

HVASHI Policies

I. Dues

1. The Annual Dues shall be \$75 per year.

II. Address

1. The address of the chapter shall be the address of the Treasurer.
2. The Treasurer may rent a convenient and reasonably priced post office box for chapter communications.

III. IV. Duties of the Officers

1. The President shall
 - 1.1 Attend ASHI's Chapter Leadership day, if possible
 - 1.2 Attend ASHI's annual education conference, if possible
 - 1.3 Attend to Chapter reporting tasks assigned to him or her by ASHI
 - 1.4 Attend Chapter President Meetings arranged by ASHI, if possible
 - 1.5 Provide for an annual Audit Review according to the provisions in the Finance Section of these Policies
 - 1.6 Make MRC letters or certificates available for pick-up at the end of each Chapter meeting
 - 1.7 Decide by 2:00 p.m. on each meeting day whether the meeting should be called off because of inclement weather.
2. The Vice President shall
 - 2.1 Chair the Education Committee — See the Committees Section of these Policies
 - 2.2 Assist the president in the day-to-day operations of the Chapter.
3. The Secretary shall
 - 3.1 Make meeting time and place announcements and reminders to the Membership
 - 3.2 Make minutes available to the Board of Directors and the Chapter Members
 - 3.3 Notify ASHI National of any changes in the Officer positions
 - 3.4 Notify the By-Laws Committee Chair of any changes to these Policies so that the Policies may be re-printed
 - 3.5 Develop a public relations program for the benefit of the Chapter
 - 3.6 Send out press releases as requested by the Board of Directors
 - 3.7 Record all committee chair appointments in the Board of Directors minutes.
4. The Treasurer shall
 - 4.1 Report the financial standing of the Chapter to the Board of Directors with interim reports at regular Board of Director's meetings and shall make a full report to the Chapter Members at the Annual Meeting
 - 4.2 Maintain a database of Chapter Member names and contact information and keep that database current and in particular, available to the Officers for the day to day announcements and operation of the Chapter

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- 4.3 Provide for meeting badges for Members
 - 4.4 Develop a database of non-member guests to Chapter Meetings who may wish to enter the profession or join the Chapter
 - 4.5 Shall chair and form a Finance Committee according to the provisions in the Finance Section of these Policies
 - 4.6 Be responsible for mailing out Dues notices at least 30 days prior to date due (as prescribed by the By-Laws)
 - 4.7 Be responsible for income tax reporting.
5. These officer duties are in addition to the duties assigned by the By-Laws.
 6. The Board of Directors may assign Chapter Members, or may secure the services of an appropriate outside source, or may employ a non Chapter Member to perform duties assigned to the Secretary and the Treasurer except that only the Treasurer may chair the Finance Committee.

IV. Meeting Registration, Meeting MRC's and Payments

1. Monthly dinner meeting fees for Chapter Members and members of their domestic households shall be \$25.
2. Monthly dinner meeting fees for non-member guest shall be \$25. (Until the February 2007 BOD meeting when this issue will be revisited).
3. The President shall make MRC letters or certificates available for pick-up at the end of each Chapter meeting.
4. The President shall assign the duty of registering attendees and collecting dinner meeting fees to a Chapter Member who shall
 - 4.1 be recompensed for this duty by having his or her dinner meeting fee waived
 - 4.2 maintain a "New Member Packet" which he or she will distribute to non-member guests who attend the meeting and who may consider joining the profession or the Chapter.
 - a. The New Member Packet:
 - is a folder which contains ASHI informational and promotional materials
 - is provided by ASHI national
 - b. "Maintaining" the New Member Packets means that:
 - it must be ordered from ASHI national when the supply gets low
 - a Chapter application should be inserted in each packet
 - a sheet with Chapter officer contact information should be inserted in each packet
 - 4.3 at every Chapter meeting inform the treasurer, in writing, of non-member guests who have attended the meeting and who may consider joining the Chapter
 - 4.4 at every Chapter meeting inform the treasurer, in writing, of the amount received at the meeting and hand over all monies received to the treasurer
 - 4.5 at every Chapter meeting inform the president, in writing, of the number of attendees who need MRC credits for the meeting.

V. Committees:

1. Finance Committee: See the Finance Section of these Policies
2. Audit Review Committee: See the Finance Section of these Policies
3. Education Committee:
 - 3.1 The Education Committee shall:
 - a. Arrange for speakers at the Chapter meetings
 - b. Notify the following Chapter Members of the upcoming speakers at least 3 months in advance:
 - President
 - Secretary
 - Website Committee Chair
 - c. Send out a timely press release to the local press which contains an announcement of the meeting and the subject of the educational seminar.
 - d. Send a thank you letter to speakers at the Chapter meetings, on Chapter letterhead, and within 7 days of the presentation, thanking the speaker for his or her presentation to the Chapter.
 4. The Seminar Committee:
 - 4.1 Exists to arrange seminars, as directed by the Board of Directors, for the purposes of education, providing ASHI Membership Renewal Credits (MRC's) and Chapter fund raising.
 - 4.2 Shall take guidance from, maintain and update a separate document called the *HVASHI Seminar Book* which will have a time line, instructions, notes, suggestions and advice for current and future seminar committees on seminar arrangements.
5. Website Committee
 - 5.1 Shall assure that the following information is current on the website:
 - a. Chapter Meeting dates and information
 - b. Chapter Member contact information
 - c. By-laws and Policies
 - d. Seminar and special events postings
6. By-laws Committee:
 - 6.1 The By-laws Committee Shall
 - a. At the request of the Board of Directors, make recommendations for changes to the By-laws.
 - b. Keep a log of the most current version of the by-laws and assure that it is available to the Board of Directors and to the website committee
 - c. Keep a log of the most current version of these Policies and assure that it is available to the Board of Directors and to the website committee.

