



Philippine Nurses Association of
Metropolitan Houston

Policies & Procedures

As we navigate the healthcare landscape in Houston, it's essential for the Philippine Nurses Association of Metropolitan Houston to be well-versed in our policies and procedures.

GET STARTED



Table Of Content

Awards for Outgoing Board Members	1
Awards Program	2
By-laws Amendment	3
Budget/Finance	4
Committees, Standing & Adhoc	5
Delegates, PANMH Representation to other Organizations.....	6
Directory, PNAMH Executive Board	7
Funds Appropriation, Presidential	8
Human Rights	9
Public Relations Sunshine Committee	10
Policy Development	11
Point System	12
Presidential Appointments.....	13
Reimbursement Policy.....	14
Ways & Means	15



Awards for Outgoing Board Members



The purpose of this Policy is to o establish a mechanism for recognizing contribution and dedicated service rendered by each member of the Outgoing PNAMH Executive Board.

POLICY

A. Upon completion of his/her term of office, a PNAMH leadership recognition award will be awarded to the Outgoing President as a token of appreciation for his/her dedicated service.

B. The Outgoing President will present recognition awards to each member of the Executive Board in appreciation for their individual contributions to the success of the organization.

PROCEDURE:

A. The Nomination & Election Committee will announce the newly elected officers. during the last General Membership Meeting of the 2-year presidential term,

B. The Awards Committee will present a Recognition Award to the Outgoing President. After receiving his/her recognition award, the Outgoing President, in turn, will present each member of the Executive Board their respective awards.



Awards Program Policy



The purpose of this Policy is to recognize outstanding nurses for professional excellence and their significant contributions to the professions in the various fields of specialty.

POLICY

A. The PNAMH Nursing Excellence Awards will be given out to selected awardees during the annual Nursing Week Celebration:

1. Nursing Administration
2. Nursing Research
3. Nursing Education
4. Entrepreneurship
5. Service

B. The Awards Committee will be composed of five (5) members which will include the Chairperson and a Co-Chairperson.

C. The committee will be responsible for the overall implementation of the Awards Program based on the approved guidelines and selection criteria.

PROCEDURE

A. The Awards Committee will publicize the search for outstanding Filipino-American Nurses in the Metro Houston area through Filipino newspapers and PNAMH newsletters, website, and flyers six months prior to the Nursing Week Celebration.

B. Award Nomination Forms will be given to Executive Board members for distribution to the general membership and encourage members to participate in the nomination process.



Awards Program Policy



The purpose of this Policy is to recognize outstanding nurses for professional excellence and their significant contributions to the professions in the various fields of specialty.

PROCEDURE

- C. To be considered valid, all nomination forms must comply with the requirements as specified in the Nomination Forms.
- D. All nominations must be received by the Awards Committee on or before the designated deadline at least 6 weeks before the event to allow the committee ample time to accomplish the complex and tedious selection process.
- E. The Awards Committee Chairperson will provide each committee member a packet consisting of: submitted nominations, supporting documents for each nominee, selection criteria, and scoring sheets.
- F. The committee will meet and/or have a teleconference to review all nominations submitted prior to the posted deadline, discuss the use of the score sheets and describe the "blinded" selection process to determine maximum points of scoring of the nominees.
- G. The Committee Chairperson will send all communications to the PNAMH President, PANMH Secretary, and committee members and keep a copy of all nomination forms for filing purposes.
- H. The Chair will notify all nominees to announce the result of the selection process.
- I. The Chair will order the plaques and/or or medallions one month prior to the event.
- J. The PNAMH President and Awards Committee will present each of the awardees the plaques and/or other symbols of recognition deemed appropriate by the Awards Committee per Executive Board approval during the Nursing Celebration Gala.
- K. The Committee will submit receipts and expenses with approval by the President to the Treasurer on or before the day of the Award Ceremony.



By Laws Amendment



The purpose of this Policy is to develop the PNAMH By Laws that will be the rule and guideline that will govern the internal affairs of the organization.

