

VIRGINIA ASSOCIATION OF HEALTHCARE AUXILIARIES AND VOLUNTEERS



Standing Rules

As of October, 2017

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Standing Rules
for the
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 healthcare 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 and shall recommend any revisions to the BOARD for approval.
- 102 The Bylaws Committee shall review the Bylaws every three (3) years and shall recommend any revisions to the BOARD for approval.
- 103 The Bylaws Committee shall review the Standing Rules every two (2) years and shall recommend any revisions to the BOARD 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 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 Copies of the Bylaws, Standing Rules and District Standing Rules, which have been superseded, shall be kept for seven (7) years.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 comprised of the Immediate Past President, President-Elect and the five (5) District Chairs shall review the District Standing Rules. The Immediate Past President is Chair of the Committee and shall recommend any revisions for approval to the BOARD. The Committee Chair 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 Chair. At the next billing period, the dues for this new member will be pro-rated accordingly by the Treasurer.
 2. The Membership Chair shall review the application, and, if in order, the President shall notify the auxiliary or organization, by letter, that membership in the ASSOCIATION has been granted.

3. New member organizations shall be entitled to one free registration at the next Annual Conference 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 Chair to be presented to a representative of the new member organization. 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 **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 Chair 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 Chair and payment of current dues.

SECTION III: BOARD OF DIRECTORS (BOARD)

- 301 The BOARD shall be comprised of the elected officials of the ASSOCIATION (President, President-Elect, Treasurer, Recording Secretary and Conference Coordinator), five (5) elected District Chairs, the Immediate Past President, Parliamentarian, Corresponding Secretary, and standing Committee Chairs.
- 302 Liaison members from the Virginia Hospital and Healthcare Association (VHHA) may have a seat on the BOARD with voice but without vote. (See Bylaws Article VII, Section 1.)
- 303 The BOARD 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 up-to-date 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 Chair immediately following election or appointment to the BOARD.
- 306 All voting BOARD members shall serve on one or more committees as assigned by the President.
- 307 As mandated by the Bylaws, the BOARD shall have four committees (Districts, Bylaws, Annual Conference, and Finance), and the Nominating Committee, the Chairs of which are designated in the Bylaws. The President may form additional standing and special committees as warranted and shall appoint their Chairs.
- 308 At each BOARD meeting, except the Organizational BOARD Meeting, all voting members shall submit an 8 ½ by 11" typed or legibly printed, signed and dated report of recent activities, including number of hours worked. Prepare 3 copies of the report; one

- copy for the President, one copy for the Recording Secretary and a copy for inclusion in the BOARD members' notebook. In addition, BOARD members shall present an oral report reflecting the highlights of recent activities.
- 309 At the summer BOARD Meeting, each BOARD member shall provide a summary of her/his activities from October thru August, to the President. The Recording Secretary will then combine these in a joint BOARD report that shall be distributed at the Annual Conference through the President's Packets. At the BOARD meeting prior to the Annual Conference, each BOARD member shall provide a summary of his/her activities from August to October.
- 310 If a BOARD member is unable to attend a BOARD meeting, she/he must provide prior notification to the President.
- 311 BOARD members, with prior approval from the President, shall be reimbursed, according to reimbursement policies, for expenses incurred for attending one Annual Spring District Meeting (ASDM) outside their home district.
- 312 In odd-numbered years, all newly installed District Chairs shall be invited to attend the summer BOARD Meeting. Reimbursement of expenses shall be in accordance with reimbursement policies.
- 313 Newly installed District Chairs shall begin their service on the BOARD at the Organizational BOARD Meeting immediately following the close of the Annual Conference. They shall be reimbursed at established rates.
- 314 District Chairs are authorized to substitute an officer of their district to attend a BOARD Meeting if the Chair is unable to attend. Reimbursement of expenses shall be in accordance with reimbursement policies.
- 315 A committee comprised of the District Chairs 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.
- 316 The Nominating Committee shall be chaired by the Immediate Past President.
- 317 The Nominating Committee shall present a slate of officers to the membership, in writing, at least two (2) weeks prior to the Annual Business Meeting. The Chair of the Nominating Committee shall present the slate to the membership for approval at the Annual Business Meeting.
- 318 All candidates proposed by the Nominating Committee shall have signified in writing (using designated form) prior to the Annual Business Meeting, their willingness to accept office.
- 319 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, and 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.
- 320 The Conference Coordinator/Chair will be given first choice to move up to the position of President-Elect. If he/she declines this position, then 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/Chair shall be authorized to execute contracts for lodging, meeting rooms, and speakers in support of the Pre-Conference, Annual Conference ,and organizational BOARD meetings, with President's approval.

