

TABLE OF CONTENTS

STANDING COMMITTEES – GENERAL	2
Policies & Procedures	2
Responsibilities & Procedures	11

UNDER REVIEW

STANDING COMMITTEES – GENERAL

Revision Date: 11/15/2007
Approval Date: 09/15/2008
Page 1 of 12

Policies & Procedures

General Bylaws Reference: Article IX – Committees, Section 1 – Standing Committees

Policy: Standing Committee Chairs and Sub-committee Chairs shall determine the number of committee members needed to effectively conduct the business of the committee, and shall attempt to obtain members from various regions. The House of Delegates shall elect members of the Judicial Committee. Members of the Nominations-Election Committee shall be elected/appointed by a region caucus in the House of Delegates during the election year. A list of committee members shall be prepared and sent to the President and NSH Office and be updated annually. Elected Committees Chairs shall also send the list to the Speaker of the House.

Procedure (not Judicial and Nominations-Election Committees):

<i>Performed by</i>	<i>Task</i>
Chair	Immediately after appointment or election, solicit individuals to serve on the committee from each region. Contact existing members to verify their continued interest. If needed, request recommendations from Regional Directors.
Regional Directors	If requested, submit recommendations for the committee; this does not mean the individual will be on the committee.
Chair	<ol style="list-style-type: none"> 1. Review recommendations submitted by Regional Directors and contact individuals thought to be appropriate for the committee. 2. Within sixty (60) days of appointment or election, submit the names, addresses (including e-mail), and phone number (including fax) of members to the President and Executive Director. Members of the Awards Committee are confidential and are released only to the President and Executive Director. 3. Elected chairs should also copy the Speaker.
President, Executive Director, Speaker	File the information for future reference.
Chair	<ol style="list-style-type: none"> 1. In the non-election year, after the NSH S/C update the information and submit to the President and Executive Director. Elected chairs should also copy the Speaker. 2. Replace members for non-function of duties when necessary. Notify the President and Executive Director of changes in committee members. Elected chairs should also copy the Speaker.

Relevant Motions:

Board of Directors – October 1, 1991 – Orlando, FL

Motion All committee chairpersons submit a listing of their committee members to the National Office for file. This list to be updated annually.

Procedure for Judicial Committee:

<i>Performed by</i>	<i>Task</i>
Speaker	Solicit nominations from the HOD. Two members are elected each year.
HOD	Submit nominations to establish a slate of individuals from which the members will be elected
Speaker	<ol style="list-style-type: none"> 1. From the list of nominations, ballot voting will determine the first committee member. The individual with the most votes is elected. 2. From the remaining list of nominations, ballot voting will determine the second committee member. The individual with the most votes is elected. 3. If there are only two nominations, the election is declared by the chair as unanimous consent.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees, B. Elected Committees, 3a. Judicial Committee

Relevant Motions:

Board of Directors – October 1, 1991 – Orlando, FL

Motion All committee chairpersons submit a listing of their committee members to the National Office for file. This list to be updated annually.

Procedure for Nominations-Election Committee:

<i>Performed by</i>	<i>Task</i>
Speaker	Recess the HOD so the Regions can caucus to elected/appoint a member to the Nominations-Election Committee
Regional Director	Determine who is interested in serving on the Committee and either conduct an election or appoint an individual.
Speaker	After the recess, request the names of individuals elected/appointed be announced to the HOD.
Regional Director	When called upon, announce the individual representing the Region.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees, B. Elected Committees, 4. Nominations-Election Committee

Relevant Motions:

Board of Directors – October 1, 1991 – Orlando, FL

Motion All committee chairpersons submit a listing of their committee members to the National Office for file. This list to be updated annually.

Policy: Standing Committee Chairs and Sub-committee Chairs shall have the option of obtaining appropriate membership lists, to assist with the work of the Committee, on either paper or diskette.

Relevant Motions:

Board of Directors – October 20, 1997 – Columbus, OH

Motion The NSH Board of Directors and committee chairpersons have the option of obtaining the appropriate membership lists on either paper or diskette. The list on diskette will be provided only for IBM compatible computers.

Policy: Standing Committee Chairs and Sub-committee Chairs shall submit agenda items to the Board of Directors and/or House of Delegates related to committee activities that need approval or to report committee activities.

