

VIRGINIA ASSOCIATION OF
HEALTHCARE
AUXILIARIES AND VOLUNTEERS



ByLaws
&
Standing Rules

Table of Contents

Bylaws..... 1
ARTICLE I-NAME 1
ARTICLE II-PURPOSE 1
ARTICLE III-MEMBERSHIP 1
ARTICLE IV-MEETINGS 2
ARTICLE V-OFFICERS 2
ARTICLE VI-DISTRICTS 4
ARTICLE VII-BOARD OF DIRECTORS 4
ARTICLE VIII-COMMITTEES 5
ARTICLE IX-FINANCIAL MATTERS 6
ARTICLE X-AMENDMENTS/REVISIONS 6
ARTICLE XI-PARLIAMENTARY AUTHORITY 7
ARTICLE XII-DISSOLUTION 7
Standing Rules 8
SECTION I: Mission Statement, Bylaws And Standing Rules Review And Revisions 8
SECTION II: MEMBERSHIP 8
SECTION III: BOARD OF DIRECTORS 9
SECTION IV: ELECTED OFFICERS’ RESPONSIBILITIES 10
SECTION V: PAST PRESIDENTS 11
SECTION VI: FINANCE 11
SECTION VII: BOARD MEETINGS 13
SECTION VIII: GUIDELINES FOR STATEWIDE CONFERENCES 14
SECTION IX: ANNUAL SPRING DISTRICT MEETING (ASDM) 14
SECTION X: MISCELLANEOUS 15

Bylaws

for the

Virginia Association Of Healthcare Auxiliaries And Volunteers

ARTICLE I-NAME

The name of this Association shall be VIRGINIA ASSOCIATION OF HEALTHCARE AUXILIARIES AND VOLUNTEERS, hereinafter referred to as the ASSOCIATION, a non-profit organization.

ARTICLE II-PURPOSE

The purpose of the ASSOCIATION shall be:

- 1) To promote the mutual exchange of ideas for strengthening and improving the work of auxiliaries/volunteer groups in enhancing the quality of health care locally and throughout the Commonwealth of Virginia.
- 2) To stimulate interest in present organizations and to assist in organizing other auxiliaries/volunteer groups in health care facilities.
- 3) To aid and enlarge the development of service programs for and in all health care facilities.
- 4) To set effective means of cooperation with other state and national organizations of similar interests.

ARTICLE III-MEMBERSHIP

Section 1

Any auxiliary or volunteer organization affiliated with a healthcare facility in the Commonwealth of Virginia and recognized by the governing body of the healthcare facility shall be eligible for membership in the ASSOCIATION.

Section 2

The dues of the ASSOCIATION shall be established by the Board of Directors subject to approval of the Membership of the ASSOCIATION, the Board of Directors, hereinafter referred to as the BOARD.

Section 3

Application for membership in the ASSOCIATION, by eligible organizations, shall be made in writing to the Membership Chairman of the ASSOCIATION. Applications in proper order shall be accepted.

Section 4

New member organizations shall be entitled to one free registration at the next Annual Meeting after joining VAHAV.

ARTICLE IV-MEETINGS

Section 1

There shall be an Annual Conference of the ASSOCIATION to include an Annual Business Meeting.

Any registered member in good standing of his/her member organization may attend all general meetings and participate in the activities of the ASSOCIATION.

Section 2

The following shall be entitled to vote at the Annual Business Meeting: Members of the BOARD of the ASSOCIATION, Past Presidents of the ASSOCIATION and delegates of each member organization. Each member organization, regardless of size, shall be entitled to two (2) voting delegates. No member may cast more than one vote. There shall be no voting by proxy. When a vote is taken, the decision shall be reached by a majority of votes cast.

Section 3

Non-members who wish to attend the Annual Conference shall register and pay non-member registration fees, but shall not have voting privileges at the Annual Business Meeting.

Section 4

A Spring District Meeting shall held each year, hosted by a member organizations.

