

HOSPITAL VOLUNTEERS OF KANSAS ADMINISTRATIVE POLICIES AND PROCEDURES

1. All members of the Board of Directors shall have in their possession a copy of the Hospital Volunteers of Kansas Bylaws and a copy of the Officer’s Procedure Manual (Administrative File) governing elected officers, District Coordinators, Standing Committees, and special appointments. This document contains Job Descriptions for each of the offices and appointments.

The Procedure Manual (Board Administrative File) is designed as an aid in carrying on the work of each HVK Board Member in the area for which they are responsible and as a means of contributing to the smooth functioning of the Volunteers of Kansas.

The Board of Directors shall be responsible for keeping the Board Administrative file up to date.

2. The logo of HVK adopted by the HVK membership in 2021, shall be used on all official documents. The HVK logo appears as follows, though the size may vary as appropriate.



3. Annual dues for Hospital Volunteer Membership shall be payable to the HVK Treasurer. The dues structure is based on the number of licensed beds (Acute, Skilled, Swing, and Long Term) of member hospitals as reported in the fall listing of General Hospitals in Kansas. A current listing of this information will be obtained from KHA annually, prior to the mailing of Dues Statements. The Treasurer will send out Dues Statements by September 15th according to the following schedule:

Hospital Volunteers serving Hospitals with:	Dues
0 – 40 beds	\$45.00 per year
41 – 75 beds	\$60.00 per year
76 – 100 beds	\$75.00 per year
101 – 150 beds	\$105.00 per year
151 – 200 beds	\$120.00 per year
201 – 250 beds	\$135.00 per year
251 – 300 beds	\$150.00 per year
301 – 400 beds	\$175.00 per year
401 – 500 beds	\$190.00 per year
501 – 600 beds	\$205.00 per year
601 – 700 beds	\$220.00 per year
701 – 800 beds	\$235.00 per year
801 and more beds.....	\$250.00 per year

New Hospital Volunteers joining HVK after August 1st of the calendar year shall pay dues for the full year for the category to which they belong. These dues will cover the annual dues for the ensuing year.

Associate Membership dues (\$15.00 per year) shall be paid to the Treasurer.

All Memberships could be terminated if dues are not paid on or before November 1st of the current year.

4. All Hospital Presidents, DVS, and Associate Members shall receive the four mailings of the *Sunflower* Newsletter and the pre-registration HVK Convention Packet prior to the biennial convention.

HVK Past Presidents, currently not serving in active capacity on the HVK Board, will be expected to pay the Associate Membership dues if they wish to receive these mailings.

All HVK Board Members shall pay Associate Membership Dues.

5. Printing and mailing expenses for the Sunflower Newsletter for four (4) issues annually shall be limited to the amount provided by the budget.
6. The Executive Committee shall designate standing committees, other than the Executive and Nominating Committee, as the business of HVK warrants.
7. The Finance Committee shall be responsible for preparing and presenting the annual budget for approval by the Board of Directors at the last meeting in of each year.
8. The budget shall provide reimbursement toward expenses for each Board Member traveling on HVK business. Lodging in the amount of \$55 (or prorated by the number of persons per night) and travel will be reimbursed by the current IRS Standard Mileage Rate. A meal allowance of up to \$25 per day is provided to the President and President Elect. All Board members are required to submit an itemized expense voucher to the Treasurer for reimbursement.

Documentation is to be supplied for all room charges, postage, phone, or other expenses.

All expenses shall be submitted to the Treasurer within ninety days (90) of any expense. If an expense is not submitted within ninety days, permission of the Finance Committee will be necessary for reimbursement of expenses.

Guests may be invited to attend Board Meetings with the approval of the President. They shall attend without vote and without reimbursement of expenses.

9. Expense for traveling to District Meetings for the President, President-elect and District Coordinator shall be reimbursed by HVK (at the current IRS Standard Mileage Rate) up to the amount specified in the budget. The hosting volunteers are responsible for arranging lodging and meals for the visiting President, President-elect, and District Coordinator. Hosting volunteers are encouraged to host visiting officers in private homes. Further guidelines can be found in the *Guidelines for Hosting District Meetings*. All expenses must be submitted within the ninety-day (90) period. Any expenses incurred by having spouses or other special guests attend will be the responsibility of the officer involved.

10. The President-Elect may attend one nationally recognized volunteer conference approved by the HVK Board of Directors assuming there are sufficient HVK funds available to cover costs. Reimbursement for expenses incurred during National Conferences will be as follows: Food may be reimbursed up to \$100.00 per day. Lodging (rooms to be shared whenever possible), meeting registration, parking, tips, auto travel (reimbursed at the current IRS Standard Mileage Rate), and/or travel cost of public transportation shall be reimbursed up to the amount specified by the budget. All expenses must be submitted within ninety-days of their occurrence and must be itemized and supported by receipts.

Attendees to these conferences will be expected to provide reports and/or presentations at District Meetings, State Meeting and/or at HVK Board of Directors' meetings in order to share what they did and learned at the conference.

11. HVK will reimburse expenses within the amount provided by the budget to the Biennial HVK Convention for the President and President-Elect should their local Hospital Volunteers not reimburse for the following:
 - * Food, as necessary
 - * Lodging –to share rooms whenever possible
 - * Registration
 - * Travel—at the current IRS Standard Mileage RateNew incoming board members attending HVK Convention Board Meeting on Wednesday prior to the convention will be reimbursed \$55.00 for one (1) night lodging if they are not reimbursed by their home Hospital Volunteers.
12. All expenses of spouses or other guests of HVK Board members are the personal expense of the board member involved, whether at District, State, or National meetings.
13. The Treasurer will have the books audited annually by two (2) members chosen by the Treasurer and approved by the President. After the Audit report is presented to the Board of Directors, the report shall be filed in the KHA file.
14. All literature distributed at any meeting sponsored by HVK must be cleared by the President and President-Elect.
15. The duties of the Nominating Committee are to prepare a slate of nominees for officers to be elected at the HVK Biennial Meeting.

In order to maintain good District representation, particularly on the Executive Board level, care must be taken in recruitment of new and current candidates to be sure that we are recruiting members from as many different districts as possible.

All prospective Executive Board candidates are required to submit to the Executive Board the Executive Board Candidate Form with signatures.

16. A board member shall be appointed annually to update any changes in the policies and procedures voted on and passed by the board. The appointee shall also update any changes in the bylaws voted on and passed at the biennial convention.
17. HVK will operate on the calendar year, January 1 – December 31st
18. A HVK board member shall be required to attend all board meetings. All members shall notify the President prior to the day of the board meeting if they will not attend unless there is an emergency. Non notification is the definition of an unexcused absence. Attendance is necessary

to run a successful HVK organization. After one unexcused absence during a calendar year, the board member shall be removed from office by a vote of the HVK board.

19. The Members At Large shall attend all Board of Directors Meetings, Finance Meetings, District Coordinators Meetings and attend all Convention Planning Meetings.

The Members At Large will work with the Convention/Education Chairperson in the Co-Chair position. The Convention/Education Chair will assign jobs such as: contacting vendors, working on break-out sessions, keeping the host district informed with the progress of the convention, filling convention packets, etc. The Convention/Education Chairperson will keep the convention committee up to date according to the timeline.

The Members At Large will have voting rights on HVK Board issues.

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2nd Revision 11/3/2020 Jo Ann Morse
3rd Revision 4/25/2021 Jo Ann Morse
4th Revision 6/16/2021 Jo Ann Morse
5th Revision 7/13/2021 Jo Ann Morse
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