
STANDING RULES OF THE COUNCIL ON VOLUNTEER SERVICES



JULY 21, 2020
COUNCIL ON VOLUNTEER SERVICES

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STANDING RULES OF THE COUNCIL ON VOLUNTEER SERVICES

As of February 2020, the relationship of Council on Volunteer Services (COVS) and the Georgia Hospital Association (GHA) has changed. The GHA Representative asked that the relationship be more defined on the recommendation of GHA Legal Counsel. Because the cost of membership is cost prohibitive to our organization and other requirements made by GHA were stringent, the COVS Board voted not to join GHA as a member.

The following Standing Rules, in addition to Bylaws of the organization, are to be observed by all members of the Council on Volunteer Services (COVS).

MEMBERSHIP

Membership dues shall be paid annually as follows:

<u>Number of Beds</u>	<u>Dues</u>
25	\$25
26-50	\$75
51-100	\$100
101-250	\$150
250 or more	\$200

When a former COVS group reorganizes and submits a new application, dues for only the current year will be required for reinstatement.

BOARD OF MANAGEMENT

Responsibilities of the Board of Management

1. Attendance at board meetings shall be limited to members of the Board of Management and ad hoc committee chairs the President invites to present their committee reports to the Board.
2. All members of the Board of Management shall be responsible to the Council President.
3. The Board of Management shall be limited to thirty (30) members.
4. A Board of Management member may only serve in one (1) elected position or one (1) appointed position at a time.
5. Board of Management members are expected to attend all scheduled and called meetings of the Board.
6. Board members failing to notify the Council President within the announced cancellation policy of Board of Management meetings that they are unable to attend, shall be held liable for incurred costs. The cancellation policy will be determined by the Council President in accordance with the policy of the facility where Board of Management meetings are to be held. This policy will be announced at the first meeting of the new Board at Conference.

Responsibilities of the Council President

1. Appoint the Parliamentarian, all committees, and committee chairs not otherwise provided for. Serve as an ex-officio member of all committees except the Nominating Committee. The following shall be appointed to serve at the President's discretion:
 - Awards Chair
 - Elizabeth Wilmot Bull Scholarship Chair
 - Jean Cory Youth Scholarship Chair
 - Vendor Show Chair
 - Historian/Scrapbook
 - Council Courier Editor
 - Webmaster
2. May represent COVS at the State Auxiliary leaders (SAL)/SAL-Elect Meetings, the Annual Association for Healthcare Volunteer Resource (AHVRP) Conference, and the Southeastern Directors of Volunteer Services in Healthcare Organizations (SDVSHO).
3. Shall attend all State and District Meetings of COVS. Expenses incurred shall be paid from the Council President's budget.
4. Attend education workshops and meetings as may be beneficial to serve as Council President.
5. Give at least two month's notice to member volunteer services group, Presidents and Board of Management members of date, place and general plans for the Annual Conference.
6. Send a message of acceptance and welcome to new Council members. Send a message of reinstatement and welcome to reinstated Volunteer Service Groups.
7. Present membership certificates to new members of Council at Annual Conference.
8. Present awards to Volunteer Service Groups at Annual Conference.
9. Send a message of welcome to newly elected officers.
10. Call additional board meetings as necessary.
11. Prepare, with the assistance of the Treasurer, President Elect and Conference Chair a budget of estimated income and expenses for the new fiscal year. The budget shall be approved by the Board of Management at its January meeting. Copies of the budget shall be filed with the Executive Committee of the Council.
12. Work with the Treasurer and District Directors in bringing in delinquent dues.

Responsibilities of the President Elect

1. May represent COVS at the State Auxiliary leaders (SAL)/SAL-Elect Meetings, the Annual Association for Healthcare Volunteer Resource (AHVRP) Conference, and the Southeastern Directors of Volunteer Services in Healthcare Organizations (SDVSHO).
2. Shall attend all State and District Meetings of COVS. Expenses incurred shall be paid from the Council President Elect's budget.
3. Publish health care advocacy to the membership.
4. Provide the name of the family member/members, or a friend, who will be his/her guest(s) for the Installation of Officers. Only one room for one night will be paid for by the Council Treasurer.
5. Secure the outgoing Council President's gift and Past President's pin.