Relevant Motions:

Board of Directors – October 1, 1991 – Orlando, FL

Motion BOD Committee projects should be brought to the attention of the Board of Directors before implementation and have Board approval.

Policy: NSH Standing Committee and Sub-committee websites shall identify themselves by displaying the NSH logo and have surveys and advertisement approved the President before posting on the web page.

Relevant Motions:

Board of Directors – September 24, 2001 – Charlotte, NC

Motion The NSH Committee, Region web sites identify themselves by displaying the NSH logo and have surveys and advertisement approved by the President before posting on the web page.

Policy: Standing Committee Chairs and Sub-committee Chairs shall direct funds contributed to the Committee go directly to the NSH Office with a letter indicating purpose of the contribution.

Relevant Motions:

Executive Board – April 6, 1979 – Richland, MI

Motion All funds be directed to the Central Office with the exception of membership dues, at the present time. *Currently all funds are directed to the NSH Office.*

Policy: Standing Committee Chairs and Sub-committee Chairs who have official NSH correspondence outside of NSH, using NSH letterhead, shall have the President review and approve it before mailing.

Relevant Motions:

Post Board of Directors – October 8, 1993 – Philadelphia, PA

Motion All Official Correspondence outside of NSH, using NSH Letterhead, be sent to the NSH President for review and approval before mailing.

Policy: Standing Committee Chairs and Sub-committee Chairs shall submit a semi-annual report and an annual report when requested by the President.

Bylaws Reference: Article II – Officers, Section 3 – Duties, A. President

Policy: Standing Committee Chairs and Sub-committee Chairs shall provide an annual archive computer file of NSH materials pertaining to performance of their NSH duties to the NSH Office.

Relevant Motions:

Board of Directors – September 24, 2001 – Charlotte, NC

Motion All NSH officers, region directors, committee chairpersons and appointments will provide an annual archive computer file of any NSH materials pertaining to performance of their NSH duties to the NSH National office.

Policy: During the NSH Symposium/Convention, all Standing Committees and Sub-committees should be involved in the convention aspect of the meeting. In the event the committee chairperson is unable to attend the NSH Symposium/Convention, the committee chairperson shall appoint a committee member to conduct committee meetings. Display of material, special events or added attractions is the responsibility of the committee, to be included as part of the week’s events. Activities must be coordinated with the Meeting Manager in terms of rooms, equipment set-up, and hotel or convention center regulations. It is the responsibility of the committee chairs to ensure the function is conducted in accord with NSH policy and with prior approval by the President and Board of Directors.

Procedure:

<i>Performed by</i>	<i>Task</i>
Meeting Manager	Send request need for space and equipment for committee activities during the NSH S/C to committee chairs and appointments.
Chair	<ol style="list-style-type: none"> 1. Respond to requests by the Meeting Manager. 2. If the committee needs additional meeting time, in addition to the normal committee meeting time, notify the Meeting Manager and Executive Director.
Meeting Manager	<ol style="list-style-type: none"> 1. Ensure that requests by committee chairs are provided 2. If a request seems questionable, consult with the Executive Director and President
Chair	<ol style="list-style-type: none"> 1. Set up and take down displays during times provided. 2. Assign individuals to be at displays during the NSH S/C. 3. If items are available at NSH member rates or are restricted to only NSH members, verify membership.

<i>Performed by</i>	<i>Task</i>
Committee Members	<ol style="list-style-type: none"> 1. Be available at displays to provide information and answer questions. 2. If items are sold, check for NSH membership to obtain member rates.

Relevant Motions:

Board of Directors – October 5, 1993 – Philadelphia, PA

Motion Evidence of membership be necessary to receive member rates.

Policy: A current delegate, to the House of Delegates, appointed or elected as a Standing Committee Chair shall resign the delegation so that a replacement may be made by the Constituent Society or area without a constituent society so as to retain the full delegation to which they are entitled.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees

Policy: Standing Committee Chairs shall submit, at the request of the Credentials Committee Chair, a member of the Committee as an alternate to the House of Delegates.

