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Michigan Society  
For  
Healthcare Central Service Professionals

Bylaws  
Rules and Regulations



## MISSION STATEMENT

We will endeavor to provide the highest quality Educational programs, enhance communications, and act as an informational resource for healthcare professionals to advance their careers and to provide the skills necessary for the continual improvement in patient care with in the State of Michigan.

## MOTTO

*Train today for a better tomorrow*

Article I

**NAME**

The name of the organization shall be the Michigan Society for Healthcare Central Service Professionals (MSHCSP).

Article II

**LANGUAGE**

Society - Whenever the word “society” appears in these bylaws, it shall mean the Michigan Society for Healthcare Central Service Professionals.

1. Central Service - Whenever the words “central service” appears in these bylaws they shall mean CSR, SPD, CSD or other names or acronyms used by healthcare facilities.

Article III

**PURPOSE**

The Society is organized as a non-profit organization exclusively for charitable, scientific, and educational purposes.

The Society shall function in such a manner that no part of its income or earnings will directly benefit any member, director, officer or other individual.

Upon dissolution, the assets shall be distributed to a non-profit healthcare organization.

Article IV

**OBJECTIVES AND FUNCTIONS**

Section 1 – Objectives

The objectives of this organization shall be to promote the professional development and to educate its members and recognition of the Society.

## Section 2 – Functions

The functions of this Society shall be, but not limited to:

1. Provide mutual assistance and to serve as liaison of the Michigan Health and Hospital Association and the Society.
2. Encourage and assist the Society member to develop their knowledge and increase their effectiveness in the Central Service Departments.
3. Provide mutual assistance to and serve as a liaison between the Society, local and international organizations.
4. Provide an opportunity for exchange of ideas and dissemination of materials relative to Central Service.

## Article V

### **MEMBERSHIP**

#### Section 1-Eligibility

To be eligible for membership, an applicant must hold or have held a position in Central Service or related fields as approved by the board.

#### Section 2-Membership Categories

There are four (4) membership categories, as follows:

##### 1. Active Members

###### a. Qualifications:

- a.i. Must meet the requirements of Article V, Section 1

###### b. Privileges:

- b.i. May participate in all activities of the Society
- b.ii. May vote
- b.iii. May hold office
- b.iv. May receive all communications of the Society
- b.v. May serve on committees

##### 2. Retired Active Members

###### a. Qualifications:

- a.i. Must meet requirements of Article V, Section 1

###### b. Privileges:

- b.i. May vote
- b.ii. May hold office
- b.iii. May be appointed to serve on committees
- b.iv. May receive all communications of the Society
- b.v. May participate in all activities of the Society
- b.vi. Fee for educational programs shall be assessed at one-half the fee assessed for active members.

### 3. Affiliate Members

- a. Qualifications:
  - a.i. Must meet requirements of Article V, Section 1
  - a.ii. Individuals active in the Central Service field who have contributed to the advancement and/or development of Central Services.
- b. Privileges:
  - b.i. May NOT vote
  - b.ii. May NOT hold office
  - b.iii. May receive all communications of the Society
  - b.iv. May participate in all activities of the Society
  - b.v. Dues shall be assessed at the same rate as active members
  - b.vi. Fees for educational programs shall be assessed at the same rate as active members

### 4. Honorary/Lifetime members

- a. Qualifications:
  - a.i. Granted to an individual who has contributed to the advancement, development and/or quality of Central service and the Society.
  - a.ii. A two-thirds (2/3) vote of the Board of Directors is required for approval of membership label.
- b. Privileges:
  - b.i. May vote.
  - b.ii. May hold office.
  - b.iii. May receive all communications of the Society.
  - b.iv. May participate in all activities of the Society.
  - b.v. No dues shall be assessed.
  - b.vi. Fee for educational programs shall not be assessed.

### Section 3- Application Procedure

1. The membership application must be submitted to the Society Membership Chairperson accompanied by the membership dues. The membership Chairperson will forward the dues to the Treasurer.
2. Dues must be paid as specified in Article IX, Section 1.
3. Annual membership dues for the following calendar year as defined in Article XII, Section 1 are included in a full three (3) day paid annual conference registration.

#### Section 4- Suspension/Expulsion

1. Any member whose conduct shall be detrimental to the best interest of the society or who shall willfully violate the bylaws, rules, or regulations may be suspended or expelled by actions of the Board of Directors, but only after offering the member an opportunity for a hearing before the Board of Directors.
2. After one (1) year from the date of the expulsion, said person, may reapply for membership in the society.

### Article VI

## **MEETINGS**

#### Section 1-Annual Business Meeting

There shall be an annual meeting of the Society for the transaction of business of the prior year; to be held in conjunction with the annual conference. The Board of Directors shall approve the date and location of the annual meeting.

