

VIRGINIA ASSOCIATION OF HEALTHCARE AUXILIARIES AND VOLUNTEERS



Standing Rules
For
Virginia Association Of Healthcare Auxiliaries And Volunteers

APPROVED: October 6, 2015

**Standing Rules
For
Virginia Association Of Healthcare Auxiliaries And Volunteers**

"The mission of the ASSOCIATION is to provide and develop effective leadership, support, and education to member organizations of Virginia health care facilities."

SECTION I: MISSION STATEMENT, BYLAWS, & STANDING RULES REVIEW AND REVISIONS

- 101 The ASSOCIATION shall state its Mission. The Bylaws Committee shall review the Mission Statement every three (3) years. The Committee shall recommend any revisions to the Board of Directors for approval.
- 102 The Bylaws Committee shall review the Bylaws every three (3) years. The Committee shall recommend any revisions to the Board of Directors for approval.
- 103 The Bylaws Committee shall review the Standing Rules every two (2) years. The Committee shall recommend any revisions to the Board of Directors for approval.
- 104 Copies of all current Bylaws, Standing Rules, The Leadership Manual, Position Guidelines, and like matter shall be kept in electronic form. The Webmaster Chairman shall hold the master and keep an up to date version on the website. Copies of the Bylaws, Standing Rules, and District Standing Rules, which have been superseded, shall be kept for seven (7) years. This is for historical and reference purposes. They may be kept at the VHHA Office with our other stored documents.
- 105 A committee composed of the President-elect and the five (5) District Chairmen shall review the *District Standing Rules*. The immediate Past President is Chairman of the Committee. The Committee shall recommend any revisions for approval to the Board of Directors. The Committee Chairman shall forward a copy to the Webmaster for distribution at the Annual Conference through the Presidents' Packets.

SECTION II: MEMBERSHIP

- 201 Auxiliaries and representatives present at the meeting of May 18, 1949 shall be considered Charter Members of the ASSOCIATION.
- 202 Membership shall be offered to auxiliaries and organizations, which comply with ARTICLE III, Section I, MEMBERSHIP. The process of application shall include, at a minimum, the following steps:
1. A written application shall be directed to the Membership Chairman along with a check for annual dues. At the next billing period, the dues for this new member will be pro-rated accordingly by the VAHAV Treasurer.
 2. The Membership Chairman shall review the application; and, if in order, the VAHAV President shall notify, by letter, the auxiliary or organization that membership in the ASSOCIATION has been granted.
 3. New member organizations shall be entitled to one free registration at the next Annual Meeting after joining VAHAV.

4. The President shall present a certificate of membership to a representative of the new member organization no later than at the Annual Conference of that year.
 5. The Corresponding Secretary shall provide a Leadership Manual to the appropriate District Chairman to be presented to a representative of the new member. This Manual shall be transferred to subsequent leaders within that organization.
- 203 Dues to be paid by member organization shall be based on the formula established by the VAHAV Board and approved by the general membership at the 2000 Annual Conference.
- 204 At the beginning of the fiscal year, the Treasurer shall mail a dues notice to each member organization. A second notice shall be mailed, if necessary. On May 1, if an organization is still in arrears, the President and appropriate District Chairman shall ascertain the desire and intention of the organization and shall take appropriate action. Membership shall terminate if the Treasurer does not receive dues by December 31st.
- 205 An organization shall be eligible for reinstatement upon written re-application to the membership chairman and payment of current dues.

SECTION III: BOARD OF DIRECTORS

- 301 The Board of Directors shall consist of four (4) elected officers, five (5) elected District Chairmen, the immediate Past President, and others, appointed annually by the President, including parliamentarian, corresponding secretary, other committee chairmen and members-at-large. Liaison members from the Virginia Hospital and Healthcare Association (VHHA) may have a seat on the Board with voice but without vote.
- 302 The Board of Directors shall include members from all five (5) districts.
- 303 The Board of Directors shall be covered by Directors and Officers Liability insurance and Employee (Member) Dishonesty Bonding Insurance purchased by the ASSOCIATION.
- 304 The Corresponding Secretary shall provide a Leadership Manual and a Board Notebook (Bluebook) to all Board Members, including the Liaisons. Board Members should keep these books updated and either return or pass them on to their successors.
- 305 Each new Board Member, except Liaison Members, shall provide a biographical sketch to the President and Newsletter Chairman immediately following election or appointment to the Board.
- 306 All voting Board Members shall participate in an orientation at the winter Board Meeting, and shall participate in training for their specific positions as determined by the President.
- 307 All voting Board Members shall serve on one or more committees as assigned by the President.
- 308 As mandated by the Bylaws, the Board shall have four committees (Districts, Bylaws, Annual Conference, Finance), the chairmen of which are designated in the Bylaws, and the Nominating Committee. The President may form additional standing and special committees as warranted and shall appoint their chairmen.
- 309 At each Board Meeting, except the Organizational Board Meeting, all voting Board Members shall submit on 8 ½ by 11" a typed or legibly printed, signed, and dated report of recent activities, including number of hours worked. Prepare three (3) copies of the report; one copy for the President, one copy for the Recording Secretary, and a copy for inclusion in the Board Member's notebook. In addition, Board Members shall present an oral report reflecting the highlights of recent activities.