VI. Annual Meeting

1. The Chapter shall hold an annual meeting for the Chapter Members as required by the by-laws. At the meeting, the following will be among the items on the agenda:
 - 1.1 A report by the Finance Committee
 - 1.2 A report by the Audit Review Committee

VII. Finance

1. The Board of Directors shall approve the budget submitted by the Finance Committee for the upcoming year before the end of the fiscal year.
2. Any check over \$500 must be signed by both the Treasurer and the President.
3. Finance Committee:
 - 3.1 At least three months prior to the end of the fiscal year the Treasurer shall chair and form a Finance Committee for the following purposes:
 - a. To prepare a budget for the upcoming fiscal year for the approval of the Board of Directors.
 - b. To make recommendations to the Board of Directors regarding the financial affairs of the Chapter.
 - c. To submit a copy of the Board of Director's approved upcoming annual budget and financial statement to the Chapter Members at the Annual Meeting.
 - d. Submit a written copy of the annual budget and financial statement to the Secretary at the Annual Meeting for inclusion into the minutes.
4. Audit Review Committee:
 - 4.1 At least three months prior to the end of the fiscal year the President shall, with the approval of the Board of Directors, secure the services of an appropriate outside company and/or, appoint an Audit Review Committee (whose membership shall not include the President or the Treasurer) for the following purposes:
 - a. To compare the current annual budget with the current financial statements.
 - b. To make an audit review statement to the Chapter Members at the Annual Meeting.
 - c. To submit a written audit review statement to the Secretary at the Annual Meeting for inclusion in the Annual Meeting minutes.

VIII. Deviations From or Amendments To These Policies

1. Requires a 3/4th majority vote of the Board of Directors present at a meeting subject to the quorum required by the by-laws. To arrive at 3/4th the number of Board of Directors present shall be multiplied by .75 and any decimal under 5 will be rounded down and any decimal 5 and over will be rounded up.
 - 1.1 Current Board of Director's make up (as per by-laws adopted on January 3, 2006) is the President, the Vice President, the Secretary, the Treasurer, the Immediate Past President and two elected directors.
 - 1.2 Board of Directors quorum required (as per by-laws adopted on January 3, 2006): a majority of the Board of Directors provided that the President or Vice President is part of the quorum.
 - a. Therefore, because there are 7 Board members:
 - 3 members **and** the President **or** the Vice President shall constitute a quorum, the minimum quorum of 4
 - If there's a quorum of 7, 5 will carry policy change/amendment vote
 - If there's a quorum of 6, 5 will carry policy change/amendment vote
 - If there's a quorum of 5, 4 will carry policy change/amendment vote
 - If there's a quorum of 4, 3 will carry policy change/amendment vote
2. If these policies are, at any time, inconsistent with the by-laws, they shall be changed to agree with the by-laws.

IX. Chapter Calendar

January	<ul style="list-style-type: none"> • Annual Chapter Meeting • Audit review committee must <ol style="list-style-type: none"> 1. make an audit review statement to the Chapter Members at the Annual Meeting. 2. submit a written audit review statement to the Secretary at the Annual Meeting for inclusion in the Annual Meeting minutes. • Finance committee must <ol style="list-style-type: none"> 1. submit a copy of the Board of Director's approved upcoming annual budget and financial statement to the Chapter Members at the Annual Meeting. 2. submit a written copy of the annual budget and financial statement to the Secretary at the Annual Meeting for inclusion into the minutes. • ASHI National Annual Education Conference
February	<ul style="list-style-type: none"> • Committee chairs must be appointed by the President • Planning for Trade show events
March	
April	<ul style="list-style-type: none"> • Trade show attendance
May	<ul style="list-style-type: none"> • Trade show attendance
June	<ul style="list-style-type: none"> • Nominating Committee must be formed • Nominations for August election for Council of Representatives must be considered
July	<ul style="list-style-type: none"> • NO MEETING • NO SPEAKER NEEDED
August	<ul style="list-style-type: none"> • Chapter representative(s) to the ASHI Council of Representatives elected.
September	<ul style="list-style-type: none"> • Annual Chapter Seminar • Dues notices must be sent out • Election Ballots should be distributed
October	<ul style="list-style-type: none"> • Finance Committee must be formed • Trade show attendance • Audit Review Committee must be formed • Election Ballots are tabulated and results announced • Dues for one year in advance shall be submitted by October 30th • ASHI Chapter Leadership Day
November	<ul style="list-style-type: none"> • Seminar Committee must be formed for upcoming year • Chapter award recipients must be decided & awards ordered • Annual reporting to ASHI national is due
December	<ul style="list-style-type: none"> • Holiday Party & Award Ceremony • Trade show attendance • NO SPEAKER NEEDED • End of the fiscal year

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