Responsibilities of the First Vice President/Conference Chair

1. At the discretion of the Council President, the First Vice President may represent the Council in lieu of the Council President or President Elect.
2. Shall attend all State, District, and Board of Management meetings. Expenses so incurred shall be paid from the First Vice President's budget.
3. Under the supervision of the Council President, the Conference Chair is responsible for obtaining speakers, workshop presenters and entertainment for the Annual Conference.
4. Work with the host District Directors to ensure all assignments are completed and volunteers are appropriately assigned.
5. Check for problems and is available to speakers, vendors, host District Directors and hotel management to resolve problems and answer questions.

Responsibilities of the Vice President/Membership

1. Work closely with the District Directors in organization and recruitment of new members.
2. Receive applications for membership and reinstatement and send copies of applications to the Council President, Treasurer, and appropriate District Directors. Checks attached to membership applications shall be forwarded to the Treasurer.
3. Prepare membership certificates.
4. Ensure that the Board of Management has a complete and up-to-date membership list
5. Conduct workshops for District Directors at the Annual Conference:
 - a. Conduct end-of-year meeting with outgoing District Directors.
 - b. Conduct instructional workshop with incoming District Directors at Annual Conference. This instructional workshop includes:
 - i. It is the District Directors' responsibility for conducting the President/President Elect Meeting.
 - ii. It is the District Directors' responsibility for planning and conducting the District Spring Meeting in coordination with the host auxiliaries in selecting the location, caterer, table decorations, printing the programs, etc.
6. Maintain up-to-date accurate membership list and auxiliary President's list from information supplied by the District Directors.
7. Supply mailing address labels to the Board of Management members as requested.
8. Maintain summary of statistics supplied by the Annual President's Reports.

Responsibilities of the Secretary

1. Keep a record of attendance and proceedings of meetings of Council, Executive Committee and Board of Management. (Use of tape recorder is permitted).
2. Send copy of minutes of previous meetings to all board members within fifteen (15) days.
3. Be responsible for all correspondence as requested by the Council President.
4. Send get well/condolence cards to Board of Management members as appropriate.

Responsibilities of the Treasurer

1. Receive, invest and expend all Council monies. This includes the Elizabeth Wilmot Bull Scholarship Funds, as well as, the Jean Cory Youth Scholarship Funds and all designated funds.
 - a) The Elizabeth Wilmot Bull Scholarship Fund is required to maintain a principal of \$25,000.00. Interest earned during the year, plus donations to the fund will be used for scholarship awards.
 - b) The Jean Cory Youth Scholarship Fund is required to maintain a principal of \$5,000.00. Interest earned during the year, plus donations to the fund will be used for scholarship awards.
2. Process scholarship payments to the institution where recipient is enrolled.
3. Send statement of dues to each member auxiliary by September 1st.
4. Provide members of the Board of Management, at each of its meetings, a written itemized account of receipts, disbursements and budget variances.
5. Expedite all reimbursements received within fourteen (14) days.
6. Ensures expenses, charged to any account, does not exceed the budgeted amount without Board of Management approval.
7. Assist the Council President, President Elect and Conference Chair with preparation of the annual budget and determine the reimbursement for mileage incurred as a Board of Management expense and so state in the annual budget.
8. Process all Annual Conference registrants.
9. Send a \$25.00 donation to the Elizabeth Wilmot Bull Scholarship Fund in the event of the death of a current or Past President, a current Board Member or current Board Member's spouse or child.
10. Maintain up-to-date and accurate financial records.
11. Be an ex-officio member of the Elizabeth Wilmot Bull Scholarship committee and the Jean Cory Youth Scholarship committee.
12. All financial records and monies shall be transferred to the current Treasurer within thirty (30) days of the end of the fiscal year (October 31st).

Responsibilities of the Parliamentarian

1. Be equipped to give correct and accurate advice on matters concerning parliamentary procedure.
2. Serve as Chair of the Bylaws/Standing Rules Committee to review and revise Council Bylaws and Standing Rules.
3. Meet with committees as consultant serving in an advisory capacity when directed to do so by the President.
4. Shall attend all General and Executive Board Meetings to be available to answer questions regarding Robert's Rules of Order.

Responsibilities of the District Directors

1. Help organize or reorganize auxiliaries with the written approval of hospital administrators/chief executive officers/president.
2. Submit Council membership applications to the Vice President/Membership.