POLICY

- A. The cyclical process for review and/or revision of the PNAMH By laws will be at least every two years to coincide with the term of office of the incoming administration.
- B. The By laws Committee will be responsible for the submission of proposed amendments of the ByLaws to the Executive Board for review and approval.
- C. The Executive Board will have the responsibility for approving the Bylaws.
- D. The General Membership will have the responsibility of ratifying the Bylaws.

PROCEDURE

- A. Amendments to the ByLaws shall be submitted to the Executive Board for review and approval by petition from at least 10 members at least 90 days prior to the last General Membership Meeting of the outgoing administration.
- B. Thirty (30) days prior to the General Membership Meeting, the final draft of the proposed Bylaws will be sent out to members by the best available technology (electronic or postal) for their review.
- C. Amendment to the ByLaws can come from the floor during the General Membership Meeting or the Executive Board.
- D. The General membership will ratify the reviewed and approved ByLaws during the meeting for the incoming administration.
- E. The ByLaws Committee will ensure that all members of the Executive Board get a copy of the newly approved ByLaws.



Budget & Finance



The purpose of this Policy is to establish specific guidelines for the developments and timely submission of budget proposals by the various Officers and Chairpersons of Standing Committees.

POLICY

- A. All Officers/Committee Chairpersons must submit to the Treasurer the budget proposal for their respective committees for the budget year according to the timeline set by the Budget/Finance Committee.
- B. The Treasurer will compile all budget proposals for submission and approval of the Executive Board.
- C. Committee expenditures will be within the limit of their proposed budget. Accurate justification will be required, if expenses are in excess of the allotted budget.
- D. The Treasurer's Record Book will be reviewed quarterly by the PNAMH Auditor and audited yearly by a Certified Public Accountant (CPA).

PROCEDURE

- A. All Standing Committee Chairpersons with the assistance of their committee members will develop a one-year budget plan.
- B. The budget proposal will be itemized to include all foreseen or planned expenses to enable the committee to function and accomplish their goals/objectives.
- C. The completed budget proposal will be submitted to the Treasurer. The Committee will retain a copy of the proposed budget to serve as a reference for the committee in order to keep the expenditures with budgetary guidelines,
- D. The Treasurer will present all the proposed budgets at the Executive Board Meeting for discussion and approval.



Committees, Standing & Adhoc



The purpose of this Policy is to designate work groups with delineated duties and responsibilities for carrying out various operational functions of the organization.

POLICY

A. Per PNAMH By-Laws, the Standing Committees are as follows:

- Archive (Historian)
- Awards
- Budget & Finance
- By-Laws
- Community Outreach
- Education
- Human Rights
- Legislative
- Membership
- Newsletter/Public Relations
- Nomination & Elections
- Policy & Procedure
- Ways & Means-

B. The AdHoc Committees are as follows:

- Adopt-A- College
- Kalusugan
- Musical Extravaganza
- Sunshine Committee
- Website (Informatics & Communication)

C. The Standing and Ad Hoc Committees will have specific purposes, duties, and functions in the overall organizational operations as outlined in the PNAMH By Law.



Committees, Standing & Adhoc



The purpose of this Policy is to designate work groups with delineated duties and responsibilities for carrying out various operational functions of the organization.

PROCEDURE

- A. In collaboration with the newly elected officers, the Incoming President will appoint the Chairpersons/ Co-Chairperson for the various Standing & Ad Hoc Committees in accordance with the By Laws.
- B. Each committee will have the autonomy to recruit their own members, develop their own strategic plans, hold meetings, and pursue activities necessary to accomplish their designated roles and responsibilities.
- C. Within 30 days after the election, the Secretary will send out to the Executive Board the official and completed roster of Committee Chairpersons and members.
- D. The Committee Chairpersons must coordinate and/or seek Board approval for any activity or activities that may have legal and/or financial implications for PNAMH.