Section 5

The President may call special meetings, provided that a notice of the meeting date, time, place, and the purpose is sent within a minimum of ten (10) days' notice for a meeting and a minimum of forty-eight (48) hours' notice for a telephone conference with whom ever is deemed necessary.

ARTICLE V-OFFICERS

Section 1

- 1) The officers of this ASSOCIATION shall be President, President-elect, Treasurer, and Recording Secretary. They shall be members in good standing of their healthcare volunteer group/auxiliary member organizations.

- 2) The President, and President-elect shall serve for one (1) year or until their successors are Installed. The Treasurer and Recording Secretary shall serve for two years or until their successors are installed.
- 3) Election shall take place at the Annual Business Meeting and the officers shall take office immediately following the adjournment of the Annual Conference with the exception of the Treasurer, who shall take office January 1 following the Annual Conference.
- 4) The President-elect shall be elected each year. The Secretary and Treasurer shall be elected in odd-numbered years. The President-elect will assume the office of President.

Section 2

- 1) In case of vacancy in the office of President, the President-elect shall become President for the un-expired term.
- 2) In case of vacancy in the office of an installed officer other than the President and the President-elect, the President may appoint a qualified member to fill the office until the Annual Business Meeting, at which time the ASSOCIATION shall elect a member for the un-expired term. In the event of a vacancy in the office of President-elect, the current President may serve a second term to fill the President-elect's term as president. If the President is not willing to serve a second term, the Nominating Committee shall present within 30 days qualified candidates to the Board for a vote to fill the President-elect's term as President.

Section 3

- 1) The President shall be the Executive Officer of the ASSOCIATION and the BOARD and shall appoint the Corresponding Secretary, the Parliamentarian and the chairmen of all committees. The President shall represent the ASSOCIATION and be an ex-officio member of all committees, except the Nominating Committee. The President shall be authorized to sign checks. The President shall perform all duties incident to the office of president, in accordance with the Standing Rules.
- 2) The President-elect shall serve as the district liaison, shall be chairman of the District Chairmen Committee and shall attend District Meetings. The President-elect shall perform all duties incident to the office of president-elect, in accordance with the Standing Rules. The President-elect shall, in the absence or inability of the President, have the powers and perform the duties of the President.
- 3) The Recording Secretary shall be responsible for maintaining records of meetings of the ASSOCIATION and the BOARD, and shall be custodian of past secretarial records and shall perform such duties in accordance with the Standing Rules.

- 4) The Treasurer shall be responsible for maintaining an accurate record of all financial affairs of the ASSOCIATION, including a detailed statement of receipts and disbursements, in books belonging to the ASSOCIATION, and shall disburse funds as directed by the President or the BOARD and in accordance with the Standing Rules. The Treasurer shall be chairman of the Finance Committee and shall accept other fiscal or financial duties in accordance with the Standing Rules. The Treasurer shall be custodian of all past financial records.
- 5) The Immediate Past President shall serve as Chair of the Nominating Committee and may be called upon to preside at the Annual Business Meeting if the President and the President-elect are unable to do so, according to Standing Rules.

ARTICLE VI-DISTRICTS

Section 1

The ASSOCIATION shall be divided into five or more districts at the discretion of the BOARD.

Section 2

District Officers shall be elected by the delegates from their districts at their Spring District Retreat in the odd-numbered years and installed at that meeting but will not take office until the first meeting of the BOARD after the Annual Conference of the ASSOCIATION.

The District Chairmen shall be responsible for the execution of the purpose of the ASSOCIATION as outlined in ARTICLE II of these Bylaws, within the District.

The District Chairmen shall conduct two (2) meetings yearly during their term – one at the Annual Conference and one in the spring (Annual Spring District Meeting).

ARTICLE VII-BOARD OF DIRECTORS

Section 1

The BOARD shall be composed of the President, President-elect, Recording Secretary, Treasurer, Immediate Past President, Parliamentarian, Corresponding Secretary, District Chairmen, Standing Committee Chairmen and Members-at-large.

