

**BYLAWS-SOUTHEAST DISTRICT  
MICHIGAN ASSOCIATION OF  
HEALTHCARE ADVOCATES**

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<b>1989-90</b>	<b>1999-00</b>
<b>1990-91</b>	<b>2000-02</b>
<b>1991-92</b>	<b>2002-03</b>
<b>1992-93</b>	<b>2003-04</b>
<b>1993-94</b>	<b>2005-06</b>
<b>1994-95</b>	<b>2006-07</b>
<b>1995-96</b>	<b>2008-09</b>
<b>1997-98</b>	<b>2010-11</b>
<b>1998-99</b>	<b>2013-14</b>

## BYLAWS

### SOUTHEAST DISTRICT MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES

#### ARTICLE: I NAME

This organization shall be known as Southeast District of the Michigan Association of Healthcare Advocates (MAHA).

#### ARTICLE: II PURPOSE/MISSION

The purpose/mission of the Southeast District of MAHA is:

- (1) To disseminate information concerning volunteer services to existing health care facilities' auxiliary/volunteer groups.
- (2) To encourage organization of new auxiliary/volunteer groups.
- (3) To provide for mutual exchange of information.
- (4) To expand the vision and involvement of the SED Membership.

#### ARTICLE III MEMBERSHIP

Auxiliaries/volunteer groups of health care facilities that are institutional members of the Michigan Association of Healthcare Advocates shall, upon application, be granted membership in the Southeast District of the MAHA contingent upon payment of membership dues.

Requirement is that their healthcare facility membership with MHA be in good standing.

## Duration of Membership

- Section I All memberships are continued as long as the member auxiliary/volunteer group remains in good standing.
- Section II A member auxiliary/volunteer group may at any time file a written notice of resignation with the recording secretary. The resignation shall become effective as of the date it was filed.

## ARTICLE IV DUES

- Section I Annual dues are payable on the first of the month following the annual meeting in May in order to be printed in the roster book and are delinquent after the first of August.
- Section II The dues of any auxiliary/volunteer groups joining after the Spring Workshop shall be applicable to the following year.

## ARTICLE V MEETINGS

- Section I The transitional board shall hold its first meeting as early as possible in June. Subsequent board meetings shall be held at the call of the president.
- Section II The annual membership meeting shall be held the third Tuesday of May, unless otherwise authorized by the Board. The workshop may be held in March or April, depending on circumstances.
- Section III The Fall Legislative Meeting shall be held in September, unless otherwise authorized by the Board.
- Section IV Special meetings may be called by the president and any (3) members of the board of directors. The call for the special meeting must state the business to be transacted and no

business shall be transacted except that specified in the call. QUORUM

- Section I
- a. A quorum for an executive board meeting shall be a majority.
  - b. A quorum for a board of directors meeting shall be a majority.
  - c. A quorum for a membership meeting shall be voting delegates from a majority of those present and eligible to vote.
  - d. Each auxiliary/volunteer group in good standing shall be entitled to one (1) voting delegate, the auxiliary/volunteer group president or representative.

ARTICLE VI  
OFFICERS, EXECUTIVE BOARD & BOARD OF DIRECTORS

Section I **Officers**

The officers of this organization shall be: President, President Elect/Legislative Chair, Vice President, Recording Secretary, Corresponding/Financial Secretary, and Treasurer.

Section II **Executive Board**

- a. The executive board shall consist of the officers, the counselor (immediate past president), and the parliamentarian.
- b. The executive board shall be responsible for the interim operation of the SED of the MAHA. All actions taken shall be reported to the board of directors and ratified at the next meeting.

Section III **Board of Directors**

The board of directors shall consist of the executive board, the chairmen of the standing committees and appointed members

ARTICLE VII  
TERM OF OFFICE

Section I **Officers**

- a. The regular term of an officer shall begin after the installation and adjournment of the annual meeting.
- b. Term of an officer shall continue until a successor has been elected and installed.
- c. The president, president-elect/legislative chair, vice president, and counselor shall hold office for a term of one (1) but not more than two (2) years in a given office.
- d. The recording secretary, corresponding/financial secretary, and treasurer may hold office for two (2) consecutive years.
- e. Any part of a term in excess of six (6) months shall be considered a term.