#### Section 2-Meetings of the Board of Directors

1. Board meetings are open to the membership. The current President must be contacted prior to attendance at a meeting.
2. Board of Directors shall meet not less than quarterly. Members of the board shall attend a minimum of three- fourth ( $\frac{3}{4}$ ) of the scheduled meetings to remain in good standing and are expected to contact the president prior to the meeting dates (Not to include any meetings cancelled). Business may be conducted by telephone, mail, fax, or email.
3. The Board of Directors, shall be compensated for mileage, as determined by the Board of Directors, to attend Board and Committee meetings except for Board meetings held in conjunction with annual meetings.
4. Membership fee in the Society will be waived during the year(s) for board members holding office in good standing.

### Section 3- Quorum

1. Two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum for Board meeting. If a quorum is not possible, a proxy vote may be taken via phone, mail, fax or e-mail within two (2) days with the remaining board members not present.
2. Ten (10) percent of the total membership in good standing shall constitute a quorum for a meeting of the membership.

### Section 4-Voting

1. All voting must be conducted via phone, mail, fax, e-mail or in-person.

## Article VII

### **OFFICERS AND DIRECTORS**

#### Section 1 – Officers and Directors

Officers of the Society shall be the following: President, President-Elect, Secretary and Treasurer. The Board of Directors shall consist of the Society officers and a seven Representatives for the membership.

#### Section 2 – Eligibility

1. All members of the Board must be members of the Michigan Society. Board members cannot hold current positions on multiple State Society Boards.
2. Officers and Membership Representatives shall not be eligible to hold multiple society positions for Society office until their current term expires.

#### Section 3 – Nomination and Election of Board Members

1. Nomination for the board will be requested of the membership annually.
2. Nominees will be notified to determine acceptance, by the President Elect.
3. Secretary shall mail election ballots to all members of good standing.
4. Election ballots shall be returned to a member of the board that is not currently up for election within fourteen (14) days.
5. After tabulation of the votes, all candidates shall be notified within two (2) days by an officer of the board. All election ballots will be tabulated at the next board meeting following the due date.
6. All board members shall be introduced to the membership at the annual meeting.

#### Section 4 – Term of Office

1. President and President Elect shall serve a term of one (1) year.
2. Treasurer and Secretary shall serve a term of two (2) years.

3. The Membership Representatives on the Board of Directors shall serve a term of two (2) years unless appointed or elected to fill a vacated term of office.

#### Section 5 – Vacancies

1. In the event the President shall be unable to fulfill the tenure of office or the office otherwise becomes vacant, the President Elect shall succeed to the office of President for the balance of the vacated term for which the President was elected.
2. In the event the President-Elect shall be unable to fill the tenure of office, a special election shall be held to fill the vacancy.
3. The President shall recommend an appointee to the Board to fill a vacancy. The Board will vote on the recommended selectee. Two-thirds (2/3) of the Board is required to vote.

#### Section 6 – Termination of Board membership

1. The Board of Directors shall have the authority to request, after the full review, the termination of any officer or representative who is not fulfilling the duties of said office, or whose conduct is detrimental to the best interests of the Society.
2. The request for resignation requires a vote of two-thirds (2/3) majority of the Board of Directors.

#### Section 7 – Duties of the President

1. Shall be the chief elected officer of the Society.
2. Serve as a chairperson for the Board of Directors meetings and shall preside at all membership meetings.
3. Appoint the chairperson(s) and member(s) of good standing and/or special committees approved by the Board of Directors.
4. Assign the Editor of the Society newsletter.
5. Vote in the event of a tie.
6. Perform such other duties as are inherent in the office of the president or as authorized by the Board of Directors.
7. Assure the Bylaws of the Society are reviewed at least every two (2) years.

#### Section 8 – Duties of the President-Elect

1. The President-Elect shall assist the President in coordinating the activities of the Society and shall, in the absence or incapacity of the President, perform all duties and assume all responsibilities of the President.
2. The President-Elect will present for approval to the Board of Directors, the date and location of the annual meeting for the next year.
3. The President-Elect will accept the nominations for the election of the Board members.
  - a. Upon receipt, will notify all nominated electors to verify acceptance of nomination.



4. Will accept and count the ballots for the election of new board members.

#### Section 9 – Duties of the Secretary

1. Be the recording officer and custodian of records for the Society and the Board of Directors.
2. Prepare the minutes of the meeting and send to board members.
3. Prepare agenda for forthcoming meetings.
4. Preserve and update the minutes of the Society.
5. Preserve and update the history of the Society.
6. Mail the request for nominations, ballot for election of board members and other Society communications.