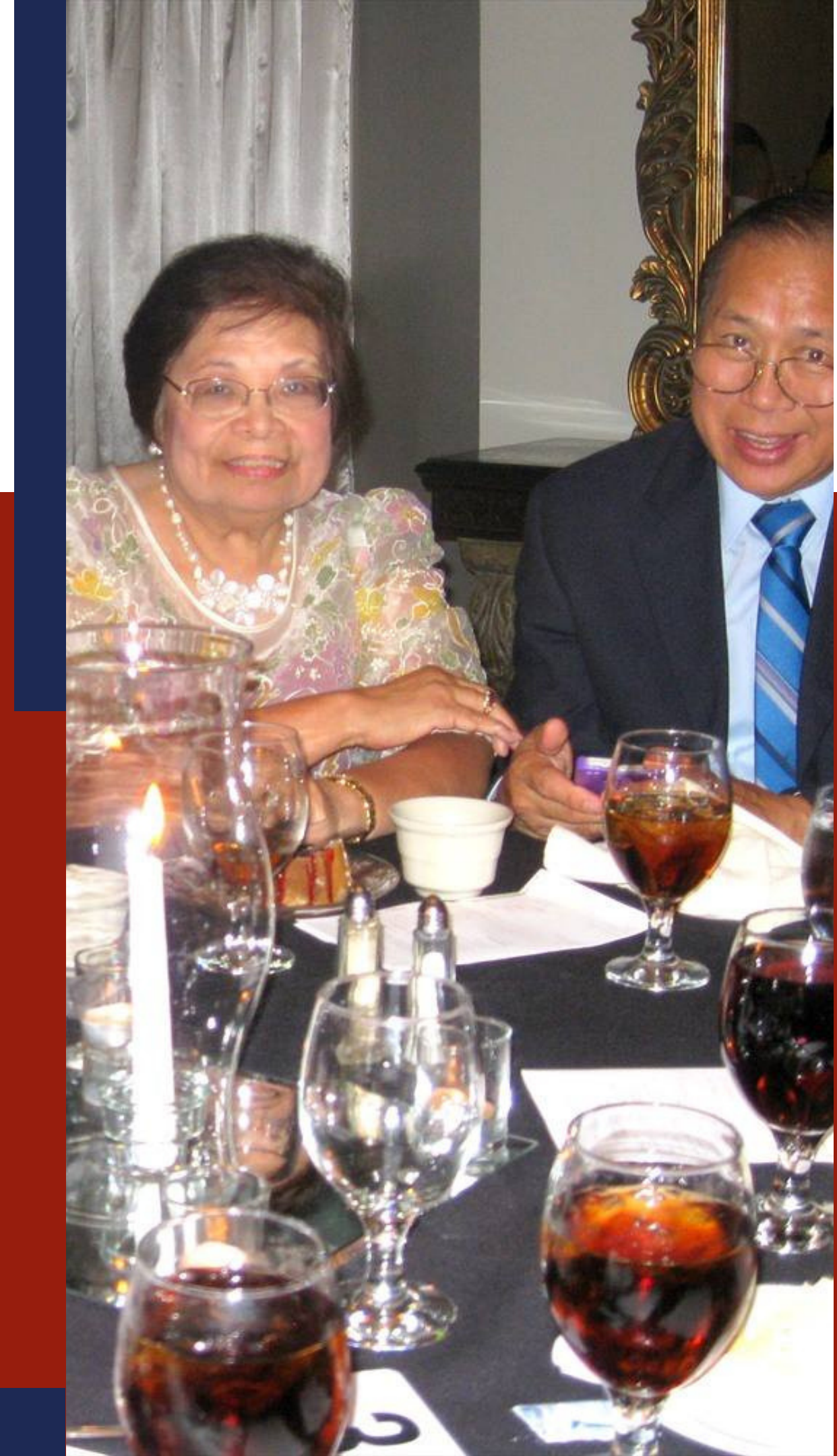
Delegates, PANMH Representation to other Organizations



The purpose of this Policy is to foster professional collegiality and networking with various professional groups and community organizations in order to enhance PANMH's image in the community

POLICY

- A. The President will represent PANMH in all official functions and respond to Invitations from the various nursing and allied health care agencies, civic, and community organizations
- B. The President will have the authority to appoint his/her designee to represent PANMH if his/her schedule does not allow his/her attendance at the event.
- C. As official PANMH representative, the designee will be cognizant of the responsibility and must consider the interest and sentiment of the PANMH general membership on issues requiring a vote or decision.
- D. The choice of a President designee must be based on the following criteria:
 - 1. Professional area of expertise required of the designee to represent PANMH effectively.
 - 2. Financial implication for PANMH and/or designee.
 - 3. Geographical location of the conference/event.
 - 4. Availability of qualified alternates.