Section II **Committee Chairmen**

- a. The regular term of a committee chairman, appointed by the president, shall be a one (1) year term and begin at the close of the annual meeting. Chairmen may not serve more than two (2) consecutive years or until a successor is in place in the same position.

ARTICLE VIII  
VACANCIES

Section I **Executive Board**

Vacancies on the executive board shall be filled for the unexpired term by the board of directors, after recommendation from the Nominating Committee with the exception of the president. (see Policy: Job Descriptions-President Elect).

Section II **Committee Members**

Vacancies in committee chairmanships shall be filled by the president with board approval.

ARTICLE IX  
DUTIES OF OFFICERS

The duties of the officers are described in the board manual as Administrative Policies and Procedures under “Job Descriptions.”

## ARTICLE X STANDING COMMITTEES

The standing committees shall be those necessary for the proper functioning of the organization.

The duties of the chairmen of the standing committees are set forth in the board manual under “Job Descriptions.”

## ARTICLE XI NOMINATIONS AND ELECTIONS

### Section I    **Nomination**

- a. The nominating committee shall consist of:  
the chairman, two (2) members from the board of directors and two (2) from the general membership. The chairman shall announce the slate of officers, consisting of one nominee for each office, at the Spring Workshop meeting and present it to the membership at the annual meeting for vote and election. (See Policy: Standing Committees-Nominating)
- b. To be eligible to serve on the SED Board of Directors (in any capacity), an individual must be an accredited volunteer member in good standing of a health care facility’s auxiliary/volunteer group affiliated with SED MAHA.
- c. An additional nomination for each office may be made in writing, by any seven (7) members of two (2) auxiliaries/volunteer groups. The nominee previously must have served on the SED Board of Directors one year, (at any time); such nominations must cite the qualifications of the nominee and be accompanied by a written statement that the nominee understands the job description and will accept the nomination, if tendered.

- d. Such additional nominations must be received by the president not later than May 1<sup>st</sup>. The membership shall be informed of such nominations at least two (2) weeks before the Annual Meeting.
- e. Nominations may not be made from the floor.

**Section II Election**

- a. Officers shall be elected at the Annual Meeting by a majority of those present and eligible to vote. See Quorum--Sections 1(c) and (d).
- b. The election shall be by oral vote.
- c. Officers shall be elected for (1) year or until the next subsequent election.

**ARTICLE XII  
ORDER OF BUSINESS**

**Section I** The order of business for a membership meeting, the Annual Meeting and Workshop is set forth in general policy.

**Section II** The order of business shall be modified, if necessary, to accommodate a speaker. The order of business may be transposed for any meeting by the president. Any part of the order of business may be omitted at the regular meeting by a majority vote.

**ARTICLE XIII  
FISCAL YEAR**

The fiscal year shall be from Annual meeting to Annual meeting in May.

**ARTICLE XIV  
AMENDMENTS**

**Section I Bylaws**

These bylaws may be amended at any membership meeting by the affirmative vote of two-thirds of those present and voting, providing that the proposed amendment(s) shall have been



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POLICIES

JOB DESCRIPTIONS

SOUTHEAST DISTRICT MICHIGAN

ASSOCIATION OF HEALTHCARE ADVOCATES (MAHA)

Amended:

1989-90

1991-92

1992-93

1993-94

1994-95

1995-96

1996-97

1997-98

2000-01

2001-02

2002-03

2003-04

2004-05

2007-08

2008-09

2012-13

2013-14

## POLICY

### SOUTHEAST DISTRICT

Michigan Association of Healthcare Advocates (MAHA)

#### MEMBERS OF THE BOARD OF DIRECTORS

To aid in carrying out the work in the area for which they are responsible and to contribute to the smooth functioning of the Southeast District MAHA, each member of the Board of Directors may find the following directives helpful:

1. Board members will attend all Board, Membership and special meetings unless excused by the president.
2. Prepare a report in triplicate of your activities: one copy to be given to the president, the recording secretary and a copy for your personal file to be given to your successor.
3. Become familiar with the Board Manual.
4. Support and participate in all general activities of the Board.
5. Bring the Board Manual to the Transitional Meeting in June for updating and exchange of books.
6. All records, including last year's minutes and financial reports, should be given to your successor at the Transitional Meeting in June.
7. At no time release the Roster/Yearbook without Board approval.
8. Absence from two consecutive Board Meetings, without a valid excuse satisfactory to the president, will be considered a resignation. The president must be notified if you are unable to

attend.

