

FEDERATION OF STERILIZING RESEARCH AND ADVISORY COUNCILS OF AUSTRALIA

BY – LAWS

The By Laws are outlined using the five objectives of the Federation of Sterilizing Research and Advisory Councils of Australia and are reviewed annually at the Face-to-Face meeting.

Federation of Sterilizing Research and Advisory Councils of Australia Objectives:

- 1. To promote FSRACA as an active, diverse, cohesive & professional organization*
- 2. To enhance opportunities for education and training in Sterilizing Technology*
- 3. To promote and encourage research into Sterilizing Technology*
- 4. To provide current knowledge and information through Conferences and networking*
- 5. To appropriately represent the professional interest of FSRACA*

1. PROFESSIONAL ORGANISATION

1.1 ROLE PRESIDENT

- Adheres to FSRACA Constitution and By-Laws
- Chairs meetings of FSRACA 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 in the
- Follow-up reports on working parties and take action when necessary
- Present a report to members at the Annual General Meeting
- Review all minutes of meetings prior to distribution
- Raise the awareness, aims and objectives of FSRACA to other relevant professional bodies
- Nominate proxy's where required in the absence of office bearer

1.2 ROLE SECRETARY

- Attends all Federation committee meetings and liaise with President
- Records the proceedings of meetings and distributes to Federation committee members within 30 days, after authorisation by the chairperson of that meeting
- Receives and answers all correspondence as directed by the Federation committee
- Tables all correspondence at meetings and maintains accurate records
- Maintains custody of the electronic records and archives annually to electronic backup
- All hard copy archives will be stored by Victoria SRACA (locked storage) FSRACA will fund cost of storage to \$250 once only (2011).
- Assists the president to plan the agenda for all meetings
- Circulates the agenda and committee meeting minutes to the Federation committee

1.3 ROLE TREASURER

- Attends all Federation committee meetings
- Keeps accurate financial records of the affairs of FSRACA
- Prepares financial reports and circulates prior to committee meetings
- Presents externally audited financial statements of FSRACA financial affairs at the Annual General Meeting
- Responsible for prompt payment of all accounts for FSRACA
- Collects Capitation fees of \$4.00 per financial member in each member state. The collection of these fees has been suspended for 2010 and are to be an agenda item for review at each Annual General Meeting thereafter
- Post National Conference prepares a financial report for the Federation committee

1.4 ROLE CONFERENCE CONVENER

- Attends all Federation committee meetings
- Locates an appropriate venue for National Conference approximately two years prior to the conference
- Submits a proposed budget and conference program with scheduled time frames to the Federation committee for discussion
- Organises the education program for the National Conference with assistance from Federation committee members
- Liaises with sponsors to arrange funding of guest speakers as appropriate
- Has the option to engage appropriate conference co-ordination company to facilitate the registration of delegates, booking of accommodation and administration duties on the days of the conference following discussion with Federation committee
- Post conference prepares a report that summarizes conference evaluations and feedback for the Federation committee

1.5 ROLE STANDARDS REPRESENTATIVE

- Attends Standards meetings
- Presents a report at each Federation meeting (telelink and face to face)
- *The appointment of this role will be reviewed every 2 years*

2. COST OF FSRACA MEETINGS

2.1 CONFERENCE FUNDS

- The percentage of the profit from the National Conference retained by the host state has been set at 25%.
- The Federal body may allocate a nominated equal amount to the member states of the residual, to be used for educational purposes.
- There will be a commencement fund of \$20,000.00 in the conference account to enable the host state to book and organize venues and speakers

2.2 TELELINK

- A minimum of two (2) telephone link-ups per year
- Each telelink must be recorded, request when booking the conference link
- 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
- Telelink meetings should be kept within a one-hour time frame
- FSRACA telelink organiser shall forward telephone account to FSRACA Treasurer for payment
- The voice recording of the meeting must be destroyed after acceptance of the minutes
- A maximum of two (2) observers may be present from each member state and will be identified at roll call

2.3 FACE TO FACE MEETINGS

- All costs associated with attendance at the meeting are added together, divided in half, the federation pays 50% and 50% is divided equally between the represented states
 - Member states shall book best available airfares including insurance and taxes for two persons to attend.
 - Member states shall have long term car parking in host state
 - Member states shall have taxi connections and or car parking costs
 - 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

3. FINANCIAL REIMBURSEMENTS

- All FSRACA members are to submit expenses for approval
- All documentation for pre-approved expenditure must be presented at the next FSRACA meeting for auditing purposes

Pre approved expenses:

- ✚ Tele-link phone account
- ✚ FSRACA representation at Standard meetings(airfares and accommodation subject to the length of meeting)
- ✚ FSRACA committee member as delegate at each state conference/ workshop (see 4.4 criteria)
- ✚ Stationary, mail and electronic costs
- ✚ Archive storage

3.1 ASSETS

- The assets of FSRACA are a laptop computer with Microsoft Office installed, one carry case and battery (purchased 2007)
- An electronic recording device to record meetings and enable accurate typing of the minutes (purchased 2010)
- Hard copy of FSRACA records can be stored with SRACA (VIC) at nominated charge see 1.2
- All records will be archived electronically

