

# **STERILIZING RESEARCH AND ADVISORY COUNCILS OF AUSTRALIA (WESTERN AUSTRALIA)**

## **BY – LAWS**

The By Laws are outlined using the five objectives of the Sterilizing Research and Advisory Council of Australia (Western Australia) and are reviewed annually at the Annual General Meeting.

### ***Sterilizing Research and Advisory Council of Australia (Western Australia) Objectives:***

- 1. To promote SRACA WA as an active and professional organization*
- 2. To enhance opportunities for education and training in Sterilizing Technology*
- 3. To provide current knowledge and information through Conferences and Workshops*
- 4. To promote and sponsor research in sterilising and decontamination*
- 5. To appropriately represent the professional interest of SRACA (WA)*

## **1. PROFESSIONAL ORGANISATION**

### **1.1 ROLE PRESIDENT**

- Adheres to FSRACA AND SRACA (WA) Constitution and By-Laws
- Chairs meetings of SRACA (WA) Committee or nominates a Committee Member to chair meetings when required
- With the Secretary, plans the agenda for all meetings
- In the event of a tied vote the president shall hold the final casting vote
- Follows up reports on working parties and takes action when necessary
- Presents a report to members at the Annual General Meeting
- Reviews all minutes of meetings prior to distribution
- Promotes the aims and objectives of SRACA (WA) to other relevant professional bodies
- Nominates proxy's where required in the absence of office bearers

## **1.2 ROLE SECRETARY**

- Attends all SRACA (WA) Committee Meetings.
- Records the proceedings of meetings and distributes them to SRACA (WA) Committee Members within 30 days following authorization by the chairperson of that meeting
- Receives and answers all correspondence as directed by the SRACA (WA) Committee
- Tables all correspondence at meetings and maintains accurate records
- Maintains custody of the electronic records and archives annually to electronic backup
- Maintains storage of all hard copy archives for SRACA (WA)
- Assists the president to plan the agenda for all meetings
- Circulates the agenda and committee meeting minutes to the SRACA (WA) Committee

## **1.3 ROLE TREASURER**

- Attends all SRACA (WA) Committee Meetings
- Keeps accurate financial records of the affairs of SRACA (WA)
- Prepares financial reports and circulates prior to Committee Meetings
- Presents externally audited financial statements of SRACA (WA) financial affairs at the Annual General Meeting
- Responsible for prompt payment of all accounts for SRACA (WA)
- Ensures capitation fees for each member of SRACA (WA) is paid to FSRACA when required

## **1.4 ROLE CONFERENCE CONVENER**

- Attends all SRACA (WA) Committee Meetings
- Locates an appropriate venue for State Conference approximately one year prior to the conference
- Submits a proposed budget and conference program with scheduled time frames to the SRACA (WA) Committee for discussion
- Organises the education program for the SRACA (WA) Conference with assistance from SRACA (WA) Committee Members
- Liaises with sponsors to arrange funding of guest speakers as appropriate
- Engages conference co-ordination provider to facilitate the registration of delegates, booking of accommodation and administration duties on the days of the conference following discussion with SRACA (WA) Committee as required
- Prepares a post conference report that summarizes conference evaluations and feedback for the SRACA (WA) Committee

## **1.5 TRADE REPRESENTATIVE**

- Attends all SRACA (WA) committee meetings
- Assists with educational program for the SRACA (WA) Conference and Workshops with SRACA Conference conveyor and SRACA (WA) Committee
- Liaises between Trade and SRACA (WA) Committee

## **2 TELELINK**

- Two SRACA (WA) members, one of whom shall be the president shall attend a minimum of two (2) telephone link-ups per year with FSRACA
- Each telelink will be recorded and a report given to SRACA (WA) Committee
- The cost of telelink meetings shall be met by FSRACA
- Each member state shall be entitled to a maximum of two telephone lines per meeting
- A maximum of two (2) observers may be present from each member state and will be identified at roll call

