MNSPA

Minnesota Sterile Processing Association

## Bylaws

January 2024

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| **Article I** | **Title and Affiliations** |
| **Section 1.** | **Title:** |
|  | The name of this organization shall beMinnesota Sterile Processing Association (MNSPA) |
| **Section 2.** | **Affiliations:** |
|  | Agreements of affiliation may be undertaken with the approval of the voting membership, and, in accordance with the procedures required for amending these By-laws (see Article IX). Such affiliations may not conflict with the objectives of MNSPA as defined by these Bylaws.  Our current affiliation shall be with Healthcare Sterile Processing Association (HSPA). |

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| **Article II** | **Objectives and Functions** |
| **Section 1.** | The purpose of this association is the continuous improvement of patient care through the development and education of its members in the areas of sterilization, surgical instrumentation and related Central Service topics. |
| **Section 2.** | **Functions:** |
|  | 1. To develop managerial, supervisory, and technical skills of the members. 2. To promote programs of educational interest to the membership. 3. To provide regular opportunity for group discussion. 4. To pool the knowledge and experience of members for the purpose of providing the best service possible to all departments of the healthcare setting. 5. To discuss and attempt to solve problems submitted by fellow members. 6. To stimulate interest through presentation of new techniques and products. |

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| **Article III** | **Policies** |
| **Section 1.** | This Association shall be non-sectarian and non-partisan. |
| **Section 2.** | No products or commercial enterprises shall be endorsed by MNSPA. |
| **Section 3.** | Monies received by MNSPA shall be used in accordance with the Objectives and Functions set forth in Article II of these Bylaws. |

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| **Article IV** | **Membership** |
| **Section 1.** | **Membership categories:** |
|  | 1. Voting Members:    1. Qualifications:       1. To be eligible for membership, an applicant must perform, instruct, oversee, direct, or supervise Central Service functions.       2. Must have submitted an application of membership and have renewed their membership by October 31st of each business year.    2. Privileges:       1. May participate in all activities of MNSPA.       2. May hold office. 2. Honorary Members:    1. Qualifications:       1. Limited to distinguished members no longer actively employed in the profession, and to those in related professions who have contributed significantly to the advancement and/or development of Central Service.       2. May be nominated by a current voting member of MNSPA.       3. Granted on recommendation of the Executive Committee, and with the approval of 2/3 the voting members present and voting.    2. Privileges:       1. May participate in all activities of MNSPA, except:          1. May not vote.          2. May not hold office. 3. Vendor/Sponsor Members    1. Qualifications       1. Have an interest in the functions of Central Service, which relates to their business or field.       2. Must have paid annual dues by October 31st of each business year or upon application of membership.    2. Privileges       1. The vendor/sponsor member is an individual member, and the membership status is not intended to encompass a company, corporation or similar legal entity.       2. May participate in all educational activities at regular meetings.       3. May vote.       4. May hold certain MNSPA office positions such as:          1. Executive Board Member          2. Secretary       5. Vendor/Sponsor members are not eligible to become:          1. President Elect          2. President          3. Treasurer          4. MNSPA’s representative to HSPA       6. Will be given the opportunity to display their products at MNSPA sponsored exhibitions and seminars.       7. May be given opportunity to represent their interests/ products to the membership at the conclusion of/during the educational portion of the bi-monthly meetings, upon the approval of the executive committee. 4. Student Membership    1. Qualifications       1. To be eligible for membership must be enrolled in health care related Educational Program.       2. Must have submitted an application of membership and have renewed their membership by October 31st of each business year    2. Privileges       1. Full access to membership invites and events.       2. May not vote.       3. May not hold office. |
| **Section 2.** | **Procedures** |
|  | 1. Membership applications with any required annual dues must be submitted to the Treasurer each year. 2. Upon receipt of application and payment, each new member will receive: 3. A welcome email. 4. A link to the MNSPA website with information. 5. MNSPA’s membership year runs from November to October: 6. Membership renewals and applicable dues are to be paid in full by October 31st each year. 7. Membership expires on October 31st each year. |