9. Expense vouchers may be obtained from the treasurer. Submit expense voucher, with receipt attached, for approval, to the president at Board Meetings or by mail.
10. Items not budgeted or over budget must be approved the president and the Board.

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#### PRESIDENT

1. Be chief executive officer of the Southeast District, Michigan Association of Healthcare Advocates (MAHA)
2. Call and preside at all meetings of the Executive Committee, the Board of Directors, the Membership and special Meetings.
3. Appoint a parliamentarian and the chairmen of all standing committees, except the Nominating Committee.
4. Be an ex-officio member of all committees except the Nominating Committee.
5. Approve all bills by voucher and submit to treasurer.
6. Write a president's message for each issue of the Southeast District Digest.
7. When invited, install new officers in member auxiliary/volunteer groups. If unable to comply, suggest that the auxiliary/volunteer group consider asking the president-elect to represent the SED.
8. Represent the SED at all meetings of the MAHA including the MAHA Annuals Meeting and Educational Institute, Fall Conference and Health Advocacy Day.
9. Attend each meeting of the Board of Directors of MAHA held in Lansing and prepare a written report on the activities of the District since the previous meeting. If the president is unable to attend, the president's written report must be submitted by e-mail.
10. Make every effort to visit the member auxiliary/volunteer groups of the SED, if invited, along with the president-elect whenever

possible. The MAHA may defray expenses incurred for this purpose at its discretion.

11. Give an oral report on the activities of the SED at the Annual Meeting. Submit a copy to the Policy and Bylaws Chairman for inclusion in the history of the Southeast District Board Manual.
12. Appoint an Audit Committee in May to audit books before the June Transitional Board Meeting. The committee will consist of at least two (2) past SED Board members. The outgoing treasurer may be an ex-officio member.
  - a. SED-MAHA President's Pin An official president's pin shall be presented to the incoming president by the outgoing president at the Annual Meeting.
  - b. Current jeweler's address should be given to the outgoing president who will purchase the pin and submit the bill to the treasurer.
  - c. Purchase "Thank You" gift for outgoing SED President not to exceed \$50 unless otherwise approved by the board.
13. Send e-mail to auxiliary/volunteer group Presidents of all SED Facilities, to request articles for the MAHA Highlights and forward these articles to the MAHA Communication Director  
for inclusion in (this publication)
14. Submit all SED President reports due to MAHA Board members as requested, via e-mail.

### **PRESIDENT-ELECT/LEGISLATIVE CHAIR**

1. Attend all Board, Membership and special Meetings.
2. Act in the president's capacity in the event of absence or disability of the

president; assume the office of president should that office be vacated for the

unexpired term, as well as the succeeding term to which they have been elected.

3. Be the Roster/Yearbook chairman (See Yearbook in Policy.)
4. Be a member of the Budget, Policy/Bylaws, Site and Executive Committees.
5. Perform such duties as may be delegated by the president.
6. Become familiar with the history and objectives of the organization and prepare for the presidency.
7. Attend the MAHA Annual Meeting and Educational Institute, Fall Conference  
And Health Care Advocacy Day (See Financial Policy).
8. Select standing committee chairmen for their presidential term and present to the Board for approval at the May Board Meeting. (Appointees must have served as an auxiliary officer or Board member). Send job description and duplicate letter of acceptance to each appointee requesting a brief biography of the appointee, to be returned with signed acceptance (one copy is to be returned and the other is for their file.)  
After installation as president announce names of committee chairmen and Nomination Committee members at the Annual Meeting.  
Give biographies to Nominating Chairman for future officer nominations.
9. Offer and give assistance in the organization of new auxiliary/volunteer groups.
10. Approve and sign president's vouchers.
11. Submit a report on the MAHA Annual Meeting to the Communications Chairman for inclusion in the September District Digest (by August 1).
12. Will support requests of the MHA and MAHA Legislative Advocacy Director

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regarding resolutions, letter and public relations programs in legislation affecting health care facilities, their auxiliary/volunteer groups in general.