Bylaws Reference:

Article III – House of Delegates, Section 1 – Membership and Qualifications

Relevant Motions:

Executive Board – July 14-15, 1979 – Richland, MI

Motion The Speaker direct to the Credentials chairperson a mechanism of confirming membership of the delegates registering for the HOD meeting.

Policy: Sub-committee Chairs shall have the privilege of being seated in the House of Delegates as non-voting members with voice.

Bylaws Reference:

Article III – House of Delegates, Section 1 – Membership

Policy: Standing Committee Chairs and Sub-committee Chairs funded to attend the NSH Symposium/Convention who fail to perform their official duties shall have expense reimbursements denied for that day, at the discretion of the President and Treasurer.

Relevant Motions:

Post Board of Directors – September 14, 1990 – San Antonio, TX

Motion Expense reimbursement be denied for any Officer, Regional Director, Appointment, or Committee Chair who has been funded to the S/C for any day in which they fail to perform their official duties. This at the discretion of the President and Treasurer.

Policy: Standing Committee Chairs and Sub-committee Chairs shall submit NSH expenses in a timely manner to the NSH Office.

1. NSH travel expenses within 30-days of completion.
2. Other expenses no later than December 30 of year incurred.

Procedure:

<i>Performed by</i>	<i>Task</i>
Chair	Submit appropriate expense form with documentation of expenses to the Executive Director.
Executive Director	<ol style="list-style-type: none"> 1. Review the expense form for accuracy and make appropriate corrections. 2. If payment is due, forward expense form to the Treasurer for payment. 3. If refund was made to NSH, deposit the check in the NSH bank account and notify the Treasurer.
Treasurer	<ol style="list-style-type: none"> 1. Record the expenses in the appropriate account. 2. Prepare and send reimbursement check, if appropriate.

Relevant Motions:

Board of Directors – October 11, 1988 – Louisville, KY

Motion Persons funded by NSH to attend meetings be required to submit expense forms within thirty days to be eligible for future advance funding from the Society.

Board of Directors – October 26, 1980 – Atlanta, GA

Motion The fiscal year be changed to Jan. 1 to Dec. 31. *For expenses to be allocated to the appropriate fiscal year, they need to be received by the NSH Office within a week of the year end.*

Policy: Upon completion of a term, Standing Committee Chairs and Sub-committee Chairs shall review the NSH Position Descriptions and NSH Policies & Procedures Manual for their position and send revisions to the NSH Secretary.

Procedure:

<i>Performed by</i>	<i>Task</i>
Chair	<ol style="list-style-type: none"> 1. Review the NSH PD and NSH P&P 2. If appropriate, submit revisions to the NSH Secretary.
NSH Secretary	<ol style="list-style-type: none"> 1. Make appropriate revisions keeping in mind: <ol style="list-style-type: none"> a. NSH PD – States general information about responsibilities of the position and qualifications b. NSH P&P – States specific information about responsibilities and if appropriate how they are carried out 2. Send revised NSH PD and NSH P&P to submitting individuals for review.
Chair	Review revisions and notify NSH Secretary of acceptance or additional changes.

<i>Performed by</i>	<i>Task</i>
NSH Secretary	<ol style="list-style-type: none"> 1. If accepted, submit revisions to the BOD for review and approval. 2. If additional changes, repeat previous steps regarding revisions and review.
BOD	Review, discuss, and vote on revisions.
NSH Secretary	Submit BOD approved NSH P&P revisions to the HOD for review and approval.
HOD	Review, discuss, and vote on NSH P&P revisions.
NSH Secretary	<ol style="list-style-type: none"> 1. Replace existing documents with approved documents. 2. Distribute revised documents to individuals affected by the revisions.

Relevant Motions:

Board of Directors – September 15, 1983 – Anaheim, CA

Motion The NSH Secretary develops a policy/procedure manual.

Policy: Appointed Committee Chairs and Sub-Committee Chairs shall submit a letter of resignation to the President each election year. The letter should indicate at least one recommendation for the position. If the current chairperson is interested in continuing, that should also be noted.

Procedure:

<i>Performed by</i>	<i>Task</i>
Appointed Chair	In the election, submit a letter of resignation in July to the President. A letter should be submitted even if the current President is running unopposed.
President	Forward the letters to the President Elect.
President Elect	Review the letters to determine appoints for the new term.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees, A. Appointed Committees

Policy: Committee Chairpersons shall forward all records and property related to the office, to their successor with thirty (30) days, being full cognizant that these are the property of NSH and not of the individual.