Delegates, PANMH Representation to other Organizations



The purpose of this Policy is to foster professional collegiality and networking with various professional groups and community organizations in order to enhance PNAMH's image in the community

PROCEDURE

- A. Upon receiving an invitation from any organization, the President will immediately assess his/her availability for said event.
- B. The President will respond to all invitations in a timely fashion to confirm his/her attendance to ensure PNAMH's representation.
- C. If the President will not be able to honor the invitation, the need for an alternate delegate will be immediately communicated to the Executive Board.
- D. The President will forward all documents (paperwork and/or report) to the chosen designee or alternate delegate and provide appropriate information so as to prepare him/her adequately for the meeting/event.
- E. After the meeting/event the designee will submit a written report to the President giving a summary, evaluation, and recommendation relative to the event.
- F. The President will communicate this information to the PNAMH general membership.



Directory, PNAMH Executive Board



The purpose of this Policy is to facilitate communication and exchange of ideas by telephone, email and/or mail correspondence between the members of the PNAMH Executive Board.

POLICY

A. The PNAMH Executive Board Directory will be developed and distributed to all Members of the Board and Committee Chairpersons by the PNAMH Secretary no later than thirty (30) days after the election.

B. The directory will include a complete listing of names, addresses, telephone numbers, and email addresses of newly elected officers, board members, appointed committee chairpersons and advisory council members.

PROCEDURE

A. After the election, the PNAMH Secretary will compile a complete list of the names, addresses, telephone numbers and email addresses of the newly elected officers, board members, committee chairpersons, and advisory council.

B. The PNAMH Secretary will verify the accuracy of the information prior to making a final draft of the directory.

C. Thirty (30) days after the election, the Directory will be mailed and/or distributed to all the officers, board members, committee chairpersons, and advisory council by the PNAMH Secretary.

D. For ease of correspondence, educational degrees or credentials and/or position titles will be included in the Directory. Examples: MSN, CCRN, PhD etc)

- Other information that may be considered for inclusion to enhance the socialization process among members are: Birthdays, Spouses' names.



Funds Appropriation, Presidential



The purpose of this Policy is to establish budgeting guidelines for appropriating funds to defray the expenses incurred by the President in her PNAMH-related functions and activities.

POLICY

- A. A budget allocation plan will be created for the President to support his/her PNAMH-related functions and activities.
- B. The Budget/Finance Committee's budget proposal will include a specified amount to fund presidential expenses/travel subject to the approval of the PNAMH Executive Board.

PROCEDURE

- A. The Budget/Finance Committee will include a 2-year appropriation plan as a presidential expenses fund subject to the approval of the Executive Board.
- B. The President will keep an accurate record of all expenses incurred (including invoices and receipts) for reimbursement purposes.
- C. An expense report with supporting documentation will be submitted to the Treasurer for reimbursement of incurred expenses.
- D. The Treasurer's Report will reflect all disbursements and reimbursement related to the President's PNAMH-related expenses.
- E. The budgetary allotment for each Presidential term will be done biennially to determine the need for adjustment/changes based on the figures submitted by the outgoing president.



