



## GENERAL GUIDELINES

### APPLICATION FOR MEMBERSHIP OF I.A.S.S.M.

1. Eligibility for membership is described in the constitution.
2. An application form can be requested download from the [www.wfhss.com](http://www.wfhss.com) IASSM home page or from either of the membership secretary.
3. This form must be completed and returned to the secretary.
4. The secretary will bring the form to the following committee meeting for consideration.
5. The applicant is notified if they are eligible for membership.
6. The application for membership is tabled and reviewed at the next committee meeting.
7. The membership fee is payable only after formal notification of acceptance.
8. Membership fees will only be accepted through the Treasurer /Membership Secretary.
9. Receipts will only be given on request.
10. An induction pack that includes a copy of the constitution, general guidelines and criteria for funding and a funding request form will be posted on acceptance.
11. Membership fees are due in January of each year.

### I.A.S.S.M. MEETINGS

1. Ordinary meetings are held at approximately two monthly intervals.
2. All ordinary meetings are held on Thursdays between 11.00am and 1.00pm usually in conjunction with an Educational Forum in the afternoon. These meetings are open to full members only. Associate members may attend the Educational Forums and other pre-arranged meetings.
3. The dates for these meetings are decided in advance at each A.G.M.
4. The A.G.M. takes place in Jan/Feb and members are notified well in advance of date, time and venue.
5. Our conference is held every year. Dates and locations may change each year. There is an attendance fee for this event. Non-members may also attend.
6. A full study day, aimed at technician/operative grade is held each year. There will be a nominal fee to cover expenses. Associate members and non-members may attend the study day.
7. There is a separate study day/s for Managers held annually. Only members in supervisory/management positions may attend. An attendance fee will apply.

## **ORDER OF BUSINESS AT MEETINGS**

1. All business should be conducted through the chair.
2. Issues are decided by a show of hands.
3. New issues may be raised by members at “any other business” section of the meeting, however complex issues should be put in writing to the committee prior to the meeting.
4. Where time allows, twenty minutes may be set aside at the end of ordinary meetings for general discussion.

## **FUNDING FOR EDUCATIONAL PURPOSES**

1. A budget is prepared each year, which includes the provision for sponsoring attendance by members at other conferences and seminars.
2. The amount is determined by: The amount of money in the bank at the beginning of the financial year.

Anticipated administrative, conference and study day expenditure.

Other projects under consideration.

The need to maintain an acceptable minimum balance in the bank account at all times.

3. Eligibility for sponsorship is based on:  
Full membership for a minimum of two years.  
Regular attendance at meetings – 75% of meetings or 3 meetings per year.  
The education, training, conference or seminar must be directly related to decontamination issues.
4. Applications must be made on the Funding Request Form with supporting documentation to the committee chair at least two months in advance.
5. The application will be considered at the following committee meeting.
6. Applicants will be notified in writing of the committee's decision.
7. If there are insufficient funds to sponsor all applicants who apply, the committee will have discretionary powers to decide how funds will be allocated.
8. The association may occasionally send members to conferences or meetings for a specific purpose. This is not considered to be sponsorship – full funding may apply.

## **TERMINATION OF MEMBERSHIP**

1. Termination of membership should be notified to the committee in writing.
2. Membership fees will not be refunded under any circumstances.
3. All property belonging to the Association must be returned on termination. This includes CDs, floppy discs, magazines, tapes or library books.

## **Resources**

Valuable information may be accessed from the World Forum of Hospital Sterile Supply web site [www.wfhss.com](http://www.wfhss.com), where member countries home pages including IASSM may be accessed.