



CALIFORNIA CENTRAL SERVICE ASSOCIATION

BYLAWS OF THE CALIFORNIA CENTRAL SERVICE ASSOCIATION

ARTICLE 1

Name

The name of this association shall be the CALIFORNIA CENTRAL SERVICE ASSOCIATION. Hereinafter, referred to as the "CCSA" or "Association". This association is a chapter of the International Association of Healthcare Central Service Material Management ("IAHCSMM").

ARTICLE 2

Association Objectives

- 2.1 To establish and maintain educational programs relevant to Central Service/Sterile Processing.
- 2.2 To encourage standards of education that will result in national certification of Central Service/Sterilization Processing personnel.
- 2.3 To establish a directory of persons qualified by experience and or education to act as consultants and share expertise on specific subjects.
- 2.4 To provide a network for the interchange of ideas and knowledge through local, state and national organizations.
- 2.5 To represent our profession to the state regulatory agencies and professional organizations.

ARTICLE 3

Membership

- 3.1 Charter members shall be those persons involved in organizing the CCSA between November 16, 1985, and the first annual educational conference August 16, 1986.
- 3.2 Active members shall be those who are directly involved in sterile processing and/or distribution of instrumentation, medical supplies, and/or equipment in a healthcare setting. This is to include all educators of those personnel.
- 3.3 Associate members shall be those who have an interest in Central Service. Associate members are not eligible to vote or hold office, but may be appointed to serve on committees.
- 3.4 Lifetime membership is awarded to those members who are nominated for outstanding contribution to the Association and bestowed the Annual meeting.

- 3.5 Membership dues will not be refunded.
- 3.6 Application for membership shall be submitted on the appropriate form(s) and is subject to the approval of the Board of Directors. Membership dues must accompany the application.
- 3.7 Annual dues shall be set by the Board of Directors. Any change(s) will become effective at the beginning of the fiscal year.
 - 3.7.1 Member dues will become due on the anniversary date of the first joining.
 - 3.7.2 In the event that a member does not renew, he/she will become inactive after three (3) months.
 - 3.7.3 If that member rejoins at a later date, the new anniversary date will apply.

ARTICLE IV

Meetings

- 4.1 The Association shall meet at least annually.
- 4.2 The Board of Directors shall meet at least quarterly.
- 4.3 Special meetings can be called by the President or by any member of the Executive Board or at the written request of twelve members of this Association.
- 4.4 Meetings of the Board of Directors shall follow a written agenda.

ARTICLE V

Officers

- 5.1 Eligibility: Each officer shall be an active certified member in the Association.
- 5.2 Nominations shall be submitted to and approved by the Board of Directors at the Board meeting prior to the Annual Conference.
- 5.3 The Board of Directors shall include the elected officers, elected regional directors, appointed educational director, and optional appointed Member-at-Large.
- 5.4 Officers shall be: 1) President, 2) President-Elect, 3) Secretary, 4) Past-President.
 - 5.4.1 The President shall serve a two (2) year consecutive term and take office on the even year, at the end of the Annual Conference.
 - 5.4.2 The President-Elect shall be elected in the odd year for a one-year term and then assume the responsibilities of the President in the even year at the end of the Annual Conference.
 - 5.4.3 The Secretary shall serve two(2) years, elected on the odd year.
 - 5.4.4 The Past President shall serve one year, the year there is no President-Elect.

- 5.5 Regional Directors shall be elected by the membership from each of the designated geographical regions of the state and serve a two (2) year term.
 - 5.5.1 Region 1 shall consist of the following counties: Del Norte, Humboldt, Lake Mendocino, Napa, Sonoma, Trinity, and Marin.
 - 5.5.1.1 Region 1 shall consist of any member residing outside of the state of California. The director of Region 1 will also be responsible for Region 11 members.
 - 5.5.2 Region 2 shall consist of the following counties: Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yolo, and Yuba.
 - 5.5.2.1 Regions 1,2,and 11 shall collectively be known as "Northern Region"
The Northern Region Director shall be elected in even years.
 - 5.5.3 Region 3 shall consist of the following counties: Alameda, Contra Costa, San Francisco, San Mateo, and Solano.
 - 5.5.4 Region 4 shall consist of the following counties: Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Clara, and Santa Cruz.
 - 5.5.4.1 Regions 3 and 4 shall collectively be known as "Central Coastal Region".
The Central Coastal Region Director shall be elected in odd years.
 - 5.5.5 Region 5 shall consist of the following counties: Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, and Toulumne.
 - 5.5.6 Region 6 shall consist of the following counties: Fresno, Inyo, Kern, Kings, Madera, Mono, and Tulare.
 - 5.5.6.1 Regions 5 and 6 shall collectively be known as "Central Region". The Central Region Director shall be elected in even years.
 - 5.5.7 Region 7 shall consist of the following counties: Riverside, and San Bernardino.
 - 5.5.8 Region 10 shall consist of the following counties: Imperial, and San Diego. Any member residing to the east of the State of California shall be included in this Region.
 - 5.5.8.1 Regions 7 and 10 shall collectively be known as "Southern Region." The Southern Region Director shall be elected in odd years.
 - 5.5.9 Region 8 shall consist of Los Angeles County.
 - 5.5.10 Region 9 shall consist of Orange County.
 - 5.5.10.1 Regions 8 and 9 shall collectively be known as "Southern Coastal Region." The Southern Coastal Region Director shall be elected in the even years.
- 5.6 The Educational Director shall be an appointed position at the discretion of the Board and have full voting privileges.
- 5.7 A Member-at-Large shall be an appointed position at the discretion of the Board and have full voting privileges.