3.2 BANK ACCOUNTS

1. Operating account number 06 2516 00905926 *Commonwealth Bank Camden Sydney*
 2. Investment account number 06 2516 50059000 *Commonwealth Bank Camden Sydney*
 3. Conference account number 032/285 176208 *Westpac Bank Hornsby East side Sydney*
- The interest from the investment account is deposited into operating account annually
 - Each of these accounts has three signatories, with two out of three to sign and from same state
 - The Conference account is maintained and the signatory changes to the state hosting the next National Conference

4. ROTATION OF OFFICE BEARERS

In 2010 a vote was taken to include Tasmania in the rotation of Office Bearers and that the Office bearer is rotated throughout the member states 3 yearly

Year	President Secretary	&	Conference Coordinator & Treasurer	Web Co-ordinator <i>Pending</i>
2010	QLD		WA	
2011	QLD		WA	
2012	QLD		WA	
2013	NSW		QLD	
2014	NSW		QLD	
2015	NSW		QLD	
2016	VIC		NSW	
2017	VIC		NSW	
2018	VIC		NSW	
2019	TAS		VIC	
2020	TAS		VIC	
2021	TAS		VIC	
2022	SA		TAS	
2023	SA		TAS	
2024	SA		TAS	
2025	WA		SA	
2026	WA		SA	
2027	WA		SA	

5. APPOINTMENT OF AUDITOR

The Treasurer arranges for the books for FSRACA to be audited in January each year so that a full financial statement with audited books can be presented at the Annual Face to Face Meeting in February. This will be an industry approved independent auditor.

6. OBSERVERS AT FSRACA MEETINGS

- An Observer is an invited member of SRACA 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

7. PROFESSIONAL INDEMNITY

As each state SRACA is incorporated and the office bearers of FSRACA are also office bearers in the state organizations, the insurance that the State body has to cover the committee members must cover them whilst doing FSRACA business

8. DECLARATION OF PECUNIARY INTEREST

Each member of FSRACA must declare when there is a conflict of interest between the integrity of the member and the interests of the organization

9. VOTING

One vote from each member state

10. EDUCATION

To support and promote education initiatives for all sterilizing personnel who are financial members of the individual state

10.1 TRADE SCHOLARSHIPS

All trade scholarships endorsed by FSRACA, the same criteria will apply:

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

10.2 RESEARCH

FSRACA 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

11. COMMUNICATION

11.1 COMMUNICATION BY ELECTRONIC MEDIA

- The FSRACA Committee Members can communicate whenever necessary between scheduled Face-to-Face Meetings and Telelink Conferencing
- E-Mail can be used to send FSRACA documents to Committee members for review and comment

11.2 TELELINK MEETING PROCESS

- Currently FSRACA is using Telstra with electronic recording of the call by the Service provider according to requirements.
- The duration of the call is to be approximately one hour and a line is booked for each committee member unless notified that there will be less lines required.
- If a line has to be cancelled this must be done before 5.30pm EST on the day before
- All observers must be introduced to the FSRACA meeting
- Unauthorised recording of any telephone conversation without the consent of all parties is illegal.
- A Quorum of half committee plus one is required for meeting
- No Voting will occur over Tele link unless all states represented

*Note: Confirm that the FSRACA has the correct contact telephone numbers
The meeting will start at 1830hrs EST (SA, Qld, NSW, WA, Vic & Tas).*

12. REPRESENTATION ON EXTERNAL COMMITTEES

12.1 APPOINTMENT TO EXTERNAL COMMITTEES

FSRACA may be requested to provide a representative to another National, State or International committee. A representative will be selected and be funded to attend the meeting for airfare and accommodation, the time commitment is voluntary on the part of the committee member.

12.2 SUPPORTS FOR REPRESENTATIVES TO STANDARDS AUSTRALIA MEETING

- FSRACA pays for best available airfares, insurance and taxes
- FSRACA pays for shared accommodation (where appropriate) and breakfast
- FSRACA pays for taxi connections in the host city
- FSRACA pays for taxi connections / long term parking in the home city
- FSRACA does not pay for extra meals

At the discretion of Standards Australia an observer from the host city is invited to all meetings. There is an expectation that there will be no cost incurred by FSRACA

12.3 COMMUNICATION ABOUT STANDARDS MEETINGS

Representatives of FSRACA on Standard Australia committee are responsible for contacting the host state in which the meeting will occur to invite an observer to attend

Representative of FSRACA on Standard Australia committee is responsible for informing the President and Host state of the meeting date, venue and observers name if attending

12.4 REPRESENTATION AT STATE / INTERNATIONAL CONFERENCE

- FSRACA encourages members to support State conferences
- FSRACA will fund each committee member to attend one State conference every two years.
- Representatives funded by FSRACA 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 Federal Committee Members.
- FSRACA will fund to the maximum of \$5,000.00 dollars for committee members to attend an International Conference.
- This will be limited to \$1,000.00 dollars per FSRACA committee member every 2 (two) years

12.5 RECIPRECAATION AGREEMENT OF CONFERENCE FEE'S

State Level Conferences: Two Federation/State Committee delegates from the each State will have the conference fee's waived and only pay catering costs when attending State conferences.

National Conferences: All Federation Committee members attending a National Conference will have basic registration fees waived and only pay catering costs, this is not transferable

Revised January 2004

Revised September 2004

Reviewed January 2005

Revised February 2006

Revised February 2007

Revised February 2008

Revised February 2010

Revised February 2011