Human Rights



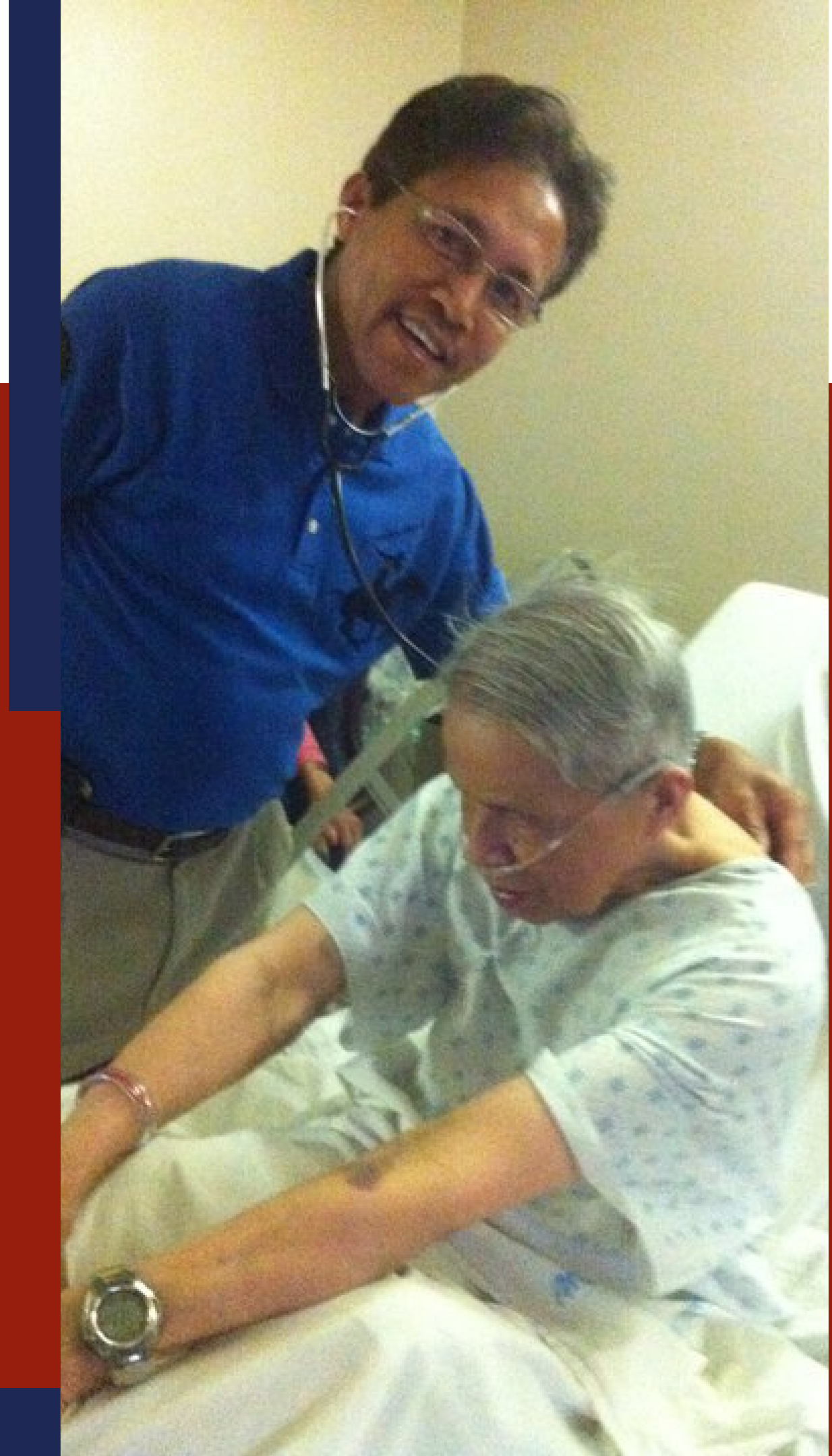
The purpose of this Policy is to establish an organizational protocol for appropriately responding to human rights issues as they relate to PNAMH members, nurses, and the general public.

POLICY

- A. The Human Rights Committee is composed of a chairperson and four (4) members) will be responsible for addressing and responding to concerns relating to human rights issues.
- B. The Committee will evaluate issues, monitor developments, and disseminate information on human rights to PNAMH.
- C. As needed, the Committee will refer and/or consult with the PNAA Executive Board and Legal Counsel to seek counsel/advice in determining appropriate intervention and actions needed to assist the victim of human rights.