District efforts are to be guided by the directives from MHA and/or MAHA's Legislative Advocacy Director

13. Attend Legislative Advocacy Director's meeting as scheduled.
14. Disseminate materials and requests to local auxiliary/volunteer groups working with the local legislative chairmen in areas of education and implementation.
15. Prepare and submit articles for the SED Digest dealing with matters that

do not make the headlines but could impact member facilities. It should be short and to the point.

## **VICE PRESIDENT**

1. Attend all Board, Membership and special meetings.
2. In the absence of the president and president-elect, perform all duties and exercise powers of the president.
3. Be chairman of the Program Committee and Workshop Committee and work closely with the Hospitality Chairman. (See Program and Workshop in Policy).
4. Submit an article to the Communications Chair in time for publication in the September, February, and April District Digests outlining the programs that have been finalized.
5. Be a member of the Site and Executive Committees.
6. Be responsible for the evaluations for all Workshop and General Membership meetings.

## **RECORDING SECRETARY**

1. Attend all Board, Membership and special meetings.
2. Keep a record of all actions taken at each meeting and mail the minutes to Board members for approval at the next meeting. Mail a copy (or draft) of the minutes to the president, if requested, within ten (10) days after each meeting **before printing.**
3. Keep a file for the permanent record and one copy of the minutes of each meeting.
4. Supply motion slips and keep in a bound notebook, a dated record of all motions presented and action taken (Committee meeting notes are kept)
5. Be a member of the Executive Committee.

## **CORRESPONDING/FINANCIAL SECRETARY**

1. Attend all Board, Membership and special meetings.
2. Mail notices to the Board of Directors regarding the dates of the meetings to be received at least four (4) weeks prior to District meetings and Board

- meetings.
3. Mail notices of Membership meetings to the president and volunteer directors of each member auxiliary/volunteer group and president-elect of MAHA, to past SED presidents and past MAHA presidents residing in the District, to any member of the MAHA Board residing in the District, to MAHA Resource Chairman, historian (counselor) and all District presidents to be received at least four (4) weeks prior to meetings.
  4. Mail birthday acknowledgements to SED Board members.
  5. Be responsible for labels for all mailings.
  6. Read at the appropriate meetings such correspondence as the president directs.
  7. Carry on such correspondence as the president directs.
  8. Supply SED stationery to Board members and reorder when necessary.
  9. Send thank you notes as requested by Workshop Chairman to Host Committee.
  10. Send letter of invitation to the Annual Meeting to the CEO of the healthcare facility of the incoming president and the president and president-elect of MAHA.
  11. Notify new auxiliary/volunteer groups, at the president's request, of District Membership Meetings and invite the president and delegates to attend.
  12. Be a member of the Budget Committee and Executive Committee.
  13. Act as assistant to the treasurer and assume the duties of the treasurer (if absent or upon request) including writing or signing checks.
  14. Receive copies of the treasurer's report and the Budget report and **oversee budget expenditures.**

## **HOSPITALITY**

1. The chairman will secure a host committee for each membership meeting.
2. Direct the corresponding secretary to send thank you notes to the host committee.
3. Make arrangements for all luncheons to be served at the Membership meetings.
4. Work closely with the Registration Chairman and vice president (Program Chairman.)
5. Be a member of the Workshop Committee and the Site Committee to investigate and recommend sites for all meetings and the Spring

Workshop.