SECTION V: PRESIDENTS

- 501 The President may appoint an officer or BOARD member to represent the ASSOCIATION at national, regional or annual conferences.
- 502 The President, if invited, may serve as an ex-officio member of the Virginia Society for Directors of Healthcare Volunteer Services (VSDHVS).
- 503 The outgoing President shall relinquish her President's pin to the newly-elected President following the election and installation.

SECTION VI: PAST PRESIDENTS

- 601 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.
- 602 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.
- 603 All Past Presidents shall be Honorary Life Members of the ASSOCIATION, shall be recognized at the Annual Conference, and shall receive the ASSOCIATION newsletter.

SECTION VII: FINANCE

Budgeting

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

Collecting and Disbursing Funds

- 702 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.

- 703 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.
- 704 The Treasurer shall pay all financial obligations of the ASSOCIATION.
- 705 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.
- 706 The Treasurer shall pay all obligations of the Annual Conference that are approved by the Conference Coordinator and President.

Receipts

- 707 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.
- 708 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.
- 709 The Treasurer shall be responsible for maintaining the financial records for the sale of VAHAV pins and emblems. The Emblems Chair is responsible for providing the Treasurer with an accounting of all purchases and sales.

Reimbursements

- 710 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.
- 711 The Finance Committee shall review allowances for food and lodging at the winter meeting and present its recommendations to the BOARD for approval.
- 712 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 an amount recommended by the Treasurer according to the budget and voted upon by the BOARD.
- 713 BOARD members who attend the BOARD meeting prior to the Annual Conference shall be reimbursed at the contracted rates for ordinary expenses.
- 714 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.
- 715 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.

- 716 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.
- 717 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.
- 718 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:

- 719 All financial records shall be turned over to the current Treasurer prior to the winter meeting. The outgoing Treasurer shall attend the winter meeting.
- 720 The Treasurer shall present a financial report at each BOARD meeting.
- 721 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.
- 722 Upon written request, a copy of the financial review of the ASSOCIATION shall be available to any member in good standing.

Financial Rules for Annual Conferences

- 723 Annual Conferences shall be budgeted to be financially self-supporting.
- 724 After considering the recommendation of the Annual Conference Coordinator, the BOARD shall vote and approve the registration fee at the spring BOARD meeting.
- 725 In compliance with Annual Conference Guidelines, the registration fee for the President, President-Elect, Conference Coordinator, and the Chair of the Host Committees (total 5) shall be included in the Annual Conference budget. Lodging (double occupancy is expected) and mileage for these members shall be included in the Annual Conference budget.
- 726 The Host Registration Chair or her/his designee shall collect the registration fees for the Annual Conference.
- 727 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.
- 728 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 Chair, or her/his designee, for inclusion in the collected Conference funds.
- 729 The Treasurer shall review and approve the final accounting for the Annual Conference.
- 730 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 meeting.
- 731 Upon written request, a copy of the financial report of an Annual Conference shall be available to any ASSOCIATION member in good standing. Refer to the established Guidelines for Annual Conferences.

732 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, Registration and Social Host Chairs.