#### Section 10 – Duties of Treasurer

1. Receive and disburse funds for the Society.
2. Prepare and submit a written financial report at each board meeting with a copy to the Secretary for the minutes.
3. Prepare and submit an annual financial report to the membership at the annual meeting.
4. Preserve all financial records of the Society.
5. There shall be a monthly financial audit reported to the Board each meeting. The Board shall discuss and review the budget throughout the year.
6. The Board shall discuss and review the future budget throughout the year.

#### Section 11 – Duties of the Membership Representatives

1. Serve a two (2) year term.
2. Represent members from the areas that have been drawn and approved by the Board of Directors.
3. Serve on committees as appointed by the President.
4. Actively promote participation in the Society within their district.
5. Mail or email current, appropriate introductory materials to applicants.
6. Contact members to renew membership and to otherwise help rebuild the Society.

#### Section 12 – Duties of the Board of Directors

1. The Board of Directors shall have the authority to make decisions for the Society, to establish rules and procedures for the Board of Directors and the Society; to approve, modify, or disapprove reports, resolutions, or action of the Officers or committees of the Society.
2. Individual members of the Board of Directors shall attend at least fifty percent (50%) of the meetings and shall serve as chairpersons for committees as appointed by the President.
3. Board members are expected to notify the President or Secretary of any absence.

## Article VIII

### **COMMITTEES**

#### Section 1 – Special Committee

1. Special committees shall be appointed by the President as authorized by the Board of Directors.
  - a. The Chairperson shall be a current Board member.
2. The term of office of members of such committees shall be one (1) year unless a shorter term is specified in the authorization given by the Board Directors. At the end of this period, the committee shall be dismissed automatically unless otherwise determined by the Board of Directors.
3. Special committees may conduct by telephone, mail, email or at a meeting called by the chairperson of that committee. The Board of Directors must approve expenses for special committee members.

#### Section 2 – Membership Committee Chairperson

The membership Committee Chairperson shall:

1. Preside over activities of the membership committee.
2. Issue Society membership cards.
3. Maintain on-going records of all members.
4. Submit a current roster of members to the MSHCSP Board.
5. Prepare and submit a current roster of members at the annual meeting.
6. Invoice members for dues prior to fiscal year end.

#### Section 3 – Education Committee Chairperson

The Education Committee Chairperson shall:

1. Preside over the activities of the Education Committee, the program content of the education activities as designated by the Board of Directors.

## **Article IX**

### **DUES**

#### Section 1- Membership Dues

1. Membership dues shall be reviewed annually. Dues may be increased in order to meet the financial obligations of the society. Any change in the annual dues must be agreed to by a 2/3 vote of the Board of Directors.
2. Membership dues are not transferable or refundable.
3. Dues will not be prorated if an individual applies for membership mid-year.
4. Membership expires on June 30<sup>th</sup> of the current year.

#### Section 2- Dues Collection

1. Membership dues will be collected as part of a new or renewed membership application.
2. The cost of membership is also included as part of the fee for attending the annual conference.

#### Section 3- Dues Usage

1. Dues will be used to cover the cost of managing the society, operational costs, and educational opportunities for its members.
2. Dues will be used to cover the cost of awards, scholarships, annual memberships and registration fees that may be given to society members as part of the MSHCSP annual conference.
3. Board members will be reimbursed for the cost of mileage for each board meeting that they attend with the exception of the board meeting that is held at the time of the annual education conference. The mileage reimbursement rate will be based upon the Business Mileage Reimbursement Rate that is set by the IRS each year. Board Members that are not residents of Michigan will be reimbursed for mileage from the point of entry into Michigan to place of meeting. Checks will be issued to board members twice a year for the previous 6 month time period.
4. If the seated President chooses to attend the National conference, the society will cover the cost of their attendance as outlined:
  - a. If the national society does not wave the cost of the full registration then the society will cover the cost of a full registration fee. The board will try to take advantage of early registration in order to receive a lower cost.
  - b. The society will NOT cover the cost of any pre-conference sessions, special workshops, or off site after hour's tours/excursions.
  - c. Any expenses related to food that is not included as part of the registration will be the responsibility of the attendee. The cost of alcoholic beverages will not be reimbursed.

- d. The society will cover the cost of lodging for the nights of the conference. If the attendee chooses to stay additional nights either before or after the conference, then those cost will be the responsibility of the attendee.
  - e. The society will cover the cost of travel to and from the conference. The attendee will use their best effort to keep cost low including using trains and driving.
5. If the seated President chooses not to attend the national Conference, then the Board of Directors may choose to send another board member to attend to ensure that the MSHCSP is represented at the conference. Costs associated with the board members attendance will follow that of the President.