3. Hold at least one (1) President/President Elect Meeting and one (1) District Spring Meeting each fiscal year and preside at these meetings. Coordinate the date of the District Spring Meeting with the Council President.
4. Submit written report at each Board of Management Meeting and provide a copy to the President and Secretary.
5. Work with the Treasurer and Council President to bring in delinquent dues.
6. Work with volunteer services groups to make sure they understand the privileges, rewards and responsibilities of Council membership.
7. Prepare District Directory of hospital volunteer services listing the DVS, Auxiliary President and Gift Shop Managers' names, addresses, telephone numbers, email addresses and auxiliary's fiscal year dates. Provide a copy for the Council President, Vice President/Membership, Treasurer and Courier Editor at the Board of Management Meeting. The listing will show the current date on the first page.
8. Update District Directory each month and notify the Vice President/Membership of changes.
9. Work with President and First Vice President/Conference Chair when district is Annual Conference host.
10. Advise Council Awards Chair of all auxiliaries which meet Award requirements not later than September 1st.
11. Invite incoming District Directors to any function you attend following their election at the District Spring Meeting before they are installed at Annual Conference.

Responsibilities of the Immediate Past President

1. Serve as advisor to the President at any time requested.
2. Serve as Chair of the Nominating Committee. The Chair will send the completed nominating forms to their committee, which includes each district nominating representative, and the President Elect soon after the deadline. If any applications are received after the deadline and before conference, the applications shall be sent to the nominating committee, each district nominating representative, as well as the Executive Committee. (See the Bylaws, "Election of Officers", #g, for further instructions.)
3. Notify officers of their election.

Responsibilities of the Awards Chair

1. Prepare and forward a letter of instructions and nomination forms to District Directors for the annual CEO and DVS of the Year and Community of Conscience Awards not later than March 31st.
2. Mail copies of the nominating forms to the three-out-of-state judges selected by the Council President, with a deadline date of August 15th for the return to the Awards Chair.
3. Notify Council President and the nominating Volunteer Services President of the names of the winners of the CEO and DVS of the Year awards. Winners of the Community of Conscience awards will be kept secret.
4. Order the plaques and awards for the winners and have these available at the Annual Conference for presentation by the Council President.

5. Obtain a listing from the District Directors of volunteer services that have met all requirements for the Certificate of Achievement Award. The listing should be submitted to the Awards Chair by September 1st.
6. Obtain and prepare volunteer services certificates for presentation at Annual Conference. Mail certificates to the Council President for his/her signature at least two (2) weeks prior to Annual Conference.
7. Prepare a listing of the volunteer services receiving Achievement Certificates to read at the Awards Luncheon at Annual Conference.
8. Provide a copy of the Awards Chair's job description to the incoming Awards Chair.

Responsibilities of the Elizabeth Wilmot Bull Scholarship Chair/Committee

1. Send scholarship information and application form to Council members by November 30th and send the deadline reminder notice by January 15th.
2. Return incomplete applications to the Volunteer Services President with an explanation. Nominations submitted by hospital employees will be returned.
3. Conduct a committee meeting at the April BOM meeting where the applicants will be chosen to receive the scholarships.
4. Prepare press release for the Council Courier and Webmaster.
5. Advise Council Courier Editor of auxiliaries who donate funds in excess of the required amount and of donation in honor or memory of an individual. The Treasurer will provide this information to the EWB Chair.
6. Provide a cover letter for each recipient receiving a scholarship and give to the Treasurer who in turn will write a check to the Financial Aid Office of the Georgia college, university or technical school in which the students have been enrolled. The checks and cover letters will be mailed no later than July 31st.

Responsibilities of the Jean Cory Youth Scholarship Chair/Committee

1. The number of Jean Cory Youth Scholarships awarded will be based on the funds available.
2. Send scholarship information and application form to Council members by November 30th and send deadline reminder notice by January 30th.
3. Make available to the Scholarship Committee copies of applications for their review.
4. Conduct a committee meeting at the July BOM meeting where the applicants will be chosen to receive the scholarships.
5. Notify all applicants the results of the decision made by the Scholarship Committee.
6. Prepare press release for the Council Courier and Webmaster.
7. Provide a cover letter for each recipient receiving a scholarship and give to the Treasurer who in turn will write a check to the Financial Aid Office of the Georgia college, university or technical school in which the students have been accepted. The checks and cover letters will be mailed no later than July 31st.

Responsibilities of the Vendor Chair

1. Secure vendors for Conference.
2. Ensure contracts are completed by August 1st.
3. Forward payments to the Treasurer.
4. Prepare vendor packet and booklet.

