



CONSTITUTION

1. INTRODUCTION

In applying to join the Irish Association of Sterile Services Managers, members undertake to abide by its constitution, regulations and general guidelines.

The committee of the Association has formulated a code of professional ethics detailed below, which is binding on all members.

2. MISSION STATEMENT

Members of the Irish Association of Sterile Services Managers provide decontamination sterilisation and other allied services to hospitals and healthcare facilities. The IASSM interacts with personnel from various speciality areas and has an ongoing commitment to providing a service that is consistent with the highest National, European & International Standards. Central to this service is a commitment to education and staff training.

3. AIMS AND OBJECTIVES

- 3.1** To obtain recognition as a professional body within the health service.
- 3.2** To create a learned body, to organise and initiate training programmes for its members and others, with the object of achieving and maintaining high professional standards among sterile services personnel involved in decontamination within the Healthcare setting.
- 3.3** To supply the necessary forum for members to consider and discuss matters relating to the provision, development, implementation, monitoring and evaluation of decontamination and sterilisation services.
- 3.4** To promote and encourage research studies in all aspects of the decontamination life cycle including sterilisation.
- 3.5** To promote high professional standards expected of sterile services personnel, and to be familiar with existing and new relevant National, European and international legislation.
- 3.6** To assist in the development of qualifications for all sterile services personnel and a hierarchical structure for personnel involved in decontamination.

4 CODE OF PROFESSIONAL ETHICS

- 4.1 Members shall never use their authority or office for personal gain, and shall seek to uphold and enhance the standing of the Association.
- 4.2 Members shall foster the highest possible standards of professional competence among those for whom they are responsible.
- 4.3 Members shall comply with both Irish and European Union Law.
- 4.4 Members shall reject any business practices which might reasonably be deemed to be improper. Members should not leave themselves open to compromise.
- 4.5 Any personal interest which may impinge on or influence a members duties should be declared
- 4.6 The confidentiality of information received in the course of a members duty shall not be used for personal gain, and information given, never designed to mislead.
- 4.7 Members should not bring the Association into disrepute by placing themselves in a position whereby they may have, or be deemed by others to have been influenced in making a business or professional decision.

5 MEMBERSHIP

5.1 Full Membership

Full membership of the Association may only be held by fully paid persons with relevant scientific qualifications who are involved in the decontamination and sterilisation of medical devices in the healthcare setting.

5.2 Associate Membership

This grade of membership will be open to those individuals working in healthcare or other allied professions who desire to be involved with the Association. They may attend training and educational programmes and designated meetings. Associate members will have no voting rights. A membership fee will apply.

5.3 Retired Members

A member retiring from active practice in a decontamination and sterilization facility may retain membership and participate fully in the Association's activities, exclusive of voting rights. A fee will not apply.

5.4 Termination of Membership

Any member wishing to terminate membership of the association shall inform the honorary secretary in writing. Membership fee is non returnable.

6. SUBSCRIPTION AND FEES

- 6.1** The amount of the annual subscription shall be reviewed by the committee at the Annual General Meeting.
- 6.2** A different subscription will apply to each category of membership.
- 6.3** Subscriptions and fees are non returnable.
- 6.4** It is the responsibility of each member to ensure that their subscriptions are *promptly paid when due*.
- 6.5** *Membership fees are due in January of each year.*
- 6.6** Members who have not paid their subscription / membership fee before the AGM in April will be sent 1 reminder. If still unpaid after 3 months following AGM, membership will be terminated.
- 6.7** The Association reserves the right to charge fees for any seminar or training programme.

7. COMMITTEE

- 7.1** Subject to this constitution, the control and management of the income, property and affairs of the Association shall be vested in a committee.
- 7.2** The committee shall be the final arbiter in any disagreements between the members and the Association.
- 7.3** The committee shall comprise of the Chairperson, Vice-chairperson (two) Secretaries (two) Treasurer (Two). Other positions may be created by the IASSM Committee where required.
- 7.4** The committee may appoint a sub-committee or additional members to the committee to arrange for training and education programmes, events organised by the committee on behalf of the Association, and to deal with any other matters to achieve the aims and objectives of the Association.
- 7.5** Officers of the committee shall meet at least four times each year.
- 7.6** To be eligible for nomination to the committee, members must have a minimum of 2 years membership of the Association and a seventy five percent attendance at IASSM meetings in the two years prior to their nomination.

8 ELECTION OF OFFICERS / COMMITTEE MEMBERS.

- 8.1** An Honorary President of the Irish Association of Sterile Services Managers shall be nominated every six years. A motion shall be sent to the Annual General Meeting. Following ratification, the President will assume the office.
- 8.2** The term of office can be extended for a second term of six years. The President will have no voting rights.
- 8.3** The Chairperson shall be elected for a term of two years and may be re-elected to serve for a maximum of one further term of 2 years.
- 8.4** The Vice-Chairperson shall hold office for two years and may be re-elected to serve for a maximum of one further term of two years. Both the Chairperson and Vice- Chairperson must be employed in a managerial role within a sterile service department or decontamination facility during their term of office.
- 8.5** When the Chairpersons term of office expires / is complete he/she will be succeeded by the Vice-Chairperson subject to the agreement of the Vice-Chairperson to assume the office.
- 8.6** The Secretaries shall hold office for two years, and may be re- elected for a further term of 2 years. In the interest of continuity the honorary secretaries should be elected in such a manner so that both officers do not complete their term of office simultaneously.
- 8.7** The Treasurers shall be elected for a term of 2 years and may be re-elected.
- 8.8** At least 2 years shall elapse between the end of a 4 year term of office and re-nomination for the same office.
- 8.9** In the event of a sudden mid-term vacancy occurring in respect of the office of Chairperson, the Vice-Chairperson shall succeed to the chair until the next AGM Only full members of the Association are eligible to be elected to the committee.
- 9.0** In the event of a sudden mid-term vacancy occurring in the above executive offices (excluding Chairperson), the committee shall appoint a committee member to the said office to carry out the full duties of the office until the next AGM when candidates shall be nominated for the position.
- 9.1** Motions submitted to the Annual General Meetings will be ratified at the AGM. Two thirds of the Associations voting membership present at the AGM, is required to carry the motions tabled.
- 9.2** The constitution shall be reviewed again in the year 2008. In the event of an emergency, an extraordinary general meeting may be called.