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| **Article V** | **Officers, Elections and Appointments** |
| **Section 1.** | The MNSPA Board of Directors shall consist of the following officers and terms:  President: 2 years  President Elect: 1 years  Immediate Past President: 1 years  Treasurer: 2 years  Secretary: 2 years  Executive Board Member: 2 years |
| **Section 2.** | Qualification:  Must be a voting MNSPA member in good standing and dues must be current as applicable.  Must be a member of the current affiliating organization – HSPA  Must carry HSPA certification. |
| **Section 3.** | Each year, at the October meeting or as soon as practicable thereafter, the voting members will nominate candidates for President Elect, Treasurer, Secretary and Executive Board members, as specified in section 5. |
| **Section 4.** | Elections will be held by e-mail before the December chapter meeting. |
| **Section 5** | On Odd Numbered Years, MNSPA members will elect:  A President Elect,  A Secretary, and  One to three Executive Board Members  On Even Numbered Years, MNSPA members will elect:  A Treasurer, and  One to three Executive Board Members  There shall never be more than seven active Executive Board Members serving at a time. |
| **Section 6.** | Election results will be announced during the December meeting. |
| **Section 7.** | Terms of office commence on January 1st immediately following the December announcement. The terms of office will be effective until the end of the appropriate calendar year. |
| **Section 8.** | In the case of an officer’s resignation or an unexpected vacancy, the Board of Directors may seek nominations among the membership and appoint a replacement for the remainder of the officer’s term. |

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| **Article VI** | **Duties of Officers** |
| **Section 1.** | **President:** |
|  | 1. Preside at all meetings 2. Oversee necessary committees 3. Represent MNSPA at HSPA annual meeting at the expense of MNSPA, providing funds are available. 4. Provide liaison and communication between MNSPA and HSPA. 5. Notify HSPA of the result of MNSPA elections, following the December meeting as indicated in the HSPA recharter procedures. 6. Report the activities and news from HSPA including that from chapters at each association meeting. 7. Reviews proposed annual budget for approval at Annual meeting. |
| **Section 2.** | **President Elect:** |
|  | 1. Assumes all the duties of the President when the President is absent. 2. Becomes the President when the office is vacated. |
| **Section 3.** | **Treasurer:** |
|  | 1. Keeps all financial records of MNSPA, including bank statements and cancelled checks. 2. Reports the financial status of MNSPA at each meeting. 3. Submits financial statement for audit by the Executive Committee at the end of the business year. 4. In the second year of office, represent MNSPA at HSPA annual meeting at the expense of MNSPA, providing funds are available. 5. Serves as good-will liaison for MNSPA matters relating to the wellbeing of members and reports activities at meetings. 6. Maintains membership records, provides Executive Committee with current listing by category prior to each annual meeting. 7. Assures that all board members are members in good standing of the affiliating organization. |

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| **Section 4.** | **Secretary:** |
|  | 1. Keep minutes of all meetings of the chapter. 2. Preserve all letters and transactions of the organization. 3. Notify all members of the time and place of the meetings, at least two weeks prior to the meetings. 4. Serves as good-will liaison for Association matters relating to the members and reports activities at meetings. |
| **Section 5.** | **Immediate Past President:** |
|  | 1. **Participates as a member of the executive board.** 2. **Assumes the duties of the President when the President is absent or vacates the position when there is not a current President Elect.** |
| **Section 6.** | **Executive Board Members:** |
|  | 1. Help establish the direction of the organization. 2. Participate in organization projects. 3. Act as liaisons between the membership and the board. 4. Participate as committee chair as determined by board. |
| **Section 7.** | **Accountability:** |
|  | 1. The officers of MNSPA are responsible to the Board of Directors, and to the membership, for the enforcement of the Bylaws. 2. Officers are expected to attend a minimum of six meetings a year, or 80% whichever is less. In return, MNSPA will pay the officer’s HSPA annual membership dues. 3. Officers unable to perform the duties of their office forfeit their position and will be asked to reimburse MNSPA for their HSPA dues. |

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| **Article VII** | **Meetings** |
| **Section 1.** | **General Membership meetings.** |
|  | General membership meetings shall be held on a periodic, scheduled basis and will include   1. An educational session. 2. A forum “Problem Clinic” to discuss Central Servicerelated issues or problems. 3. A business meeting. |
| **Section 2.** | **Business Meeting Agenda:** |
|  | Order of business shall be:   1. Call to order 2. Minutes of previous meeting 3. Report of President 4. Report of Treasurer 5. Report of standing committees 6. Unfinished old business 7. New business 8. Next meeting date 9. Adjournment |
| **Section 3.** | **Quorum:** |
|  | **In order to make a decision for the organization, a quorum shall be:**   1. **Two Thirds of the Board Members with two officers present at a Board meeting.** 2. **Ten members present at a regularly scheduled membership or business meeting.** |

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| **Article IX** | **Amendments** |
| **Section 1.** | **Who introduces:** |
|  | Any board member may introduce changes to these Bylaws. |
| **Section 2.** | **Amendment procedure:** |
|  | Amendments will be discussed at Board meetings and will be brought up for a vote of the membership.  The membership will vote either at a regular membership meeting, or by e-mail as determined by the Board. |