Financial Rules for Annual Spring Meetings

SEE SECTION X: DISTRICT MEETINGS

SECTION VIII: BOARD MEETINGS

- 801 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.
- 802 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.
- 803 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 IX: GUIDELINES FOR ANNUAL CONFERENCES

- 901 The following guidelines shall govern annual conferences. These guidelines shall be reviewed periodically by the Conference Coordinator and presented to the BOARD for review and approval.
- 902 All Annual Conferences shall be self-supporting and 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.
- 903 The Annual Conference shall be held in the fall, within the Commonwealth of Virginia, in a location approved by the BOARD.
- 904 The Annual Conference shall include the Annual Business Meeting. At least thirty (30) days prior to the Annual Business Meeting, the Bylaws Chair shall notify, in writing, all member organizations, BOARD members, and Past Presidents of the ASSOCIATION 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.
- 905 A majority of voting delegates registered shall constitute a quorum for the Annual Business Meeting.
- 906 A meeting of all attending Auxiliary Presidents, President-Elects, and similar representatives of member organizations shall be held during the Annual Conference. The President of the ASSOCIATION shall preside.

- 907 Auxiliary Presidents, President-Elect, and similar representatives of each district shall meet with their respective District Chair during the Annual Conference. These district meetings shall be planned by each District Chair, in coordination with the President-Elect, and shall be chaired by the District Chair.
- 908 A First Timers' Orientation shall be held during the Annual Conference and conducted by the past Conference Coordinator or as delegated.
- 909 The current scrapbook of the ASSOCIATION shall be displayed at the Annual Conference and may also be displayed at the Annual Spring Meeting.
- 910 Participating vendors and speakers may display and sell wares at Annual Conferences, in accordance with local licensing laws.
- 911 Raffles and the sale of items by member organizations or individual members are prohibited at all Annual Conferences.

SECTION X: ANNUAL SPRING DISTRICT MEETING (ASDM)

- 1001 A committee comprised of the District Liaison and the five (5) District Chairs shall review these guidelines in odd-numbered years and submit any recommendations to the BOARD for approval.
- 1002 Annual Spring District Meetings shall be held within the Commonwealth of Virginia annually. The respective District Chair shall set the date and location of each meeting. The President, President-Elect, and Webmaster shall be notified of the arrangements at the earliest possible date. The Webmaster shall be responsible for putting these dates on the web as soon as they are set up and the dates shall remain on the web until after the Annual Conference. If next year's dates are confirmed, they may be added to the web but the present year shall not be deleted until after the Annual Conference.
- 1003 These meetings shall be self-supporting.
- 1004 District Chairs shall be authorized to execute contracts for lodging, meeting rooms, and speakers for these meetings.
- 1005 All expenses shall be paid at the district level.
- 1006 Each District Chair shall present a detailed, written financial report to the Treasurer and an oral report at the next BOARD meeting.
- 1007 If there is a profit from an Annual Spring District Meetings, such profit shall be sent to the Treasurer for deposit into the ASSOCIATION's account.
- 1008 The District Chairs, President, President-Elect, and Conference Coordinator shall be reimbursed for expenses incurred at Annual Spring District Meetings.
- 1009 Invitations to Annual Spring District Meetings shall be sent to all current BOARD members and to all Past Presidents of the ASSOCIATION.
- 1010 Raffles and the sale of items by member organizations or individual members are prohibited at Annual Spring District Meetings.

SECTION XI: MISCELLANEOUS

- 1101 The addresses of gift shops affiliated with the ASSOCIATION may be distributed to licensed wholesale vendors for retailing purposes. The Gift Shop Chair shall notify the Webmaster of any changes to Gift Shop Managers as the Webmaster maintains the database of the ASSOCIATION. A list of the Gift Shops may be obtained from the Webmaster.
- 1102 The Thrift Shop Chair should notify the Webmaster of any changes to Thrift Shop Managers as the Webmaster maintains the database of the ASSOCIATION. A list of the Thrift Shops may be obtained from the Webmaster.
- 1103 The ASSOCIATION accepts the offer of the Virginia Hospital and Healthcare Association to print and mail the ASSOCIATION newsletter (*The Connection*).
- 1104 The ASSOCIATION Newsletter shall not print articles offering items for sale.
- 1105 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 of the ASSOCIATION, a memorial donation in the amount of \$50 shall be given to the Anne Lewis Leadership Development Fund, and a letter written and sent to the hospital auxiliary where she/he was a member notifying them of the donation.