The President of the Virginia Society for Directors of Health Care Volunteer Services and the Virginia Hospital & Healthcare Association Staff Liaison shall be ex-officio members of the BOARD with voice, but no vote.

The BOARD shall exercise full authority to act for the ASSOCIATION between Annual Business Meetings.

Section 2

The BOARD shall accomplish the purpose of the ASSOCIATION as outlined in ARTICLE II of these Bylaws; adopt an Annual Budget; and set the registration fees for all state meetings.

Section 3

The President shall call at least five (5) meetings of the BOARD—one (1) immediately following the Annual Conference—one (1) immediately prior to the Annual Conference and three(3) other meetings during their term.

Section 4

A majority of the voting members of the BOARD present shall constitute a quorum.

Section 5

The Executive Committee consisting of the elected officers of the ASSOCIATION shall transact routine business between meetings of the BOARD, and act in emergencies. Actions of the Executive Committee shall be ratified by the full BOARD at the first opportunity.

ARTICLE VIII-COMMITTEES

Section 1

The President-elect shall be the Chairman of the Districts Committee. The Treasurer shall be Chairman of the Finance Committee. The Parliamentarian shall be Chairman of the Bylaws Committee.

Section 2

The President shall appoint Standing Committee Chairmen and Members-at-Large, according to the needs of the ASSOCIATION. These could include Membership, Teen Volunteers, Legislation, Emblems, Newsletter, Public Relations, Historian, Gift Shop, Communications and Education.

In selection of Committee Chairmen, geographical representation shall be a consideration.

Section 3

The Nominating Committee shall consist of the current District Chairmen, President-elect and Immediate Past President. The Immediate Past President shall serve as the Chairman of the Committee. The Chairman shall present the appropriate

candidates for office at each Annual Business Meeting. Advisory assistance from the past District Chairmen may be requested. The Chairman of the Nominating Committee shall report in writing to the membership no less than thirty (30) days prior to the Annual Business Meeting. The Nominating Committee shall also appoint the Annual Conference Chairman who will serve a one year term.

All candidates proposed by the Nominating Committee shall have signified in writing, prior to the Annual Business Meeting, their willingness to accept office.

Additional nominations may be made from the floor, provided the candidates have signified in writing their willingness to accept nomination.

Section 4

The President may appoint such special committees as deemed necessary to carry out the purpose of the ASSOCIATION, and such Ad Hoc committees shall automatically be dissolved when they have discharged their duties.

ARTICLE IX-FINANCIAL MATTERS

Section 1

The fiscal year of the ASSOCIATION shall be the calendar year.

Section 2

The Treasurer shall be responsible for having the books of the ASSOCIATION examined at the end of the fiscal year by a qualified person or firm who is not directly or indirectly associated with the Treasurer of the ASSOCIATION.

Section 3

The ASSOCIATION shall secure a blanket bond to cover anyone handling monies of the ASSOCIATION.

ARTICLE X-AMENDMENTS/REVISIONS

Section 1

These Bylaws may be amended or revised at any general meeting of the ASSOCIATION by a majority vote of the voting delegates, provided that a written notice has been sent to the BOARD of the ASSOCIATION, to the Past Presidents of the ASSOCIATION and to each member organization at least one (1) month prior to the meeting.

Section 2

Amendments or revisions of the Bylaws shall become effective in the first instance when formally approved by membership of the ASSOCIATION

ARTICLE XI-PARLIAMENTARY AUTHORITY

Parliamentary procedures shall be in accordance with Robert's Rules of Order, latest version.

ARTICLE XII-DISSOLUTION

In the event of the dissolution of the ASSOCIATION, all assets of the ASSOCIATION shall become the property of the Virginia Hospital & Healthcare Association, after the creditors of the ASSOCIATION have been satisfied and all debts paid.