- 310 At the summer Board Meeting, each Board Member shall provide a summary of her/his activities during the year to the President. The President will then combine these in a joint Board report that shall be distributed at the Annual Conference through the President's Packets.
- 311 If a Board Member will be unable to attend a Board Meeting, she/he must provide prior notification to the President.
- 312 Board Members shall be reimbursed, according to reimbursement policies, for expenses incurred for attending one Annual Spring District Meeting (ASDM) outside their home district. The President shall give prior approval.
- 313 In odd-numbered years, all newly installed District Chairmen shall be invited to attend the summer Board Meeting. Reimbursement of expenses shall be in accordance with reimbursement policies.
- 314 Newly installed District Chairmen shall begin their service on the Board of Directors at the Organizational Board Meeting immediately following the close of the Annual Conference. They shall be reimbursed at established rates.
- 315 District Chairmen are authorized to substitute an officer of their district to attend a Board Meeting if the chairman is unable to attend. Reimbursement of expenses shall be in accordance with reimbursement policies.
- 316 A committee composed of the District Chairmen in office at the time of the Annual Conference shall have the authority to approve the minutes of the conference. The Recording Secretary shall mail a copy of the approved minutes to all retiring and current Board members and representatives of member organizations.
- 317 The Nominating Committee shall be chaired by the immediate Past President.
- 318 The Nominating Committee shall present a slate of officers to the membership, in writing, at least thirty (30) days prior to the Annual Business Meeting. The chairman of the Nominating Committee shall present the slate to the membership for approval at the Annual Business Meeting.
- 319 All candidates proposed by the Nominating Committee shall have signified in writing, prior to the Annual Business Meeting, their willingness to accept office.
- 320 The following District rotation will be in order when considering nominations for the position of Conference Coordinator/Chair and/or President Elect. The District rotation shall be: Northern, Piedmont, Southwestern, Capital, Hampton Roads. If a District is skipped due to not having a candidate, then the rotation will continue and that district will need to wait until their time comes around again.
- 321 The Conference Coordinator will be given first choice to move up to the position of President Elect. If he/she declines this position, the candidates will be sought from the District next in the rotation order.

SECTION IV: ELECTED OFFICERS' RESPONSIBILITIES

- 401 As stated in the ASSOCIATION Bylaws, the member nominated for the office of President-elect shall indicate a willingness to assume the Office of President if vacated prior to the end of a term and to accept the appointment as President for the subsequent term.
- 402 Position guidelines shall be stated for all Board Members.

- 403 The Conference Coordinator shall be authorized to execute contracts for lodging, meeting rooms, and speakers in support of the Pre-Conference, Annual Conference, and organizational Board Meetings.
- 404 The President may appoint an officer or Board Member to represent the ASSOCIATION at national, regional, or statewide conferences.
- 405 The President, if invited, may serve as an ex-officio member of the Virginia Society for Directors of Healthcare Volunteer Services.

SECTION V: PAST PRESIDENTS

- 501 A Past President's pin shall be presented to the outgoing President at the Annual Conference following the election and installation of the new President.
- 502 The immediate Past President shall serve on the incoming board as an advisor to the board and the President. The immediate Past president may serve on the incoming Board in any other capacity designated by the President and agreeable to the immediate Past President.
- 503 All Past Presidents shall be Honorary Life Members of the ASSOCIATION, shall be recognized at the statewide conferences, and shall receive the ASSOCIATION newsletter.

SECTION VI: FINANCE

Budgeting

- 601 The Treasurer, in coordination with the Finance Committee, shall prepare an annual budget to present to the Board of Directors for review and approval at the May Board Meeting. The approved budget shall be available to any member of the ASSOCIATION, upon written request.

Collecting and Disbursing Funds

- 602 The Treasurer shall collect all funds due the ASSOCIATION and shall deposit these funds in a federally insured, interest bearing account held in the name of the Virginia Association of Healthcare Auxiliaries and Volunteers.
- 603 The Treasurer shall maintain an interest-bearing savings account in the name of the Virginia Association of Healthcare Auxiliaries and Volunteers in a federally insured financial institution. Funds from this account shall be used to support educational and other special programs deemed appropriate by the Board of Directors.
- 604 The Treasurer shall pay all general obligations of the ASSOCIATION.
- 605 Disbursement of funds shall be within the ASSOCIATION budget unless the President specifically approves an exception. In the event the checking account balance is not sufficient, required funds will be transferred from the savings account to the checking account.
- 606 The Treasurer shall pay all obligations of the Annual Conference that are approved by the Conference Coordinator.