## **MEMBERSHIP/OUTREACH**

1. The chairman will keep in touch with all auxiliary/volunteer groups' facilities belonging to SED.
  2. In November, a form prepared by the MAHA shall be forwarded to all dues paying members of the SED. This form is required to be returned in January and then, after all numbers are compiled, the numbers shall be forwarded to the MAHA for the Annual Report.
  3. A form requesting information from each auxiliary/volunteer group shall be included with the Membership Report that is sent out in November; and the two forms, after being received by the Membership/Outreach Chairperson, will be combined and the Annual Report for the Southeast District shall be given to the auxiliary/volunteer group and the board members at the Annual Meeting of SED in May.
  4. Compile the auxiliary/volunteer group Annual Reports and the SED President's report in book form for distribution at the Annual meeting in May. This service will be a catalyst for an outreach program to all SED healthcare auxiliary/volunteer groups to stimulate and better serve them through the sharing of ideas between residents and their Boards.
  5. Secure information regarding dates of changes of auxiliary/volunteer group officers, and Legislative Chairman and terms of office and change of District Board. Send a form provided by the MAHA requiring the  
above information to all facilities belonging to the SED District on May 1  
and this form is required to be returned by June 1<sup>st</sup>. This information is  
then forwarded to the MAHA Membership Director by July 1<sup>st</sup>.
  6. Maintain and keep up-to-date a roster of all auxiliary/volunteer group officers, Legislative Chairmen, DVS's and any MAHA past presidents residing in the Southeast District. Submit changes as they occur to the MAHA membership director, SED President, President-elect/Legislative Chair, Corresponding/Financial Secretary and Communications Chairman.
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7. Contact member auxiliary/volunteer groups to obtain information as requested by MAHA.
  8. Submit an article to the Communications Chairman for publication in the May SED Digest.

## NOMINATING

1. The counselor (immediate past president) will be the chairman of the Nominating Committee for officers.
2. In the event that a vacancy occurs in the office of counselor, the office will remain vacant. The president will then appoint another member of the Board of Directors to serve as the Nominating Committee Chairman.
3. The chairman will be responsible for verifying that the nominee is an accredited volunteer member in good standing of a facility auxiliary/ Volunteer group with SED-MAHA.
4. The chairman will select four (4) other members to serve on the committee two (2) from the Board of Directors (one is the president-elect and one other) and two (2) from the general membership, preferably of hospitals not represented by the Board members. These appointments will be made before the May Board Meeting and submitted to the Board for approval at the May meeting.
5. The committee will meet no later than October to define the duties and meet thereafter approximately every two (2) months to exchange information until a final slate has been decided and presented to the Board.
6. The committee's members from the general membership will be members of the Board of Directors with all privileges and attend all meetings.
7. Membership on the committee does not preclude eligibility for nomination.
8. The chairman will keep a file of auxiliary/volunteer group officers qualified to become leaders and give a copy to the president-elect/legislative for reference in selecting possible candidates for standing committee chairmen.
9. The chairman will send a letter to each nominee requesting a signed acceptance of the nomination, together with the job description.
10. The chairman will submit the proposed slate to the Board of Directors at the Board meeting prior to the Spring Workshop for approval to recommend the slate of officers to the membership at the Workshop General Meeting. Keep on file signed acceptances. The nominee must have previously served on the SED Board of Directors (at any time).

11. The slate, consisting of one nominee for each office, will be announced by the chairman at the Spring Workshop Meeting and presented to the membership at the Annual Meeting for the vote and election. (See Bylaws, Article XI, Nominations and Elections. Section 1a.)

## **POLICY AND BYLAWS**

1. It is **recommended** that the chairman be a past SED president or a Board Member familiar with the subject and Board manual.
2. The committee will review and up-date policy and bylaws annually and, if necessary, reprint manuals at three (3) year intervals.
3. Request Board members review their job descriptions prior to leaving office **making** any suggestions for change in writing to the Policy/Bylaws Committee.
4. Proposed bylaws amendments will be presented to the Board of Directors in writing. After discussion, a motion "for approval to recommend" the changes to the membership shall be requested. General consent is sufficient. (See Bylaws, Article XIV, Section 1.)
5. Policies may be amended as stated in the bylaws by the Board of Directors at any meeting by a majority of those present and is not presented to the general membership.

