

11.0 POLICIES AND PROCEDURES OF PARTNERS OF WHA, INC.

1. DUES

- a. Each local organization shall be assessed dues per adult member at the current Partners' rate.

2. DISTRICT SUPPORT

Each District shall receive annually

- a. Twenty-five cents (\$ 0.25) for each adult member of the local organizations in that District
- b. One hundred dollars (\$ 100.00) for Speaker's fees and expenses
- c. One hundred dollars (\$ 100.00) for Leadership Training
- d. Eight dollars (\$ 8.00) per organization in the District to defray the cost of sending a District newsletter to each organization quarterly.

3. GENERAL EXPENSE REIMBURSEMENT POLICY

- a. MILEAGE - Auto mileage for Partners business will be reimbursed at forty-five cents (\$0.45) per mile.
- b. MEALS - Reasonable expenses for meals while on Partners business shall also be reimbursed. NO expense for alcoholic beverages shall be reimbursed.
- c. LODGING – For attendance at sanctioned events, Partners will pay/reimburse for a hotel room subject to the following guidelines.
 1. If the individual must leave home before 7:00 AM for a meeting, Partners will pay for a room the night before the event.
 2. Partners will pay for a single room for the President.
 3. At Convention, Partners will pay for single rooms for the Convention Chair and the President-Elect during an installation year.
 4. Individuals who request a single room shall pay half of the Partners room rate.
- d. OTHER EXPENSES – Expenditures for supplies or other items required for Partners business may be reimbursed.
- e. No expenses will be reimbursed without proper receipts. Sales Tax will not be reimbursed.
- f. All expense reports must be submitted to the treasurer by December 15 of each year. Late expense reports will not be honored.

4. INCOMING DISTRICT CHAIRPERSONS

- a. The outgoing District Chairpersons may bring their successors to a spring Board Meeting prior to installation at the expense of Partners of WHA, Inc. They will be non-voting participants.

5. PARTNERS OF WHA AWARDS

- a. Incoming WAVE and Best of the Best awards chairpersons shall be appointed before the state convention. Award information be exchanged at the convention or a time convenient for both incoming and retiring chairperson. Partners will pay the registration fee for the incoming chair.

6. ANNUAL MEETING AND CONVENTION

- a. Attendance at the Annual Meeting will be taken from the registration records.
- b. The President shall appoint three (3) delegates attending the Annual Meeting to approve the minutes within (30) days following said meeting.
- c. Refunds for registrations or meals shall only be made if the request is received by the Convention Chairperson prior to the registration deadline. Registrations are transferrable.
- d. Partners of WHA, Inc. will waive registration fees for past State Presidents to attend the Annual Meeting and Convention
- e. Partners of WHA, Inc. will pay the registration fee for the incoming Convention Chair.
- f. The Convention Budget shall include an allowance of at least \$500 for planning expenses.

7. BY-LAWS COMMITTEE

- a. The By-Laws Committee shall present amendments to the Board of Directors for their approval; and thereafter shall recommend them to the general membership for adoption.
- b. Proposed amendments may be sent to the By-Laws Chairperson in writing by any member to be considered for presentation to the general membership.

8. FINANCE COMMITTEE

- a. The Finance Committee shall be responsible for the financial operation of the organization, including the annual budget and the reimbursement schedule. The Finance Committee shall meet a minimum of twice per year.
- b. The Treasurer will submit quarterly reports to the Finance Committee.

9. MEMBERSHIP COMMITTEE

- a. The Membership Committee shall suggest and implement ideas for increasing membership in organized local volunteer health organizations, help recruit new organizations, and encourage retention and recruitment of volunteers at the local level.

10. STRATEGIC PLANNING COMMITTEE

- a. The Strategic Planning Committee shall study and evaluate organizational functions, future objectives, and projected resources as they relate to the purposes of the Partners of WHA, Inc. and shall make recommendations to the Board of Directors.

11. NON-MEMBERS

- a. Non-members may attend regular and special meetings and the Annual Meeting/Convention for a fee to be established by the Executive Committee.

12. SPECIAL MEMBERSHIP

- a. Membership organizations in hospitals which are undergoing reorganization shall be accorded continued membership in Partners of WHA, Inc. for a period to be determined by the Executive Committee.

13. EXECUTIVE COMMITTEE

- a. The Executive Committee shall meet at least two (2) times annually.
- b. A District Chair may be appointed to serve as a non-voting member of the Executive Committee at the discretion of the President.

14. USE OF WHA MATERIALS

- a. All WHA materials which are distributed through Partners of WHA, Inc. shall be for the use of Partners of WHA, Inc. officers, Committee Chairperson and District Chairpersons, unless otherwise specified.

15. DATING MATERIAL

- a. All materials at the state, district and local levels shall be dated.

16. OFFICIAL VISITS BY STATE BOARD MEMBERS TO DISTRICTS

- a. The President, President-elect, PPE and CHE, shall visit each District in the Spring at Partners of WHA, Inc. expense. If a District wishes the President, or other representative, to attend more than one meeting or function, his/her expenses will be assumed by the district.
- b. While on Spring Tour, the State Board will pay for dinner costs for the District Chair and host President. (In the year of installation, the District Chair-Elect will also be hosted by Partners.) The

cost of other guests will be borne by the District. The State will pay registration and luncheon costs for State Tour Team participating in the meeting. (Up to four individuals)

17. OFFICIAL VISITS BY BOARD MEMBERS TO LOCAL ORGANIZATIONS

- a. If a local organization wishes the State President or a representative to attend a local meeting or function in an official capacity, his/her expenses will be assumed by the local organization.
- b. If the purpose of a visit is to discuss retention and recruitment, the expenses will be borne by Partners of WHA, Inc.

18. IDENTIFICATION OF FUTURE BOARD MEMBERS

- a. The Officers of Partners of WHA, Inc. shall make it a practice to canvas District Chairpersons, requesting the names of qualified members in their respective District to be considered for committee assignments as vacancies occur.

19. DISTRICT MEMBERSHIP

- a. If a local Partner's organization should wish to transfer from one district to another, their full membership must vote in favor of the transfer. The member organization CEO must approve. The request may then be made to the Partners of WHA, Inc. board.