5.8 Vacancies:

- 5.8.1 If the President resigns, the President-Elect shall assume the duties and continue through his/her normal term.
- 5.8.2 If the President-Elect resigns, he/she shall be replaced by a special election. A special election may be held by mail through the established election process.
- 5.8.3 All other vacancies shall be filled by appointment by the President with approval of the Board of Directors.

5.9 Duties of the Officers:

The President shall:

- 5.9.1 Preside at the Annual meeting and serve as chairperson at the Board of Directors meetings.
- 5.9.2 Represent the CCSA at meetings of other organizations or designate an alternate to serve in his/her place.
- 5.9.3 Appoint and terminate committees when necessary.
- 5.9.4 Appoint the Education Director and Member-at-Large and present for Board approval at the first Board Meeting of his/her term.
- 5.9.5 Be authorized to sign checks.
- 5.9.6 Present the annual report.
- 5.9.7 Shall oversee the management and approve expenditures of both North and South office(s).

The President-Elect shall:

- 5.9.8 Perform the duties of the President in his/her absence.
- 5.9.9 Perform such other duties as may be delegated by the President.
- 5.9.10 Succeed the President in the event of a vacancy.
- 5.9.11 Be authorized to sign checks.

The Past-President shall:

- 5.9.12 Perform the duties of the President in his/her absence.
- 5.9.13 Perform such other duties as may be delegated by the President.
- 5.9.14 Succeed the President in the event of a vacancy in the office of President in the year there is no President-Elect on the Board.

Responsibilities:

The Secretary shall:

- 5.9.15 Be authorized to sign checks
- 5.9.16 Record the minutes of all meetings of the CCSA Board and Annual Conference.

- 5.9.17 Prepare and provide the President with written minutes for review and distribution to the Board in a timely manner or as requested by the President.
- 5.9.18 Perform such duties as may be delegated by the President.
- The Treasurer shall:**
- 5.9.19 Receive and deposit or delegate the receipt and deposit of all monies in the manner of the Association in a timely manner.
- 5.9.20 Maintain the financial records of the CCSA.
- 5.9.21 Be authorized to sign checks.
- 5.9.22 Prepare a written report for the Board of Director's meetings and an annual report to be presented at the Annual meeting.
- 5.9.23 Submit the checking account and treasury ledger for audit by the outgoing President and President-Elect.
- 5.9.24 Perform such other duties as may be delegated by the President.
- 5.9.25 All elected and appointed officers shall turn over all records maintained while in office upon resignation or at the annual conference as the outgoing officer. Records maintained in the designated office location will remain the property of CCSA and available for review by any member of the Board at any time.

ARTICLE VI

Standing Committees

- 6.1 Bylaws/Nominating.
- 6.2 Education Seminars.
- 6.3 Annual Conference.
- 6.4 The chairperson of the standing committees shall be appointed by the President from the elected Regional Directors, and Member-at-Large.
- 6.5 Committee membership shall be open to all members.
- 6.6 Other committees shall be appointed by the President as necessary.

ARTICLE VII

Fiscal Year

- 7.1 The fiscal year of the Association shall be January 1 through December 31.

ARTICLE VIII
Amendments to Bylaws

- 8.1 Any amendment to the bylaws shall be presented to the Board of Directors.
- 8.2 The Board of Directors shall publish any suggested changes to the bylaws at least thirty (30) days in advance of the Annual Conference or of a special meeting as described in paragraph 4.3 above.
- 8.3 The Bylaws may be amended at the Annual meeting by a simple majority of the active membership present.
- 8.4 No response from any active member shall constitute a vote of consent.

ARTICLE IX
Dedication/Dissolution

- 9.1 This Association is organized for non-profit purposes and individual members will not derive financial profit there from.
- 9.2 The property of the CCSA is irrevocably dedicated to social welfare purposes of education and information, and in no part of the net income or assets of the CCSA shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person(s).
- 9.3 Upon the dissolution or winding up of the CCSA, it's assets remaining after payment, or provision for payment, of all debts and liabilities of the CCSA shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for social welfare purposes and which has established it's tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

SIGNED:

PRESIDENT

DATE

TREASURER

DATE