## **PROGRAM**

1. The incoming chairman will request suggestions for programs at the March Board Meeting.
2. As SED is a non-profit organization and funds are limited, it is suggested that this be mentioned when contacting speakers.
3. Be responsible for the program for the Leadership and Legislative Meeting as well as the program for the General Fall Meeting and the Annual Meeting working with the president-elect/legislative chair.
4. Receive approval of programs and speakers fees from the Board of Directors prior to confirmation.
5. Work closely with Hospitality and Registration Chairman.
6. Make program information available to the Yearbook Chairman (President-elect), the Corresponding/Financial Secretary and Communications Chairman as soon as possible to allow for printing in the Digest.
7. Obtain written confirmation from the speaker(s) concerning the date and subject to be discussed and **reconfirm** two (2) weeks before the meeting.

8. One week before the program contact and offer assistance to speakers, arrange for props, rooms, etc.
9. Request the treasurer pay for the speaker's lunch and mileage. If a speaker's fee is necessary (see #2 and #4 above), submit voucher to treasurer for payment. If not, a token gift (not to exceed \$50) may be given.
10. Program Chairman works with treasurer to prepare a final financial statement (income and expenses) after each program, with copies for the Board members at the next Board meeting.
11. If unable to attend a Membership Meeting, arrange for the introduction of the speaker.
12. Send a note of thanks to the speaker immediately after the meeting.
13. Be a member of the Site Committee to select sites for General Membership Meetings.
14. Submit an article to the SED Digest regarding each program.

## **REGISTRATION**

1. The chairman shall work closely with the Hospitality Chairman in preparing attendance sheets for the Membership Chairman.
2. Be a member of the Program Committee.
3. Keep the attendance book up-to-date and make available to the president-elect and the Nominating Committee. **IMPORTANT!**
4. Receive the reservations and prepare name tags for Membership Meetings and badges for incoming Board members.
5. Collect and transfer all monies to the treasurer.

## **SITE COMMITTEE**

1. The Site Committee will investigate and recommend to the Board sites for the General Membership Meetings and the Spring Workshop, working with the Vice President.

## **WORKSHOP**

1. The chairman will be the vice president.
2. The chairman will be responsible for the entire Spring Workshop Meeting.
3. The Board of Directors comprises the initial Workshop (planning) Committee.

4. Select a Board Member to be assistant chairman. Work closely with Hospitality Chairman.
5. The initial planning for the Spring Workshop will be discussed at a Fall Board Meeting. Submit an article on the forthcoming workshop for the SED Digest.
6. Provide flyers announcing the Workshop and the registration forms to be Mailed to the SED mailing list one month prior to the Workshop date to the corresponding/financial secretary.
7. Submit a full report on the Workshop at the Board Meeting preceding the Annual meeting with copies for the president, president-elect, recording secretary, and Workshop file.
8. Pass the Workshop file on to your successor.

### **YEARBOOK**

1. The chairman will be the president-elect/legislative chair.
2. Compile the yearbook and arrange for proofreading, printing and distribution of them. The printer will be chosen for cost and convenience.
3. Distribute the yearbook: two (2) copies to SED Board Members, three (3) to the presidents of member auxiliary/volunteer groups at the Leadership Meeting. Copies will be mailed to absentees.
4. One copy will be given to each SED and MAHA past president, if possible.
5. Two (2) copies will be mailed to the president and president-elect of the MAHA Board and any members of the MAHA Board residing in the District.

### **GENERAL POLICY STANDING RULES**

1. Dues Policy
2. Tenure
3. Financial Policy
4. Order of Business for General Meetings  
Workshop Meeting  
Annual Meeting

### **DUES POLICY**

Annual dues will be assessed as recommended by the budget committee and Approved by the Board of Directors.

Current dues shall be Seventy-Five Dollars (\$75.00) for each member auxiliary/volunteer group of SED. (See Budget Committee, Paragraph 3)

## **TENURE**

Tenure on Board of Directors shall be limited to no more than twelve (12) Consecutive years. After a lapse of one year they may be eligible again for Board membership.