Receipts

- 607 Membership dues shall be based on the formula established at the Annual Conference in October 2000. The Finance Committee shall review the dues structure annually. The Treasurer shall present any proposed revisions to the Board.
- 608 The President may reduce, or waive entirely, the dues of a member organization when its membership is of such a size that payment of dues would be an undue burden to the organization.
- 609 The Treasurer shall be responsible for maintaining the financial records for the sale of VAHAV pins and emblems. The Emblems Chairman is responsible for providing the Treasurer with an accounting of all purchases and sales.
- 610 Additional Leadership Manuals shall be available to member organizations and to any member in good standing at a cost of \$30.00 each. The Finance Committee shall establish any price change at the winter Board Meeting with the approval of the Board.

Reimbursements

- 611 Requests for reimbursement of expenses shall be submitted to the Treasurer on an ASSOCIATION expense voucher, within the time limit established by the Treasurer. Receipts must be submitted with the expense voucher.
- 612 The Finance Committee shall review allowances for food and lodging at the winter Board Meeting and present its recommendations to the Board for approval.
- 613 Board Members shall be reimbursed for lodging (double occupancy with another voting Board Member is expected) for Board and special meetings. If they are not sharing a room with a voting Board Member, they shall be reimbursed at only half the cost of the double room.
- 614 Board Members who attend the Board Meeting prior to the Annual Conference shall be reimbursed at the contracted rates for ordinary expenses.
- 615 Any Board Member driving to and from a rendezvous point for a pooled rider to attend an official association event shall submit a separate expense voucher for ordinary expenses.
- 616 Board Members driving to and/or attending educational, promotional or other authorized conference/meetings shall be reimbursed from appropriate budgets at the established rates. Should expenses exceed budgeted amounts, the President shall approve reimbursements.
- 617 Board Members shall be reimbursed for the registration fee and usual expenses for attending their own Annual Spring District Meeting when their member organization will not cover these expenses.
- 618 A Board Member must request approval from the President to attend one Annual Spring District Meeting outside her/his district. The President shall approve any such request after seeking advice from the Treasurer as to the availability of funds.
- 619 The President and President-elect shall use their budgeted funds when attending national and regional meetings. The President may appoint one or more Board Members to attend appropriate conferences, using budgeted seminar funds.

Reporting and Accountability:

- 620 All financial records shall be turned over to the current VAHAV Treasurer prior to the winter Board Meeting. The outgoing Treasurer shall attend the winter Board Meeting.
- 621 The Treasurer shall present a financial report at each Board Meeting.
- 622 The Treasurer shall have the financial records reviewed by an accounting firm not associated with the ASSOCIATION or the Treasurer and shall report the results of the financial review and IRS FORM 990 at the winter Board Meeting.
- 623 Upon written request, a copy of the financial review of the ASSOCIATION shall be available to any member in good standing.

Financial Rules for Statewide Conferences

- 624 Statewide conferences shall be budgeted to be financially self-supporting.
- 625 After considering the recommendation of the Chairman of the Annual Conference, the Board shall vote and approve the Registration Fee at the spring Board Meeting.
- 626 In compliance with Statewide Conference Guidelines, the registration fee for the President, President-elect, Conference Coordinator, and the chairman of the host committees (total 5) shall be included in the statewide conference budget. Lodging (double occupancy is expected) and mileage for these members shall be included in the statewide conference budget.
- 627 The host registration chairman or her/his designee shall collect the registration fees for the Annual Conference.
- 628 Members of the registration host committee and members of the social host committee who do not attend conference workshops, presentations, or programs may be excused from paying the conference registration fee.
- 629 If a meal(s) is provided to any member of a host committee, that member shall reimburse the full cost of the meal(s) to the registration host chairman, or her/his designee, for inclusion in the collected conference funds.
- 630 The Treasurer shall review and approve the final accounting for the Annual Conference.
- 631 The Annual Conference Coordinator shall prepare, in coordination with the Treasurer, a complete financial accounting of the conference and shall present this report to the Board at their next regular Board Meeting.
- 632 Upon written request, a copy of the financial report of a statewide conference shall be available to any ASSOCIATION member in good standing. Refer to the established Guidelines for Statewide Conferences.
- 633 The annual Conference Coordinator shall be responsible for the development and update of the registration and social host committee guidelines, with the assistance of the Treasurer.