PROCEDURE

- A. Individual nurses will communicate to the Human Rights Committee any human rights issues they have experienced or been exposed to personally or knowledge of any human rights issue.
- B. The Committee will review the report and establish contact with the individual verify and gather information, evaluate its relevance and impact on the nurse (s) and/or the general membership.
- C. The Committee will inform the PNAMH Board and if appropriate consult with The PNAA Board is to seek legal counsel as to the appropriate intervention strategy and action plan to be taken.
- D. The Committee will report back to the PNAMH Board regarding PNAA's response and position on the issue, actions taken, outcome and/or status of the issue.
- E. The Committee will keep the general membership informed and alerted of all current (actual) and /or potential human rights issues.



Public Relations Sunshine Committee



The purpose of this Policy is to develop PNAMH's action plan for responding timely to tragic happenings, events, and calamities that affect any of its members.

POLICY

- A. The Public Relations / Sunshine Committee will receive and disseminate information to the PNAMH Board of tragic occurrence (accidents, illness, deaths etc.) and events.
- B. PNAMH, through this committee, will establish communication and/or send appropriate message/card on behalf of the organization.

PROCEDURE

- A. Any individual member may notify the Public Relations/ Sunshine Committee about any tragic happening or event they personally or their families or other tragic events they are aware of through the general membership.
 - The chair of the Sunshine Committee will inform the Executive Board to solicit input and/or make recommendations as to any action plan that may be deemed necessary to assist the individual (s) affected by the tragic event.
 - The President will include the issue as an agenda item during the Executive Board meeting and open for discussion. The course of action discussed will need board approval prior to implementation.
 - Based on the action plan approved by the Executive Board, the Sunshine Committee will ensure that the action plan is carried out in a timely manner.



Policy Development



The purpose of this Policy is to establish guidelines for specific operational functions and processes in order to provide consistency and efficiency in the accomplishments of identified organizational goals.

POLICY

A .The Policy & Procedure Committee will be responsible for the overall policy development process for PNAMH.

B. All policies will be written following the format as outlined below:

- Purpose
- Policy
- Procedure (outline of processes or steps to follow)

C.Policy Development can be initiated at any level of the organization by any member of the Executive Board and Standing Committees, to address issues/concern relative to PNAMH operations.

PROCEDURE

A. Any individual officer and/or committee member who feels the need to write/develop a policy about a major operational issue or process may draft the policy.

B. The draft of the policy will be forwarded to the Policy & Procedure Committee for review and revision into a final draft.

C. The revised draft of the policy will be presented to the President and the Executive Board for review and consideration as to its relevance to the operation of the organization.

D. Upon approval by the Executive Board, the policy will be assigned a Policy #, written in a final draft and incorporated into the Policy & Procedure Manual.

E. The official implementation date of the new policy will be announced to the general membership to ensure compliance with the policy.



EB/Member Name: _____

Date: _____

Point System



Criteria	Measure	Points Assigned	Points Gained	Criteria	Measure	Points Assigned	Points Gained
Attendance: Executive board meeting (PRIORITY CRITERIA)	50%-74% (1-2 times) 75-80% attendance (3-5 times) Over 80% (6 times)	2 4 6		Education: Attendance	Spring seminar Fall seminar	2 2	
Attendance: Membership meeting (PRIORITY CRITERIA)	50%-74% (5-6 months) 75-80% attendance (7-8) Over 80% (9 -10)	2 4 6		Submit poster presentation to conference	1 poster 2 posters 3 posters	1 2 3	
Membership recruitment (PRIORITY CRITERIA)	1-5 recruits 6-10 recruits More than 10	2 4 6		Podium speakers	1 presentation 2 presentations 3 presentations	1 2 3	
Fundraising: Attendance	1 activity 2-3 activities 4 or more activities	1 2 3		Newsletter: Submit Article	1 article 2 articles 3 articles	1 2 3	
Fundraising: selling tickets of PNAMH events (i.e. Funwalk, Crawfish boil, and other PNAMH fundraising activities)	Sell 5-9 tickets Sell 10-15 tickets Sell 16 or more	2 4 6		Participation: Community Outreach (CO)	2 activities 3-5 activities Over 5 activities	1 2 3	
Solicit ADs	Solicited \$100-199 Solicited \$200-299 Solicited \$300-399 Solicited \$400- and above	1 2 3 4		Notes: Minimum points - 25 Maximum points - 50		Total:	
Nursing Gala: ticket sales	Sell 5-9 tickets Sell 10 tickets-15 tickets Sell corporate table x1 Sell corporate table x2 or more	1 2 3 4					

