

**PARTNERS OF WISCONSIN HOSPITAL ASSOCIATION
WESTERN DISTRICT BYLAWS**

POLICIES and PROCEDURES

1. DUES:

The district does not collect dues of any kind.

2. DISTRICT REIMBURSEMENT:

- A. The Partners of WHA Inc. reimburses the district annually, for every paid member at the current rate determined by the Partners of WHA, Inc. This amount assists each district with operating expenses.
- B. The district is reimbursed by the State Partners of WHA, Inc. by the number of newsletters sent.
- C. Partners of WHA Inc. also annually remits one hundred dollars (\$100.00) for speaker fees and one hundred (\$100.00) for leadership training to each district.

3. MILEAGE, FOOD AND LODGING:

- A. The District Executive Board and the Standing Committee Chairs are eligible to receive mileage and paid registration fees for the spring and fall district meetings.
- B. The Partners of WHA, Inc. pays the lodging, food and mileage for the District Chair to attend the Spring and Fall State Partners of WHA, Inc. Executive Board and District Chair meetings.
- C. The out-going District Chair may bring his/her successor to the spring State Executive Board/District Chair meeting at the expense of the State Partners of WHA, Inc.

4. MEETINGS:

- A. The Spring District meeting date is set by the Partners of WHA, Inc. State President to coordinate with the State officers spring Tour commitment.
- B. The Fall District meeting date is decided by the District Chair in collaboration with the local host organization.

- C. The registration fee for the Spring and Fall District meetings is determined, with input from the District Chair, by the host organization. The district may reimburse the host organization up to fifty dollars (\$50.00) per meeting as designated by the State Partners for the speaker's fee. Any funds remaining after the host expenses are paid should be returned to the district. (Subject to change.)
- D. Registration fees for the Partners of WHA, Inc. state officers are paid by the State Partners of WHA, Inc.
- E. The District Executive Committee shall meet at least twice (2) annually.

5. COMMITTEES:

A. NOMINATING COMMITTEE

- 1. The Past District Chair is the Nominating Committee Chair. If past District Chair is not available, one of the members present shall be chosen as Chair.
- 2. Three members from three (3) local groups shall serve on the Nominating Committee. The groups are chosen in alphabetical order.
- 3. The Nominating Committee list shall be posted at the bottom of the District Officers roster.

B. The standing committees are:

- 1. Health Education and
- 2. Public Policy Education.

The district Health Education Chair and the Public Policy Education Chair are appointed by the District Chair for a term of two years but may serve a total of (2) two year terms.

C. Special committees are appointed by the District Chair as needed.

6. DISSOLUTION:

- A. The District Chair must try to prevent dissolution by contacting the local partners President, the Director of Volunteer Services and the CEO of the hospital.
- B. Procedure for dissolution must be followed if dissolution becomes necessary.
 - 1. The entire membership of the local organization must be notified.
 - 2. The entire membership must have a vote at a special meeting.
 - 3. The local auxiliary must notify the Partners of WHA, Inc. State President, in writing, of the results of the vote to dissolve.
 - 4. The procedure for dissolution can be found in the Partners of WHA Leadership Manual.

Oct. 27, 2014