5. Assign table numbers to each vendor.
6. Be available to meet vendors and resolve any problems.
7. Ensure vendors have lunch delivered to them.
8. Obtain door prizes from vendors. Make sure they are labeled with description and include a business card.
9. Send Thank You notes to all participating vendors.

Responsibilities of the Historian/Scrapbook Chair

1. Collect and preserve any information pertaining to the history of the Council. This includes the programs of the Annual Conference, District Spring Meetings and auxiliary histories, etc.
2. Prepare a scrapbook of the Council activities from one Annual Conference to the next. The scrapbook should be on display at the Annual Conference. The scrapbook shall be the property of the outgoing Council President.

Responsibilities of the Council Courier Editor

1. All phases of publication of the Council Courier.
2. Attend the Annual Conference and all Board of Management Meetings.

Responsibilities of the Webmaster

1. Maintain a repository of the website.
2. Make sure the forms are updated as changes occur.
3. Explore options for adding additional information and links to the website.

FINANCIAL POLICIES

Conference Cancellation Policy

The cancellation date for the Annual Conference will be set by the Conference Committee each year. Each registration made for Conference will have a \$15.00 non-refundable fee for any cancellation received by the Treasurer or Council President prior to the deadline. Reservations cancelled after the cancellation deadline are absolutely non-refundable.

The Board of Management

The Executive Board, District Directors, and Committee Chairs will be given a fixed allowance to cover annual expenses. The amount will be determined annually by the Executive Board. This allowance is for COVS expenses incurred while in office for travel, phone calls, supplies (example: copies) and postage. If you also serve as a committee chair (example: Awards Chair) the budget will be adjusted. Council will cover the cost of Board of Management meetings, including the meeting space. Funding of meeting space other than Board of Management meetings are not covered by Council.

Annual Conference

1. No expenses to the Annual Conference will be covered by the Council. This includes rooms, registration for Conference, mileage, or meals before the start of Conference.
2. Speakers, workshop leaders or facilitators, who are not representing a hospital, are not required to pay Conference registration fees.
3. Meals for the CEO of the Year, or a representative, and their spouse will be paid by the Council.
4. The immediate family, or a guest, of the incoming Council President will be guests at the Conference Installation Dinner. Only one room for one night will be paid by the Council. Other guests are expected to pay for their meal. Only the dinner for the hospital CEO of the incoming President will be paid by the Council.

Nominating Committee

1. Expenses incurred by the Nominating Committee will come from the Nominating Committee budget.
2. These expenses include meetings to review and recommend nominations for officers who may require lunch during the day and travel expenses to meetings. A central location is recommended for the site of the committee meeting but conference calls among members is recommended.

Mileage

Mileage reimbursement shall be paid as shown in the current annual COVS budget.

Deadline for Reimbursement

All expenses incurred during the year must be received by the Treasurer no later than October 1st in order to be reimbursed.

The Silent Auction

The money raised by the Silent Auction assists in paying for speakers and other costs of Annual Conference.

1. Each Volunteer Services group is required to bring an item to the Annual Conference, at a dollar value determined by the Conference Committee, to be included in the auction.
2. A volunteer service, designated by the COVS First Vice President/Conference Chair is responsible for accepting the items, preparing the bidding sheets and assigning volunteers to be present when the auction items are on display.
3. On the last day of Annual Conference, the funds collected by the responsible volunteer service are to be counted by two volunteers who will place the money in an envelope with the amount written on the front of the envelope and then give the envelope to the Treasurer.
4. Results of the auction are announced on the morning of the last day of Annual Conference.

The Raffle

The Treasurer shall be responsible for obtaining the raffle permit from the City of Augusta Business Licenses Department. The Treasurer will ask two volunteers who are responsible for selling the raffle tickets to help count the money and then assist in dividing the money in the respective envelopes provided by the raffle committee. The money collected is divided as follows:

1. Fifty percent (50%) is retained by the COVS Treasurer.
2. A drawing is held at the meeting on the last day of the Conference.
 - a. Three raffle tickets are drawn, and the winners of this drawing receive one-third (1/3) of the remaining Fifty percent (50%).
 - b. Each winner must present his/her ticket to receive the prize money.

REVISION COMMITTEE

Betty Walls, Chair
Betty Anne Foran
Martha Greene-Tucker
Cathy Hefner
Carolyn Greene
Jone Angell-Manly
Claudia Parks
Wanda Sellers
Anita Barnes
Joyce Toler
Frankie Royer
Mary Lynn Cochran