

NMHA

AUXILIARY/VOLUNTEER SERVICE

POLICIES AND PROCEDURES (Updated October, 2015)

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ARTICLE I (PURPOSE)

The purpose of the Policies and Procedures is to provide guidelines for the conduct of the State Auxiliary/Volunteer Service activities as prescribed by the Bylaws.

ARTICLE II (DUES/DONATIONS)

- A. State Auxiliary/Volunteer Service dues/donations are fixed at \$5.00 per member, as reported in the previous year’s annual report to the State, and are to be paid by February 1.
- B. Notice of State dues/donations shall be mailed to member Auxiliaries/Volunteer Services by the State Auxiliary/Volunteer Service Treasurer. Said dues/donations are made payable to the NMHA Auxiliary/Volunteer Service and sent to the State Auxiliary/Volunteer Service Treasurer. To receive a state pin, new members after 2004 should be identified with the Annual Report.
- C. The NMHA Auxiliary/Volunteer Service Hospital Assessment will be \$250.00 per member hospital (effective 2006). This assessment was established by the NMHA Board of Directors and they determine the amount. The member hospitals, which have an Auxiliary/Volunteer Service, are assessed and invoiced by NMHA.
- D. Personal Membership dues/donations will be \$5.00 per year payable February 1.

ARTICLE III (ORGANIZATION)

The State shall be divided into four (4) districts as follows:

District I - Northeast quadrant includes: Taos, Espanola, Los Alamos, Las Vegas, Raton, and Santa Fe.

District II - Northwest quadrant includes: Farmington, Gallup, and Albuquerque.

District III - Southeast quadrant includes: Alamogordo, Carlsbad, Clovis, Roswell, and Ruidoso.

District IV - Southwest quadrant includes: Truth or Consequences, Socorro, Silver City, and Las Cruces.

ARTICLE IV (MEETINGS)

- A. Special meetings: The President, or the majority of the Board of Directors, may call a special meeting for the transaction of business.
- B. The Board of the State Auxiliary/Volunteer Service shall meet each year as budgeted: prior to the Annual Meeting, immediately following the Annual Meeting (Joint Board Meeting), and the Mid-year (usually in June) Board of Directors meeting.
- C. Each district shall hold an annual workshop - scheduled between April 1 and May 15. This allows the Nominating Committee time to select officer candidates for the following term.
- D. Expense Vouchers.
 - 1. ALL charges for events will be paid up front by the Board Member. The completed voucher shall include all receipts, beginning and ending mileage, motel charges and other per diem expenses. The completed voucher will be sent to the State Auxiliary/Volunteer Service President for approval. The President will send the signed voucher on to the Treasurer. The Treasurer shall sign, verify the account code(s) and forward to the NMHA Business Office for reimbursement. **Vouchers will be sent each month to the NMHA Auxiliary/Volunteer Service President by the 10th of the following month.**
 - 2. The appropriate account code shall be charged for the expense. The account codes can be obtained from the State Auxiliary/Volunteer Service Budget, which is included in the Handbook. Account code definitions are on page 85 of the State Handbook.
 - 3. **Refunds for Annual Meeting registration fees** shall be provided only when notification is received in writing at the NMHA office within pre-determined timeframes.
 - 4. Board members shall be reimbursed at 50 cents per mile by car, plus lodging (based on double occupancy) and meals for all meetings they attend in an official capacity. The meal allowance may not exceed \$25.00 per day. An itemized expense accounting must be submitted to the President, using the Expense Voucher Form which is included in the Handbook.
 - 5. Incoming Board of Directors members' expense reimbursements become effective on October 1 following the Annual Meeting at which appointed.
- E. The Official Uniform of the Auxiliary/Volunteer Service is not required to be worn during the Annual Meeting.

ARTICLE V (LEADERSHIP)

- A. In the event there is more than one (1) nominee for a given position, the below described process of election shall be used at the Annual Meeting, **in turn**, for President-Elect, Secretary, and Treasurer.
- B. The Nominating Committee Chairman shall prepare a paper ballot for **each** position, listing the names of all nominees, including those persons nominated from the floor at the Annual Meeting. Ballots shall be made available to the Credentialed Voters upon the completion of the floor nominations portion of the Annual Meeting. Ballots shall be collected and counted by the Nominating Committee. The nominee receiving the highest number of votes shall be the winner. In the event of a tie, a coin toss shall be used to determine the winner. The Chairman of the Nominating Committee shall announce to the General Membership the results of the election.
- C. The President-Elect may attend a State Auxiliary Leadership (SAL) meeting. The registration will be paid in advance of the meeting. Any additional expenses shall be paid upon receipt of an itemized Expense Voucher within reasonable limits of the budgeted amount.
- D. Copies of the minutes of the Annual Meeting shall be sent to all members of the Voting Body within thirty (30) days.
- E. One copy of a detailed Treasurer's Report shall be presented to the NMHA Board of Directors, one shall be kept on file by the State Secretary and one copy shall be kept in the NMHA office in the State Auxiliary/Volunteer Service file.
- F. With the approval of the local Auxiliary/Volunteer Service, a local member of the State Auxiliary/Volunteer Service Board may be an ex-officio member of that local Auxiliary/Volunteer Service Board during the term of office at the state level.
- G. The State Auxiliary/Volunteer Service Newsletter shall be published three (3) times per year; one (1) issue is to be published one month prior to the Annual Meeting.
- H. The District Chairman is responsible for inviting the President and President-Elect to the District Workshops.

ARTICLE VI (COMMITTEES)

- A. Bylaws:

Review all proposed amendments prior to Annual Meeting. (See Article XIII – Amendments for Bylaws for procedure.) Review the Bylaws annually and recommend necessary amendments to the State Board of Directors. Prior approval must be obtained from the State Board of Directors before being submitted to the NMHA Board of Directors and the State Auxiliary/Volunteer Service Voting Body.

B. Credentials:

Issue credentials for members of the Voting Body prior to the Annual Meeting and verify credentials at the Annual Meeting.

C. Finance:

(1) The Finance Committee shall be composed of the Executive Committee, the NMHA Liaison and the NMHA Financial Officer.

(2) A budget, prepared by the Finance Committee, approved by the State Board of Directors and the NMHA Board of Directors, shall be presented annually to the Voting Body.

D. Nominating:

(1) Each local President/Chairman and State Board Member will identify names of members in good standing to work on the State Level.

(2) All nominations must have prior approval of the nominees.

E. Standing and Special Committees:

(1) The Standing Committees shall perform preliminary work in preparation of matters for action.

(2) The Special Committees shall perform preliminary work for a special purpose.

(3) The State President shall have the power to fill vacancies on any committee.

ARTICLE VII (HOURS OF SERVICE)

With the approval of the local Auxiliary/Volunteer Service, the hours of service accrued during service on the state level may be counted at the local Auxiliary/Volunteer Service.

ARTICLE VIII (AMENDMENTS)

The Policies and Procedures may be amended at any meeting of the Board of Directors.

ARTICLE IX (STATE PIN)

The official state pin of the State Auxiliary/Volunteer Service is described in the organization's Handbook. Initial distribution of the State Pin was made in 2004 to the membership at that time. Subsequent distribution of the State Pin shall be made to each new member added to the local Auxiliary/Volunteer Service membership list provided to the State Auxiliary/Volunteer Service Liaison since the previous Annual President's Report. The State Pins shall be given to the President/Chairman at the Annual Meeting. The current year charm may be presented to those members attending the Annual Meeting.