Financial Rules for Annual Spring Meetings

SEE SECTION IX: DISTRICT MEETINGS

SECTION VII: BOARD MEETINGS

- 701 The ASSOCIATION shall hold five (5) Board Meetings annually: an organizational
Board Meeting immediately following the Annual Conference; regular meetings in
Winter, Spring, Summer, and immediately prior to the Annual Conference.
- 702 If it is necessary to postpone a Board Meeting, an attempt shall be made to contact all
Board Members as soon as possible. If a Board Meeting is postponed, the President shall
reschedule it as soon as possible.
- 703 The procedure for reimbursing Board Members for board expenses, committee expenses
and seminar expenses shall be as stated in Section VI (Finance) of the Standing Rules.

SECTION VIII: GUIDELINES FOR STATEWIDE CONFERENCES

- 801 The following guidelines shall govern statewide conferences. These guidelines shall be
reviewed periodically by the Conference Coordinator, and presented to the Board for
review and approval.
- 802 All statewide conferences shall be self-supporting; their budgets shall not be incorporated
within the budget of the ASSOCIATION.
- a. The Treasurer shall keep a strict accounting of all funds spent on the Annual
Conference.
 - b. All applicable rules in Section VI, Finance, in the Standing Rules shall be
followed unless the President grants a specific exception.
- 803 The Annual Conference shall be held in the fall, within the Commonwealth of Virginia,
in a location approved by the Board.
- 804 The Annual Conference shall include the Annual Business Meeting. At least thirty (30)
days prior to the Annual Business Meeting, the President shall notify, in writing, all
member organizations, Board Members, and Past Presidents of business to be voted on at
the Annual Conference. This mailing shall be combined with the notification by the
Nominating Committee (ref. SR 319). The President shall preside at the Annual Business
Meeting.
- 805 A majority of voting delegates registered shall constitute a quorum for the Annual
Business Meeting.
- 806 A meeting of all attending Auxiliary Presidents, Presidents-elect and similar
representatives of member organizations shall be held during the Annual Conference.
The President of the ASSOCIATION shall preside.
- 807 Auxiliary Presidents, VAHAV President-elect and similar representatives of each district
shall meet with their respective District Chairman during the Annual Conference. These
district meetings shall be planned by each District Chairman, in coordination with the
President-elect, and shall be chaired by the District Chairman.
- 808 A First Timers' Orientation shall be held during the Annual Conference.
- 809 The current scrapbook shall be displayed at the Annual Conference and may be displayed
at the Annual Spring Meeting.
- 810 Participating vendors and speakers may display and sell wares at statewide conferences,
in accordance with local licensing laws.
- 811 Raffles and the sale of items by member organizations or individual members are
prohibited at all statewide conferences.

SECTION IX: ANNUAL SPRING DISTRICT MEETING (ASDM)

- 901 A committee comprised of the District Liaison and the five (5) District Chairmen shall review these Guidelines in odd-numbered years and submit any recommendations to the Board for approval.
- 902 Annual Spring District Meetings shall be held within the Commonwealth of Virginia annually. The respective District Chairman shall set the date and location of each meeting. The President, {resident-elect and Webmaster shall be notified of the arrangements at the earliest possible date.
- 903 These meetings shall be self-supporting.
- 904 District Chairmen shall be authorized to execute contracts for lodging, meeting rooms, and speakers for these meetings.
- 905 All expenses shall be paid at the district level.
- 906 Each District Chairman shall present a detailed, written financial report to the VAHAV Treasurer and an oral report at the next Board Meeting.
- 907 If there is a profit from an Annual Spring District Meetings, such profit shall be sent to the VAHAV Treasurer for deposit to the ASSOCIATION's account.
- 908 The District Chairmen, President, President-elect, and Conference Coordinator shall be reimbursed for expenses incurred at Annual Spring District Meetings.
- 909 Invitations to Annual Spring District Meetings shall be sent to all current Board Members that reside within that district and to Past presidents who represented the district or who currently reside within the district.
- 910 Raffles and the sale of items by member organizations or individual members are prohibited at Annual Spring District Meetings.

SECTION X: MISCELLANEOUS

- 1001 The addresses of gift shops affiliated with VAHAV may be distributed to licensed wholesale vendors for retailing purposes. The Gift Shop Chairman shall notify the Webmaster of any changes to Gift Shop Personnel and provides the information to the Webmaster. A list of the Gift Shops may be obtained from the Webmaster, who maintains the database for VAHAV.
- 1002 The ASSOCIATION accepts the offer of the Virginia Hospital and Healthcare Association to print and mail the ASSOCIATION newsletter.
- 1003 The ASSOCIATION newsletters shall not print articles offering items for sale.
- 1004 COURTESIES.
- a. On the death or serious illness of a member of the Board, flowers shall be sent, the cost not to exceed \$50.00.
 - b. On the death or serious illness of a member of a Board Member's family, a personal note shall be sent by the President.
 - c. On the death of a Past president, a memorial donation shall be given to the VAHAV Anne Lewis Leadership Development Fund and a letter written and sent to the hospital auxiliary where she/he was a member notifying of the donation