



15.00 CENTRAL SERVICE ASSOCIATION CHAPTER BY_LAWS

15.1 CHAPTER DEVELOPMENT

- Chapters of the Central Service Association of Ontario may be developed/organized within the geographic Guidelines where sufficient numbers of Health Care Facilities/Members wish to participate.
- New Chapters will be named using the Greek alphabet.
- Yearly the Chapter will be studied for activity and membership by the CSAO.
- Each chapter must host one Central Service Techniques course (if numbers warrant a course) and hold one annual meeting to remain active.
- All membership fees to the Association and Central Service Technique course registrations must be paid directly to the CSAO by the individual and cannot be collected by the chapters.

16.0 CHAPTER EXECUTIVE

- The executive Committee of the Chapter shall as a whole conduct all business pertaining to the Chapter of the Central Service Association of Ontario.
- Each Chapter shall elect every two (2) years a Chapter Executive Committee of no less than three officers; President, Vice President Elect, Secretary/Treasurer or those officers which are deemed appropriate to direct the business of the chapter.
- Chapter Elections must occur the same year as the CSAO Executive elections

17.0 CHAPTER EXECUTIVE COMMITTEE MEMBERS RESPONSIBILITES

17.1 Chapter President:

- Each Chapter President shall be responsible for the functions of his/her Chapter, and shall disseminate to the Membership, at each meeting or by mail, information received from the Executive committee of the Central Service Association of Ontario.
- Each Chapter president shall inform the Vice President of Membership and Chapter Activities of the activities of the Chapter on a regular basis in writing. All executive minutes MUST be mailed to the VP Membership within 4 weeks of the meeting.
- Each Chapter president shall act as a contributing editor to all publications and shall be responsible for submitting information as required to the Editor (Executive Vice President)
- Chapter Presidents can only service in this office for a period of four years.
- Send a chapter update electronically to the Executive Vice President for the chapter's web page the second week of December, February, April, June, August, October.
- Chapter finances, executive information and a report on chapter activity must be submitted to the Vice President of Membership and Chapter activities by June 1st for the proceeding year, in order to qualify for chapter rebates.

17.1 Chapter Vice President Elect

- It is understood that the Executive Vice President will assume the position of the President in the event the position of the President becomes vacant between elections.
- Shall, in the absence of the President, perform those duties and acts as required.
- Shall at the end of the President's term assume the position of President of the Chapter.

17.2 Secretary/Treasurer

- Shall record for permanent record, minutes of all Chapter Meetings.
- Shall maintain accurate records of the Finances of the Chapter.
- Shall submit to the V. P. Membership and Chapter Activity of the Central Service Association of Ontario a Statement of Chapter Finances, executive names and information, and a report on chapter activity for the year by June 1st prior to the Annual General Meeting.

18.0 ELECTIONS

- Elections shall be considered the responsibility of each Chapter. They must be held at a Chapter Meeting held prior to June 1st before the Annual General Meeting of the Association, the same year as the CSAO executive elections. A CSAO executive member, from outside their chapter, will; attend all chapters meetings where elections are held.
- Nomination forms and Notice for the Annual General chapter Meeting must be circulated to all Chapter Members and hospitals within the chapter at least 45 days prior to the Annual Chapter Meeting.
- Elections are to be conducted following the rules as outlined in Article 8. And Article 6.9.



- All elections will be done by secret ballot on prepared ballots.
- The new executive names and contact information must be forwarded to the Vice President of Membership and Chapter
- Activity of the Central Service Association of Ontario by June 1st each year along with the chapters activity and financial report.

19.0 VACANCY

- In the event that a vacancy occurs in any office of the Chapter Executive Committee, the Chapter President may appoint a temporary replacement until such time as an election is held.
- If all positions become vacant then an annual meeting and elections must occur within one month of the Resignations and will be facilitated by the Central Service Executive Committee.
- The chapter President must submit any changes to the chapter executive to the Vice President of Membership and Chapter Activity along with the minutes of the election for the replacement within 4 weeks of this occurring.

20.0 VOTING

- A regular member of the Central Service Association in good standing of the current fiscal year, shall be entitled to vote on all issues considered by the Chapter.
- Any business voted upon shall be carried by a majority vote of the regular members present.

21.0 CHAPTER MEETINGS

- A minimum of one (1) chapter Annual meeting must be held each year to conduct business and at least 2 mailings must occur to all Chapter members.
- All minutes of meetings at the chapter level must be forwarded to the V. P. of Membership within 4 weeks of the meeting.
- In order to qualify for chapter rebates, a yearly chapter report must be submitted by June 1st of each year with a financial report, and executive contact information.

22.0 CHAPTER FINANCES

- The financing of the chapters shall be the responsibility of each individual chapter and reported annually by June 1st each year to the CSAO Treasurer. .
- All chapter finance must be maintained in a chapter account that has two signing officers. All transactions must be done through this account and permanent records maintained. No personal accounts can be used for chapter activity.
- In the event of dissolution of a chapter, all monies and assets shall be come the property of the Central Service Association of Ontario.
- All Chapter expenses must be approved by the Chapter Executive Committee.

23.0 APPOINTMENTS

- Appointment of representatives of the Chapter, shall be made at the discretion of the Chapter Executive Committee.
- These appointments must be recorded in the minutes and voted on.

24.0 PROPERTY OF THE CHAPTER

- It shall be the duty of each officer of the Chapter Executive Committee upon retirement to turn over to the successor all properties and records of the Chapter pertinent to the Office.
- All materials paid for by chapter monies belong to the CSAO chapter.