HOSPITAL AUXILIARIES OF KANSAS
ADMINISTRATIVE POLICIES AND PROCEDURES

1. All members of the Board of Directors shall have in their possession a copy of the Hospital Auxiliaries 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 HAK Board Member in the area for which they are responsible and as a means of contributing to the smooth functioning of the Auxiliaries of Kansas.

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

2. The logo of HAK, adopted by the HAK membership in 1976, shall be used on all official documents. The HAK logo appears as follows, though the size may vary as appropriate.

![HAK Logo]

3. Annual dues for Active and Sustaining Membership shall be payable to the HAK 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 November 15 according to the following schedule:

<table>
<thead>
<tr>
<th>Hospitals with:</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 40 beds</td>
<td>$30.00 per year</td>
</tr>
<tr>
<td>41 – 75 beds</td>
<td>$40.00 per year</td>
</tr>
<tr>
<td>76 – 100 beds</td>
<td>$50.00 per year</td>
</tr>
<tr>
<td>101 – 150 beds</td>
<td>$70.00 per year</td>
</tr>
<tr>
<td>151 – 200 beds</td>
<td>$80.00 per year</td>
</tr>
<tr>
<td>201 – 250 beds</td>
<td>$90.00 per year</td>
</tr>
<tr>
<td>251 – 300 beds</td>
<td>$100.00 per year</td>
</tr>
<tr>
<td>301 – 400 beds</td>
<td>$115.00 per year</td>
</tr>
<tr>
<td>401 – 500 beds</td>
<td>$125.00 per year</td>
</tr>
<tr>
<td>501 – 600 beds</td>
<td>$135.00 per year</td>
</tr>
<tr>
<td>601 – 700 beds</td>
<td>$145.00 per year</td>
</tr>
<tr>
<td>701 – 800 beds</td>
<td>$155.00 per year</td>
</tr>
<tr>
<td>801 and more beds</td>
<td>$165.00 per year</td>
</tr>
</tbody>
</table>
New Auxiliaries joining HAK after October 1 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 ($10.00 per year) shall be paid to the Treasurer.

All Memberships will be terminated if dues are not paid on or before March 15th of the current year.

4. All Active, Sustaining and Associate Members shall receive the four mailings of the *Sunflower Auxilian* Newsletter and the pre-registration HAK Convention Packet prior to the Annual Convention.

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

All Active and Sustaining Members shall also receive the President’s letters, plus any other correspondence the President deems necessary.

5. Printing and mailing expenses for the *Sunflower Auxilian* 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 HAK warrants. Procedures for any such designated committees shall also be outlined in the Board Administration File.

7. The Finance Committee shall be responsible for preparing and presenting the annual Budget for approval by the Board of Directors at the first meeting in January of each year.

8. The budget shall provide reimbursement toward expenses for each Board Member traveling on HAK business. Lodging in the amount of $55 (or prorated by the number of persons per night) and 50 cents per mile for travel will be allowed. 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. The President and/or President Elect are the authorized signatories for a Charge Card in the name of the Hospital Auxiliaries of Kansas. The charge card shall be maintained and administered by the Treasurer. The charges shall be limited to authorized expenses connected with the HAK State Convention, District Meetings and Leadership Conferences sponsored by the American Hospital Association (AHA) and the California Association of Hospitals and Health Systems (CAHHS) and State Auxiliary Leaders (SAL). Authorized expenses are as follows:

   a. Leadership Conferences for President and President-Elect—transportation, registrations, housing, meals as necessary
b. HAK State Convention for President and President-Elect—registration, mileage, housing, meals as necessary

c. HAK District Meetings for President, President-Elect and District Coordinator—mileage, housing and meals as necessary

10. Expense for traveling to District Meetings for the President, President-elect and District Coordinator for food, lodging (rooms to be shared whenever possible) and travel (at 50 cents per mile) shall be reimbursed up to the amount specified in the budget.

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.

11. The President and President-Elect may attend two (2) conferences. Reimbursements to attend CAHHS, and either the AHA Volunteer Convention or SAL Conference (or other nationally recognized volunteer convention) as approved by the HAK Board of Directors will be as follows: Food may be reimbursed up to $25 per day not to exceed three (3) days for SAL and five (5) days for the volunteer conference, lodging (rooms to be shared whenever possible), parking, tips, automobile travel (reimbursed at a rate of 50 cents per mile) 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.

All expenses incurred by the attendance of the spouse or other guest of the President or President-Elect at these meetings will be the responsibility of the officer involved.

12. HAK will reimburse expenses within the amount provided by the budget to the Annual HAK Convention for the President and President-Elect should their local Auxiliary not reimburse for the following:

* Food, as necessary
* Registration
* Lodging—to share rooms whenever possible
* Travel—at the rate of 50 cents per mile

All expenses of the spouses or other guests of the President and President-Elect are the personal expense of the officer involved.

13. The President shall appoint a committee of three active Auxiliary Members (not currently serving on the HAK Board of Directors) to audit the Treasurer’s books at the end of the fiscal year. After the Audit Committee gives their report to the Board of Directors, the report shall be filed in the KHA file.

14. All literature distributed at any meeting sponsored by HAK 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 HAK Annual Meeting and to secure the District Coordinators in consultation with the President-Elect.

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.

No professional DVS (salaried) may serve as a member of the HAK Board of Directors.