various committees are functioning effectively. To that end, changes and/or additions to the committees are to be made at the discretion of the President.
4. The President shall request the Chairperson of each committee to give a report at each scheduled meeting, which shall be recorded in the minutes of the meeting.
5. The President shall present the Annual Report of the Chapter's activities during the year at the IAHCSSM annual meeting. The Annual Report shall be kept in the permanent file of the Association and the Chapter.
6. The President's registration fee, hotel and transportation for the IAHCSSM's Annual Meeting are to be paid by the Chapter.
7. The President shall present a report of the IAHCSSM Annual Meeting to the Chapter membership at the next scheduled meeting.
8. The President shall fill vacancies by appointment subject to the approval of the membership.
9. The President shall serve as ex-officio on all committees.
10. The President shall have the right to appoint a member as a representative to the board of IAHCSSM.

SECTION 5: DUTIES OF THE PRESIDENT-ELECT

In the absence of or because of the incapacity of the President, the President-Elect shall perform all the duties and assume all the responsibilities of the President, including attendance at the IAHCSSM Annual Meeting.

SECTION 6: DUTIES OF THE SECRETARY

1. Record proceedings of the meetings and prepare minutes of the meetings. These minutes shall be sent to the Chapter membership.
2. Maintain membership records of Chapter members.

SECTION 7: DUTIES OF THE TREASURER

1. Maintain financial records of the Chapter and pay all bills authorized by the Board of Directors.
2. Submit a financial report to the membership at the Chapter's annual meeting.
3. Present a brief written or verbal report to be incorporated into the minutes of each monthly meeting.

SECTION 8: DUTIES OF THE PAST PRESIDENT

Serve as advisor to the Board of Directors and assist the President wherever needed.

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SECTION 9: DUTIES OF THE DIRECTORS INCLUDING EX-OFFICIO

Participate on the Board of Directors and assist Committee Chairs with special projects as assigned by the President.

SECTION 10: VACANCIES

1. The President shall fill any vacancies by appointment. Those appointed shall serve in office until the next election.
2. In the event that the President is unable to complete his/her term of office, the President-Elect shall assume the duties of President until the next regular election.
3. In the event that the President-Elect position is vacated or there is not a nomination for the office, the President shall continue in office for a second term.

ARTICLE VII: COMMITTEES

1. The nine (9) standing committees are: By-Laws, Education, Program, Membership, Projects, Nominating, Social, Newsletter and Golf.
2. The President will appoint a Chairperson for each of the above named committees.
3. The Chairperson will have the responsibility of attending all meetings.
4. A Chairperson missing more than two (2) consecutive meetings will be requested to relinquish responsibilities of the assigned committee unless just cause for absence is submitted to the President.
5. The Chairperson will appoint two members to assist him/her with committee activities.

SECTION 1: DUTIES OF THE BY-LAWS COMMITTEE

Review, revise and amend Chapter By-laws on an annual basis and recommend changes to the membership.

SECTION 2: DUTIES OF THE EDUCATION COMMITTEE

Provide for the continuing education of the members and plan, organize and present at least one major seminar or workshop annually.

SECTION 3: DUTIES OF THE PROGRAM COMMITTEE

Schedule meetings and provide an educational program at these meetings. Schedule of upcoming meetings will be disseminated through meeting minutes and the Newsletter.

SECTION 4: DUTIES OF THE MEMBERSHIP COMMITTEE

Promote Active and Associate membership in the Chapter. Formal meetings may not be necessary, but committee may conduct business by phone or email. All new and renewal membership information should be sent immediately to the Secretary of the Chapter.

SECTION 5: DUTIES OF THE PROJECTS COMMITTEE

Organize the development of special projects and keep a library of audiovisual aids, to be used by members to assist in in-servicing their staff.

SECTION 6: DUTIES OF THE NOMINATING COMMITTEE

Solicit nominations for the annual elections from the membership, including a written invitation for nominations sent to all members through the newsletter. The Nominating Committee will have

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the responsibility to determine whether potential candidates meet the requirements to hold office. All valid nominations will be presented to the Secretary and placed on the ballot.

SECTION 7: DUTIES OF THE SOCIAL COMMITTEE

Organize social activities throughout the year for the membership.

SECTION 8: DUTIES OF THE NEWSLETTER COMMITTEE

To create, publish and distribute the Chapter Newsletter on a quarterly basis and to solicit vendor sponsorship to help defray costs.

SECTION 9: DUTIES OF THE GOLF COMMITTEE

To organize and promote the Chapter's Annual Golf Outing Fund Raiser to secure funding for educational projects.

SECTION 10: ALL OTHER COMMITTEES

The President with the approval of the Board of Directors may appoint Ad hoc committees.

ARTICLE VIII: MEMBERSHIP DUES

SECTION 1: DUES

The Board of Directors will determine whether there will be a fee charged for membership or a free membership to be determined by the balance of the Chapter's treasury. All memberships should be renewed on an annual basis prior to March 1st of each year.

SECTION 2: DUES DELINQUENCY

Members who have not renewed their memberships by March 1st of the following year shall have their membership terminated providing a proper notification of such delinquency has been sent to such member.

SECTION 3: RESIGNATION

Any member may resign at any time, but a refund of membership dues shall not be granted.

SECTION 4: SUSPENSION AND REPULSION

Any member whose conduct is detrimental to the best interests of the Chapter, or who willingly violates its By-Laws, rules and regulations, may be suspended or expelled by action of a vote of membership. In these instances, dues will not be refunded.

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ARTICLE IX: AMENDMENTS

SECTION 1: PROCEDURE

These By-laws may be altered, amended, or repealed by a two-thirds vote of the Active and Affiliate membership. This can be done at a regular meeting or at a special meeting of membership called for this purpose. Notice of proposed changes shall be sent to all members of the Chapter at least two weeks prior to the meeting.

SECTION 2: APPROVAL

The amendment, revision or repeal of the Chapter By-laws shall become effective upon the approval by the membership. Any situation not covered by the By-Laws will be resolved according to Robert's Rules of Order.

ARTICLE X: DISSOLUTION

In the event that the organization is dissolved, the assets will be given to our parent organization, the International Association for Healthcare Central Service Materials Management (IAHCSMM), a 501 (C) (3) organization, as a donation.