## **FINANCIAL POLICY**

### **President**

Expenses will be paid by SED to attend the following meetings:

1. Annual meeting of MAHA at the beginning of the term as district president (except registration) MAHA pays the following expenses:
  - a. Fall conference (including registration, lodging and meals) as directed by MAHA policy.
  - b. Health Care Advocacy Day
  - c. When invited to participate in an official capacity, registration and mileage will be paid by MAHA. However, SED will pay previous night's lodging and dinner. The MAHA covers all other expenses.

### **Outgoing President**

After the SED annual meeting, the outgoing president becomes the SED Counselor. However, they remain on the MAHA Board until after the MAHA annual meeting and are required to attend the MAHA Annual Meeting in June, when their term ends. The outgoing president will be Required to pay any night before expenses.

The outgoing president (counselor) shall be responsible for a hospitality room at MAHA annual meeting with the assistance of the incoming SED President. (See budget for allowance.)

### **President-Elect (Legislative Expenses)**

A portion of the expenses, including registration fees, will be paid by SED

according to the set budget to attend the following:

1. MAHA Annual Meeting and Educational Institute
2. MAHA Fall Conference
3. Health Care Advocacy Day (MAHA expenses including registration fee)

Legislative Chairman's meeting in Lansing will be paid by MAHA (See Legislative, Section 2). MAHA expenses, including the registration fee, shall be covered for the legislative chairman to attend the MAHA Healthcare Advocacy Day.

### **Memorial Tribute**

A fifty dollar (\$50.00) memorial will be sent in memory of a current board member or spouse to the facility with which the board member was affiliated. Memorials also to be sent "in memory of" to the past SED and MAHA presidents from the Southeast District.

### **Expenditures**

Expenditures **not budgeted** over fifty dollars (\$50.00) shall be approved by the Board of Directors; **under** fifty dollars (\$50.00) shall be approved by the president. This includes flowers (or gift) for hospitalized board members.

### **Gifts**

A suitable gift shall be purchased by the president elect to be given to the outgoing president as a token of appreciation from the SED membership (not to exceed the amount of fifty dollars (\$50.00) (funds permitting), unless otherwise approved by the Board. The president elect shall present the gift at the Annual Meeting.

A similar gift shall be given to an incoming MAHA president, if from the SED, (funds permitting), to be presented by the SED president at the MAHA annual meeting.

Speakers' fees/honorarium/token gifts may be given, if necessary, with Board approval. (See Program and Workshop) **STANDING COMMITTEES**

## **AND MEMBERS**

### **Executive Committee**

President  
President-Elect/Legislative Chair  
Vice President  
Recording Secretary  
Corresponding/Financial Secretary  
Treasurer  
Counselor  
Parliamentarian

### **Audit Committee**

2 or 3 past SED Board members

### **Budget Committee**

Treasurer (Chairman)  
Corresponding/Financial Secretary  
Counselor  
Policy & Bylaws Chairman  
President-Elect/Legislative Chair  
President (Ex-officio)  
Parliamentarian

### **Nominating Committee**

Counselor (Chairman)  
2 from Board of Directors  
2 from General Membership

### **Policy and Bylaws Committee**

Policy & Bylaws (Chairman)  
President (Ex-officio)  
President-Elect/Legislative Chair  
Counselor  
Parliamentarian

### **Program**

Vice President (Chairman)  
Initial Planning Committee (the Board of Directors)

Hospitality Chairman  
Registration

**Workshop Committee**

Vice President (Chairman)  
Initial Planning Committee (the Board of Directors)  
Assistant Chairman (Selected by the Committee Chairman)  
Hospitality Chairman

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**Site Committee**

Current Hospitality (Chairman)  
Current President-Elect/Legislative Chair  
Current Vice-President

**The Following Standing Committees are a Committee of One**

Communications  
Historian  
Hospitality-Host Committee  
President-Elect/Legislative  
Membership/Outreach  
Registration

**AUDIT**

1. The committee consists of two or three past SED Board members and is appointed in May by the president. The outgoing treasurer may be an ex-officio member.
2. The books are to be submitted by the treasurer to the Audit Committee at the end of the fiscal year in May (after the Annual Meeting) for audit.
3. The audit is to be completed and the incoming treasurer should have the books by the first meeting in June.
4. A report should be made at the June Transitional Board meeting stating that the audit was completed and the books are in order.