## Article X

### **AMENDMENTS**

#### Section 1

1. These bylaws may be altered, amended, or repealed by a two thirds (2/3) vote of proposed alterations, amendments, or repeals must be received by the Board of Directors. The current membership, as of April 15<sup>th</sup>. Notices of proposed changes shall be sent to the membership at least four (4) weeks prior to the annual meeting.
2. Any proposed challenges from the membership to the bylaws shall be made known to the Secretary by mail or email fax within two (2) weeks prior to the annual conference.

## Article XI

### **AFFILIATION AGREEMENTS**

#### Section 1

1. The MSHCSP may affiliate with other Central Service organizations, both local and national, with two thirds (2/3) vote of the Board.
2. Central Service societies may request affiliation with MSHCSP, which shall function as a parent organization to these societies. The Presidents of any Michigan Central Service Society, provided they are members in good standing of this society, are automatically ex-officio (non-voting) members of the Board of Directors.
3. MSHCSP Board Members shall not represent any other Central Service Organization while serving on MSHCSP Board of Directors.

Article XII

**CALENDAR/FISCAL YEAR**

Section 1 – Calendar Year

1. The Calendar year shall be July 1<sup>st</sup> to June 30<sup>th</sup>.
2. All newly elected members to the Board of Directors officially begin their term of office on July 1<sup>st</sup>.

Section 2 – Fiscal Year

1. Fiscal year shall be July 1<sup>st</sup> to June 30<sup>th</sup>.
2. An organizational meeting shall occur within two (2) months following the conclusion of the annual meeting.

Article XIII

**AWARDS**

Section 1 – Robert Hilbolt Award

1. This award shall be given to recognize an individual who has demonstrated leadership in, actively contributed to and promoted the advancement of Healthcare Central Service.
2. Nominations for this award shall be requested from the Board of Directors.
3. Candidates for this award may be not current members of the Board of Directors.
4. Recipients of this award must met established criteria and must qualify in two or more of the following areas:
  - a. Preparation of a formal in-service related to Central Service.
  - b. Publication of an article on a Central Service topic in a recognized journal or paper.
  - c. Completion of an academic program to further ones education in the healthcare field.
  - d. Service to a Central Service Society on the local, state or national level.
  - e. Completion of a research project or study beneficial to Central Service.

Section 2 – Baker-Green Technician Scholarship

1. This scholarship is awarded to technician's who clearly demonstrate expertise in their field and meet established criteria.
2. Nominations for this scholarship shall be requested of the membership annually.
3. The candidate must qualify on performance in the past twelve (12) months in two (2) or more of the following areas. Select those individuals that you feel would best qualify

this employee for consideration. Each areas selected must be supported with detailed examples.

- a. Identifying problems and providing workable solutions.
- b. Assisting department in adapting to change. What were the changes and how was the person instrumental in adapting?
- c. Expanding CS knowledge and skills through classes, research and seminars, beyond the required in-services.
- d. Improving productivity and efficiency through accepted suggestions and or demonstrations.
- e. Other accomplishments in the CS field you feel qualifies a candidate for consideration. Must be explained in detail.

### Section 3 – Department of the Year Award

1. This award shall be given yearly to a Central Service department within the State of Michigan.
2. The Board of Directors will evaluate each nomination in five areas:
  - a. **Customer Service**—how has the CS department responded to the needs of the operating room, nursing floors and other internal customers that require supply processing and disorientation services?
  - b. **Education and Training**—how has the department prepared staff members to perform their duties safely, efficiently and cost-effectively?
  - c. **Productivity**—how does the department improve service levels, increase output and enhances quality?
  - d. **Teamwork**—how does each CS staff member interact with one another? How do they work together as a team?
  - e. **Strategic Outlook**—Does the department have a strategic plan to chart its course into the future? What does in entail?
3. Nominations must be as detailed as possible within a five single-sided, double-spaced, type written document. Achievements and goals will be judged from January 1<sup>st</sup> to December 31<sup>st</sup> of the previous year.

### Section 4 – Awards/Nominations

1. Nominations shall be mailed to the membership approximately 60-90 days prior to the annual conference meeting.
2. The Board shall determine the award for the winning entry.
3. President will notify the winning recipients.
4. Award will be presented to the recipients at the annual conference.

Bylaws approved:

Amended	May 1991
Revised	May 1994
Revised	May 1996
Revised	May 1998
Revised	May 2000
Revised	May 2002
Revised	May 2004
Revised	May 2006
Revised	May 2008
Revised	May 2010
Revised	May 2014
Revised	Nov 2014
Amended	May 2015
Amended	May 2016