Revised 1989,1990,1993,1994,1995,1997,1998,1999, 2001, 2003, 2008, 2009, 2010,
2011

Standing Rules
For
Virginia Association Of Healthcare Auxiliaries And Volunteers

October 11, 2011

"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 And Standing Rules Review And Revisions

- 101 The ASSOCIATION shall state its Mission. The Bylaws Committee shall review the Mission Statement every four (4) years. The committee shall recommend any revisions to the Board of Directors for approval.
- 102 The Bylaws Committee shall review the Bylaws every four (4) 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 in odd numbered years. 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 **Communications Chairman** for distribution at the Annual Conference through the presidents' packets and to the Webmaster Chairman for updating the Blue Book.

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 **Communications Chairman** 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 **June 1st.**
- 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) and the Virginia Society for Directors of Healthcare Volunteers Services (VSDHVS) shall 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 A salaried director of volunteers may not hold elective office in the ASSOCIATION.
- 304 The Board of Directors shall be covered by **Directors and Officers Liability insurance and Employee (Member) Dishonesty Bonding Insurance** purchased by the ASSOCIATION.
- 305 The Communications Chairman shall provide a Leadership Manual and a Board Notebook to all Board Members, including the Liaisons. Board Members should keep these books updated and either return or pass them on to their successors.
- 306 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.
- 307 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.
- 308 All voting board members shall serve on one or more committees as assigned by the president.
- 309 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.
- 310 At each Board meeting, except the Organizational Board Meeting, all voting 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 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.
- 311 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.
- 312 If a board member will be unable to attend a board meeting, she/he must provide prior notification to the president.
- 313 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.
- 314 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.
- 315 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.
- 316 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.
- 317 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.
- 318 The Nominating Committee shall be chaired by the immediate past president.
- 319 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.

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 president-elect 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.
- 406 The ASSOCIATION shall designate a president's pin. At the Annual Conference, at the conclusion of a president's tenure, the president's pin shall be presented to the newly installed president.

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 At the **Summer** Board Meeting, each officer, district chairman, board member and committee chairman shall provide the Treasurer with projected expenses for her/his office or committee for the coming year to aid in preparing the new budget.
- 602 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 winter meeting. The approved budget shall be available to any member of the ASSOCIATION, upon written request.

Collecting and Disbursing Funds

- 603 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.
- 604 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
- 605 The treasurer shall pay all general obligations of the ASSOCIATION.
- 606 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.**
- 607 The treasurer shall pay all obligations of the Annual Conference that are approved by the conference chairman.

Receipts

- 608 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.
- 609 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.
- 610 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.
- 611 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

- 614 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.
- 615 The Finance Committee shall review allowances for food and lodging at the winter meeting and present its recommendations to the board for approval.
- 616 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.
- 617 Board members who attend the board meeting prior to the Annual Conference shall be reimbursed at the contracted rates for ordinary expenses.
- 618 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.
- 619 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.
- 620 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.
- 621 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.
- 622 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:

- 623 All financial records shall be turned over to the current VAHAV treasurer prior to the winter meeting. The outgoing treasurer shall attend the winter meeting.

- 624 The treasurer shall present a financial report at each board meeting.
- 625 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.
- 626 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

- 627 Statewide conferences shall be budgeted to be financially self-supporting.
- 628 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.
- 629 In compliance with Statewide Conference Guidelines, the registration fee for the president, president-elect, conference chairman 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.
- 630 The host registration chairman or her/his designee shall collect the registration fees for the Annual Conference.
- a. 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.
- b. 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.
- 631 The treasurer shall review and approve the final accounting for the Annual Conference.
- 632 The Annual Conference Chairman 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.
- 633 Upon written request, a copy of the financial report of a statewide conference shall be available to any ASSOCIATION member in good standing.
- 634 Refer to the established Guidelines for Statewide Conferences
- 635 The annual conference chairman 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 District Retreats/Presidents Council

SEE SECTION IX: DISTRICT RETREATS and PRESIDENTS COUNCILS

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 chairman, 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, president-elect and Web Master 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 Communications Chairman of any changes to Gift Shop Personnel. A list of the Gift Shops may be obtained from the Communications Chair 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 of \$50.00 shall be given to the auxiliary / where she/he was a member.