## **3 FACE TO FACE MEETINGS**

- Two SRACA (WA) members, One of whom shall be the president shall attend the annual Face to Face FSRACA meeting. 50% of costs associated with attendance at the meeting are paid by FSRACA and the balance is divided equally between the represented states
- Member states shall book the best available airfares including insurance and taxes for two persons to attend. Other costs including airport parking and taxi connections may be included
- The host state will be reimbursed mileage in line with current taxation formula if air flights are not available or appropriate
- FSRACA will book accommodation for two persons from each member state, for up to three consecutive (3) nights for attendance
- A single evening meal will be funded and capped at \$75.00 per head
- Any observer will be totally funded by the home state (accommodation and airfare)
- An observer attending the evening meal will be levied \$75.00 charge for the meal to be paid by the observers home state

#### **4 FINANCIAL REIMBURSEMENTS**

- All SRACA (WA) Committee Members are to submit expenses for approval
- All SRACA (WA) Committee Members are to keep a receipt book and show evidence of expenditure
- All documentation for pre-approved expenditure must be presented at the next SRACA (WA) meeting for auditing purposes

#### **5 ASSETS**

- The assets of SRACA (WA) are a laptop computer with Microsoft Office installed, one carry case and battery (purchased 2007)
- All records will be archived electronically

#### **6 BANK ACCOUNTS**

Operating account number - Westpac      036-123/6123

Investment account number -      Westpac      036-027/6027

- The Treasurer may transfer funds between accounts following approval by the Committee as the need arises.
- Each of these accounts has three signatories, with two out of three to sign and from same state

#### **7 ROTATION OF OFFICE BEARERS**

- Executive members must have served on committee for 12 months before holding office
- Rotation of office bearers shall be reviewed biannually and will maintain continuity to ensure that corporate memory is retained

#### **8 APPOINTMENT OF AUDITOR**

- The Treasurer ensures that SRACA (WA) accounts are audited annually by an industry approved independent auditor. The audited accounts will be presented at the next SRACA committee meeting and at the AGM

## **9 OBSERVERS AT FSRACA MEETINGS**

- An Observer is an invited member of SRACA (WA) who attends the meeting to observe FSRACA procedures
- An Observer has no rights to vote on meeting issues
- The maximum number of observers is 2 per state and at the discretion of the state body

## **10 PROFESSIONAL INDEMNITY**

- SRACA (WA) indemnifies Committee Members whilst undertaking FSRACA business

## **11 DECLARATION OF PECUNIARY INTEREST**

- Each member of SRACA (WA) must declare when there is a conflict of interest between the integrity of the member and the interests of the organization

## **12 VOTING**

- One vote for each SRACA (WA) member

## **13 EDUCATION**

- To support and promote education initiatives for all sterilizing personnel who are financial members of the SRACA (WA)

### **13.1 TRADE SCHOLARSHIPS**

For trade scholarships endorsed by FSRACA & SRACA (WA) the following criteria will apply:

- A current financial member of SRACA and for the prior two (2) consecutive years
- Currently employed in a Sterile Services facility

### **13.2 RESEARCH**

SRACA (WA) encourages and promotes research relevant to sterilisation practices.

- All relevant research proposals will be reviewed and grants may be offered after consideration by the full committee

## **14 COMMUNICATION**

### **14.1 COMMUNICATION BY ELECTRONIC MEDIA**

- The SRACA (WA) Committee Members can communicate whenever necessary between scheduled meetings
- E-Mail can be used to send SRACA (WA) documents to Committee Members for review and comment

## **15 REPRESENTATION AT STATE / INTERNATIONAL CONFERENCES**

- SRACA (WA) encourages members to attend State Conferences
- SRACA (WA) will fund each Committee Member to attend one State Conference every two years.
- Representatives funded by SRACA (WA) are expected to attend 75% of the conference sessions and to provide a written report suitable for publication to the Secretary for dissemination to all SRACA (WA) Committee Members following conference attendance.
- Funding will be limited to \$1,000.00 dollars per SRACA (WA) Committee Member every 2 (two) years

Reviewed 2021

Revised 2016/2018/2019