**BUDGET**

1. The committee will be: treasurer (chairman), corresponding/financial secretary counselor, chairman of the policy and bylaws committee, the president-elect/legislative chair, president (ex-officio) and the parliamentarian.

2. The committee will prepare an Annual Budget for the next fiscal year and submit a preliminary draft to the board at the March board meeting. Submit final budget to the Board for approval and adoption at the May board meeting.
3. In the event a change in dues is necessary, prepare a brief statement of explanation (with the president's approval) to publish in the April/May SED Digest.
4. Keep the board advised of the financial status of the District.

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## **COMMUNICATIONS**

1. Inform hospital administrators (after the Annual Meeting) of any member/volunteer holding a position on the SED Board with the letter approved by the president with a copy sent to the respective member.
2. The chairman will be the editor of the Southeast District Digest and receive all news and publicity items from member auxiliary/volunteer groups. Contact all member volunteer groups regularly and ask for their news items. (Make this contact several times a year.)
3. Rotate items (if necessary) so that each member auxiliary/volunteer group in the District will be in the Digest at least once a year.
4. Be responsible for publishing the SED Digest three (3) times a year in September, February and May, containing a president's message and, if possible, mailed four (4) weeks prior to the District meetings.
5. Submit a draft to the president for approval and proofing before printing.
6. Send the SED Digest to the SED Board of Directors, president and DVS of each auxiliary/volunteer group, SED past presidents and past MAHA presidents residing in our District. Send to the MAHA president, president-elect, Resource chairperson, communications director, the 6 District presidents, and any MAHA Board member residing in the District and others designated by the president.
7. Request articles from the SED Board members for the Digest publications ( president, president-elect/legislative, program/workshop, membership/outreach chairmen.)
8. Include articles from MHA volunteer leader, legislative, etc., as an Informative educational feature whenever possible.

## **HISTORIAN**

1. Keep a scrapbook and continuing history of all publicity pertaining to the SED and bring it to all general meetings.
2. Keep a copy of all programs, including workshop programs and all events of SED.
3. Note "special projects" begun, continued or ending in the president's year.
4. Turn over the scrapbook and all other records to the successor at the end of the term of office.
5. Take pictures at District and Board meetings.

# **ORDER OF BUSINESS**

## **General Membership**

The order of business for a General Membership meeting shall be:

1. Call to Order
2. Auxiliary Prayer
3. Program
  - Recess for lunch
  - Invocation
4. Reading of minutes
5. Treasurer's report
6. Communications from the President
7. Announcements
8. Adjournment

\*See footnote

## **Workshop and Fall Legislative (at option of President)**

The order of business for the Workshop Fall Legislative meetings shall be:

1. Registration
2. Call to order
3. Auxiliary Prayer
4. Welcome-President
5. Business Meeting (Nominating Chairman presents slate at Spring Workshop meeting only), etc.
6. Orientation-Vice President
7. Workshops
8. Invocation
9. Lunch
10. Acknowledgements
11. Vice President Introduces speaker
12. Adjournment

\*Time schedule for above will be specified in program

## **ORDER OF BUSINESS**

### **Annual Meeting**

The order of business for the Annual Meeting shall be:

1. Call to Order
2. Auxiliary Prayer\*
3. Program
  - Recess for lunch
  - Invocation
4. Lunch
5. Resume meeting
6. Reading of Minutes (May be dispensed with by majority vote or "If there is no objection" etc.)
7. Treasurer's Report (see above)
8. Annual Report of the President
9. Greetings from the MAHA President
10. Miscellaneous Business/Announcements
11. Presentation of Slate
12. Election of Officers and Installation
13. Presentation of Incoming President's Pin
14. Incoming President's Acceptance Speech
15. Adjournment by Current President\*\*

\*If Pledge to the Flag is used, the Prayer or Invocation is always placed first (God before Country, RRONR, p. 355).

\*\* See Bylaws, Article VII