



## Minnesota Association of Healthcare Volunteers Standing Rules

Minnesota Association of Healthcare Volunteers seeks to be flexible and responsive. Toward that end, these guidelines are open to annual review and change. The President has discretion as to the timing and scope of the review.

- 1) The Minnesota Association of Healthcare Volunteers officially has no acronym. However, MAHV may be used for organizational communications and materials.
- 2) The Leadership Board governs the business of the Minnesota Association of Healthcare Volunteers. Leadership Board members include:
  - President
  - President-Elect – elected every year at the Annual meeting; moves up to President
  - Immediate Past President
  - Secretary – elected every other year at the Annual Meeting
  - Treasurer – elected every other year at the Annual Meeting
  - Membership – appointed by the President
  - Members at large – appointed by the President
  - Minnesota Hospital Association – representative recommended by the organization, approved by the President
  - LeadingAgeMN* – representative recommended by the organization, approved by the President
  - Administrators of Healthcare Volunteers – representative recommended by the organization, approved by the President
  - Minnesota Health Care Gift Shop Association – representative recommended by the organization, approved by the President
  - Other organizations deemed as strategic partners to MAHV, representative recommended by the organization, approved by the President.
  - Parliamentarian – non-voting member
- 3) There is no Executive Board – however the President, Immediate Past President and the President-Elect may meet as needed and include other board members as appropriate.
- 4) The Minnesota Association of Healthcare Volunteers Leadership Board meeting calendar:
  - a) Annual retreat with time for training and Committee meetings is suggested.
  - b) Meetings recommended at least quarterly
  - c) Conference calls or video conferencing as deemed necessary by the President
- 5) All Board members and membership organizations will follow the guidelines for the logo use as stated in the Logo Identity Standards Manual.
- 6) All Correspondence and documents should use the official Minnesota Association of Healthcare Volunteers name and logo, the date and the name of author.
- 7) Expenses need to be submitted on the official expense account form and sent to the Treasurer in a timely manner.

- 8) Dues structure will be reviewed annually by the Finance Committee, with any suggested changes reviewed and approved by the Board. Current dues will be listed on the website.
  - a) Dues invoices shall be distributed in December and are payable on or before March 1. A member facility failing to pay dues shall be deemed delinquent and membership will be terminated. New members paying dues after October 1 will be considered pre-paid for the following year.
  
- 9) Allowable expenses:
  - a) President and President-Elect – Expenses for any Board meetings, travel and registration for national healthcare volunteer leadership Conference (1 person) and expenses related to Minnesota Association of Healthcare Volunteers business. Mileage and appropriate meal expenses as needed to attend any other meetings as needed to connect with member and partner organizations.
  - b) Past President – Expenses for board meetings and any other activities related to Minnesota Association of Healthcare Volunteer business as approved by the President.
  - c) All Leadership Board members – Expenses for all official Leadership Board Meetings called by the President. Other expenses related to work as a Leadership Board member approved by the President.
  - d) Committee Chairs - Expenses for the annual training meeting.
  - e) Conference Chair – Expenses for Conference.
  - f) Legislative Chair – Expenses for any member legislative events.
  - g) Invited guests/ad hoc committees – Expenses approved by the President.
  
- 10) Expense Guideline
  - a) Mileage: 80% of the federal reimbursement rate or the use of a rental vehicle, plus the cost of gas, if that is less expensive then reimbursing mileage for use of a personal vehicle; carpooling is encouraged.
  - b) Airfare: Requires pre-approval by the President.
  - c) Meals: Maximum is \$75 per day; receipts required; alcohol not reimbursed.
  - d) Lodging: Hotel room paid by MAHV for Leadership Board members attending Board meetings; Committee Chairs and invited guests attending the annual training meeting. Extra overnight will be reimbursed for board members who travel more than 3 hours to a meeting that starts before 10 AM and/or goes beyond 5 PM.
  - e) Supplies: Require a receipt; expenses over \$100 require pre-approval by the President.
  - f) Conference Registration: Paid for President, President-Elect, Immediate Past President, Conference Chair
  
- 11) Minnesota Association of Healthcare Volunteers member resources:
  - a) Prayer, Mission, and Vision
  - b) Calendar of Events
  - c) List of Leadership Board members, Committee Chairs and member organizations.
  - d) Position Descriptions
  - e) By-Laws
  - f) Standing Rules
  - g) Ground Rules
  - h) Current Strategic Plan
  - i) Board Agenda and Minutes
  - j) Meeting Guidelines
  - k) Logo Identity Standards Manual
  
- 12) Agendas – The President is responsible for sending the agenda/schedule for the Leadership Board meetings 10 days before the meeting.
  
- 13) Minutes – Minnesota Association of Healthcare Volunteers Board minutes taken at Board

meetings, once approved at the next Leadership Board Meeting, should be posted on the website. Minutes include date and place, names of attendees, a record of action taken, and a summary of major discussion.

14) Board Position Descriptions – The President, with the input from the appropriate Board members, is responsible for keeping the Position Descriptions up to date. Review/revision is updated as needed for the fall training meeting.

15) Standing Rules – The President is responsible for reviewing/revising the Standing Rules. Review/revision is updated as needed for the fall training meeting and subject to Leadership Board approval.

Revised by Diane Damerow, Oct 2016

Revised by Diane Damerow Sept 2018

Revised by Jane Denovchek, June 2020

Approved by MAHV Board, August 4, 2020

*Revised by Bev Moberg, November 2023*

*Approved by MAHV Board, November 15, 2023*