Procedure:

<i>Performed by</i>	<i>Task</i>
Outgoing Chair	<ol style="list-style-type: none"> 1. Review and retire records over four (4) years old if they have no direct bearing on the activities of the committee. 2. Retired records are sent the Office for final disposition. 3. After the close of the NSH S/C or upon acceptance of resignation from the position during the term, gather all records and property. Ship to the successor. If the successor has not been determined, ship to the Office.

<i>Performed by</i>	<i>Task</i>
Incoming Chair	<ol style="list-style-type: none"> 1. Send acknowledgement of receipt of records and property as soon as possible 2. If records and property are not received within thirty (30) days, contact the outgoing committee chair and remind them of the policy. 3. If records are not received, contact the President/Speaker
President/Speaker	<ol style="list-style-type: none"> 1. Send a written communication to the outgoing committee chair/sub-committee chair of the policy and the importance of forwarding records. 2. If the communication still does not result in forwarding of records, submit a written complaint to the Judicial Committee of non-compliance to the NSH Bylaws.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees

Article XII – Disciplinary Action

Policy: When a committee member vacancy occurs, the Standing Committee Chair or Sub-committee Chair shall appoint a qualified person to fill the vacancy, with the exception of the Nominations-Election and Judicial Committees where special procedures exist.

Procedure (not Judicial and Nomination-Election Committees):

<i>Performed by</i>	<i>Task</i>
Committee Member	Submit letter of resignation to the Chair.
Chair	Appoint a qualified individual. The Chair can request assistance from the Regional Director.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees, A. Appointed Committees

Article IX – Committees, Section 1 – Standing Committees, B. Elected Committees

Procedure for Judicial Committee:

<i>Performed by</i>	<i>Task</i>
Committee Member	Submit letter of resignation to the Chair.
Chair	<ol style="list-style-type: none"> 1. Notify the Speaker of the resignation letter. 2. Suggest qualified members for fill the unexpired term.
Speaker	<ol style="list-style-type: none"> 1. Confer with the Chair before appointing a member to fill the unexpired term. 2. Notify the selected member of the appointment.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees, B. Elected Committees, 3a. Judicial Committee

Procedure for Nomination-Election Committees:

<i>Performed by</i>	<i>Task</i>
Committee Member	Submit letter of resignation to the Chair.
Chair	<ol style="list-style-type: none"> 1. Notify the Speaker of the resignation letter. 2. If the resignation occurs between HOD sessions, suggest qualified members for fill the unexpired term.
Speaker	<ol style="list-style-type: none"> 1. If the resignation occurs between HOD sessions, confer with the Chair before appointing a member to fill the unexpired term. Notify the selection member of the appointment. 2. If the resignation occurs during a HOD session, a member shall be elected/appointed by the Regional Director with Speaker and Committee approval.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees, B. Elected Committees, 4. Nominations-Election Committee

Policy: When an Appointed Committee Chair vacancy occurs before the end of term, the President shall appoint a new chair, with Board of Directors approval, to complete the term.

Procedure:

<i>Performed by</i>	<i>Task</i>
Chair	Submit letter of resignation to the President.
President	<ol style="list-style-type: none"> 1. Select a current member of the committee or another individual to fill the remainder of the term. 2. Submit the name for approval by the BOD.
BOD	Vote on the appointment.
President	Notify the new chair of the appointment.

Bylaws Reference:

Article IX – Committees – Section 1 – Standing Committees – A. Appointed Committees

Policy: When an Elected Committee Chair vacancy occurs before the end of term, the Speaker of the House of Delegates, in conjunction with the affected committee members, shall appoint a new chair.

Procedure:

<i>Performed by</i>	<i>Task</i>
Chair	Submit a letter of resignation to the Speaker.
Speaker	Communicate with committee members about the resignation and request nominations for chair.
Committee	Submit name(s) of individuals who are interested in being Chair.
Speaker	After consulting with the committee members, select an individual to fill the unexpired term and obtain their consent.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committee – B. Elected Committees

Policy: Appointed Standing Committee Chairs or Sub-committee Chairs not fulfilling their assigned responsibilities may be replaced, by a majority vote of the Board of Directors.