Presidential Appointments



The purpose of this Policy is to empower the President to appoint officers, board members, and committee chair persons to fill vacant Executive Board positions and Committees.

POLICY

A. Upon election into office, the President will make recommendations to the Executive Board on all proposed appointees which will include but not be limited to the following:

1. Assistant Secretary
2. Assistant Treasurer
3. Committee Chairpersons

B. With Board approval, the President will make appointments to fill vacant positions resulting from:

1. Officer resignation from position.
2. Illness or demise of a Board Member.

PROCEDURE

A. Immediately after the election, the newly elected President will submit the names of appointees for Assistant Secretary, Assistant Treasurer, and Committee Chairpersons to the Executive Board for approval.

- The timeliness of these appointments is crucial if the appointees are to be part of the Induction Ceremony for the newly elected board.

B. When a vacancy occurs within the PNAMH Board due to a resignation, illness, and/or demise of any Board Member, the President will make an appointment to fill the vacant position with the approval of the Executive Board within 30 days.



Reimbursement Policy



The purpose of this Policy is to establish criteria for allocating funds to delegates attending the national and or regional conventions.

POLICY

- A. PNAMH members can apply for convention funds using the PNAMH Point system. Minimum points of 25 is required to qualify for funding.
- B. Disbursement of funds as approved in the annual budget will be distributed equally to qualified delegates up to and not exceeding \$400.
- C. The qualified delegates who received funding are mandated to attend the convention's general assembly, and the education and leadership events.
- D. The Executive Board members and Non-executive board members may qualify either the National or Regional conventions.
- E. Retirees are exempted from attending the Education and Leadership event.
- F. PNAMH Foundation will supplement Educational Funding based on the current MOU.
- G. The President and the President Elect are exempted from educational funding since they already have their annual budget.



Reimbursement Policy



The purpose of this Policy is to establish criteria for allocating funds to delegates attending the national and or regional conventions.

PROCEDURE

- A. PNAMH members in good standing will submit the PNAMH Point System Form at least one (1) month prior to the National and Regional convention.
- B. The Executive Board will review, evaluate and approve the delegates representing PNAMH.
- C. The points earned on that year can only be used for 1 national or regional convention of the same year unless the activity involved is a continuous one i. e. Committee Chairs.
- D. Delegates will follow PNAMH Reimbursement policy.
- E. The President or President- Elect will be responsible for submitting the approved delegates to the PNAMHFI for Educational funding at least one month before the convention.



Ways & Means



The purpose of this Policy is to develop and implement fundraising activities designed to ensure the financial viability and stability of the organization.

POLICY

- A. The Ways & Means Committee will be composed of a chairperson and co- chairperson and members.
- B. The committee will be responsible for developing and implementing fundraising strategies and/or projects designed to augment the PNAMH Treasury.

PROCEDURE

- A. The Ways & Means Committee will solicit and/or identify fundraising ideas from The PNAMH Board Members
- B. The committee will develop specific action plans for carrying out the logistics and mechanics of the selected fundraising activity
- C. The committee will submit the project proposal for approval of the Executive Board and communicate the planned fundraising activity to the general membership to seek their support for the project.
- D. The committee will provide a report to the Executive Board at the monthly meeting on the progress/status of the fundraising activity.
- E. After the completion of every fundraising event, the committee will submit a written report to the Budget/Finance Committee and the Executive Board providing full details of the financial outcome of the fundraising activity including the net profit (total amount raised).

*** All fundraising activities must be completed before the end of the official term of the Ways and Means Committee.