Procedure:

<i>Performed by</i>	<i>Task</i>
BOD	Discuss the problem to determine if replacement is warranted.
President	<ol style="list-style-type: none"> 1. If the BOD determines a replacement would be in the best interest of NSH, write a letter to the current Committee Chair or Sub-committee Chair indicating the issues and the BOD decision. 2. Select an individual to complete the unexpired term. 3. Submit the name for approval by the BOD.
BOD	Vote on the appointment
President	If approved, notify the new chair of the appointment.

Bylaws Reference:

Article IX – Committees, Section 1 – Standing Committees – A. Appointed Committees

Policy: Elected Standing Committee Chairs not fulfilling their assigned responsibilities may be replaced by the Speaker with approval of the Committee.

Procedure:

<i>Performed by</i>	<i>Task</i>
Speaker, Committee members	Discuss the problem with the Committee to determine if replacement is warranted.
Speaker	<ol style="list-style-type: none"> 1. If the Committee determines a replacement is in the best interest of NSH, write a letter to current Standing Committee Chair indicating the issues and the Committees decision. 2. Select an individual to fill the unexpired term.
Committee members	Communicate approval/disapproval of the individual.
Speaker	If approved, notify the new chair of the appointment.

Responsibilities & Procedures

Responsibility: Standing Committee Chairs and Sub-committee Chairs shall:

1. Be cognizant of the mission statement, goals, and policies of NSH and work within them.
2. Acquire a working knowledge of and act in compliance with the NSH Bylaws and HOD House Rules.

Responsibility: Standing Committee Chairs and Sub-committee Chairs shall direct and coordinate the work of their committee. If a committee has an NSH established sub-committee, the Chair shall be aware of the activities of the sub-committee and assist the Sub-committee Chair, if necessary.

Responsibility: Standing Committee Chairs and Sub-committee Chairs shall submit a proposed committee budget, with justification for any changes from the preliminary budget, when requested by the Budget and Finance Committee Chair.

Procedure:

<i>Performed by</i>	<i>Task</i>
Budget and Finance Chair	<ol style="list-style-type: none"> 1. Review expenditures for the previous two (2) years and prepare a preliminary budget. The preliminary budget should be completed to allow time for comments, revision, and submission for the Board of Directors agenda. 2. Send the preliminary budget to the BOD, committee chairs, appointments, HOD Secretary, Executive Director, Meeting Manager, and Budget and Finance Committee members. In the cover letter indicate the deadline for comments and request suggestions for developing sources of revenue.
BOD, committee chairs, appointments, HOD Secretary, Executive Director, Meeting Manager, Budget and Finance Committee	<ol style="list-style-type: none"> 1. Review the preliminary budget taking into account-projected expenditures/revenue for the coming year. 2. Return comments to the Budget and Finance Chair by the deadline.

Responsibility: Standing Committee Chairs and Sub-committee Chairs shall keep committee members updated by sending periodic update reports.

Procedure:

<i>Performed by</i>	<i>Task</i>
Committee chair and Sub-committee chair	<ol style="list-style-type: none"> 1. Have the NSH Office post committee activity on the NSH website. 2. Prepare a Committee Meeting agenda at least 30 days before the meeting during the S/C and send to the Meeting Manager. 3. Send the minutes from the Committee Meeting to committee members copying the President or Speaker, respectively, and the NSH Office.
Executive Director	Post Committee Meeting minutes on the NSH website.

Responsibility: Standing Committee Chairs and Sub-committee Chairs shall submit an article to Editor, NSH In Action updating the membership on committee activities.

Responsibility: Upon completion of the term of office, Standing Committee Chairs and Sub-committee Chairs shall provide a running log of issues and actions that have recurring effects, are not completed, and a reference of where to find details concerning these issues and/or actions.

Responsibility: Appointed Standing Committees shall perform duties as requested by the President and/or Board of Directors.

Responsibility: Appointed Sub-committees shall perform duties as requested by their respective Standing Committee Chairs and the President and/or Board of Directors.

Responsibility: Elected Standing Committees shall perform duties as requested by the Speaker and President and/or Board of Directors.

UNDER REVIEW