



# Component Association Policies

# TABLE OF CONTENTS

<b>CAS-001</b> .....	<b>1</b>
MINIMUM NUMBER OF MEMBERS .....	1
<b>CAS-002</b> .....	<b>1</b>
CHAPTER MINIMUM NUMBER OF MEETINGS .....	1
<b>CAS-003</b> .....	<b>1</b>
STATE/REGIONAL MINIMUM NUMBER OF MEETINGS.....	1
<b>CAS-004</b> .....	<b>2</b>
COMPONENT ASSOCIATION NONCOMPLIANCE.....	2
<b>CAS-005</b> .....	<b>3</b>
MODEL BYLAWS .....	3
<b>CAS-006</b> .....	<b>3</b>
MEMBERSHIP LIST USE.....	3
<b>CAS-007</b> .....	<b>4</b>
DOOR PRIZES .....	4
<b>CAS-008</b> .....	<b>4</b>
SHIPMENTS FOR MEETINGS .....	4

## **CAS-001**

### **MINIMUM NUMBER OF MEMBERS**

Officially recognized component associations shall maintain a minimum number of 7 Individual Professional, Student, and Postgraduate members. Failure to maintain this minimum number of members shall result in the AHDI board of directors' consideration of dissolution of the component association in accordance with AHDI's bylaws.

Written: 7/95  
Revised: 10/06  
Reviewed: 11/06  
Legal Review: 11/96

## **CAS-002**

### **CHAPTER MEETING REQUIREMENTS**

Officially recognized AHDI local chapters shall hold no less than one (1) business meeting and may be held in conjunction with an educational meeting.

The local chapter's Board of Directors shall meet at least quarterly each year either in person, via conference call, or electronically to conduct the business of the local chapter.

Failure to institute initiatives with a written summary of activities undertaken shall result in the AHDI Board of Directors' consideration of dissolution of the local chapter in accordance with AHDI's bylaws. Minutes of at least 1 business meeting shall be submitted to AHDI with copies to the President and Board Partner, for each meeting.

Written: 7/95  
Revised: 10/06  
Reviewed: 11/06  
Legal Review: 11/97

## **CAS-003**

### **STATE/REGIONAL MINIMUM NUMBER OF MEETINGS**

Officially recognized AHDI state/regional associations shall hold no less than one (1) business and one (1) educational meeting for members each year. The business meeting(s) may be held in conjunction with the educational meeting(s).

The state/regional Board of Directors shall meet at least quarterly each year to conduct the business of the state/regional association.

Failure to hold the minimum number of meetings shall result in the AHDI Board of Directors' consideration of dissolution of the state/regional association in accordance with AHDI's bylaws. Minutes shall be submitted to AHDI with copies to the President and Board Partner, for each meeting.

Written: 7/95  
Revised: 11/97  
Reviewed: 11/06  
Legal Review: 11/97

## **CAS-004**

### **COMPONENT ASSOCIATION NONCOMPLIANCE**

A component association that fails to abide by the bylaws, policies, and goals of AHDI as set forth in their petition for AHDI recognition or that fails to pay any special assessments levied by the House of Delegates may have component association recognition revoked by the AHDI Board of Directors.

The component association must comply with the following in order to maintain recognition:

- elect officers by November 15 of the year previous to which they will take office (component association model bylaws)
- have at least 1 business and 1 educational meeting per year (state/regional) (CAS-003)
- have at least 7 Individual Professional, Student, or Postgraduate AHDI members (CAS-001)

To assure complete communication and compliance between the component association and its members, the AHDI administrative office will:

- mail or e-mail information packet to component association Presidents
- communicate through appropriate Association publications
- mail or e-mail correspondence related to noncompliance

The AHDI Board Partner will:

- communicate requirements through email, standard US mail, or via telephone

Written: 1/98  
Revised: 10/06  
Reviewed: 11/06  
Legal Review: 1/98

## **CAS-005**

### **MODEL BYLAWS**

Following the House of Delegates meeting, the AHDI bylaws committee shall annually review component association model bylaws, updating and revising them as necessary. Revised component association model bylaws shall be made available by the following January 1.

Current model bylaws will be sent with the petition for recognition to new component associations.

Written: 1/96  
Revised: 11/04  
Reviewed: 11/06  
Legal Review: 11/96

## **CAS-006**

### **MEMBERSHIP LIST USE**

Component association Presidents will be provided a membership list at the beginning of each calendar year.

In addition, the Presidents will receive a monthly report from AHDI which will provide changes in membership status, including new, lapsed, renewing, and prospective members, and address and/or name changes.

The purpose of the list is to update component association mailing lists to:

- welcome new AHDI members and inform them about your component association
- contact members who have let their membership lapsed
- correct change of name or address for members

Addresses and telephone numbers are to be used for AHDI component association business only and shall be regarded as confidential information.

Written: 1/96  
Revised: 10/06  
Reviewed: 11/06  
Legal Review: 11/96

## **CAS-007**

### **DOOR PRIZES**

Requests for door prizes that are received from AHDI component associations will be acknowledged and sent, when appropriate. AHDI will send a designated item to the meeting's door prize coordinator or other appropriately designated representative. Door prizes may be furnished for annual meetings, symposiums, or special events.

A door prize shall be included in all component shipments for meetings attended by an AHDI-sponsored representative.

Written: 1/94  
Revised: 11/04  
Reviewed: 11/06  
Legal Review: 11/97

## **CAS-008**

### **SHIPMENTS FOR MEETINGS**

When an AHDI representative is planning on attending a component association meeting as an AHDI representative, they should contact the component association and get the following information:

- scheduled meeting information
- number of registrants
- date and time of event
- shipping address and phone number

The AHDI representative should call the designated staff member to give the above information 10 days in advance of scheduled meeting. Shipments will include a sample of AHDI products, order forms, and will be no more than 1 box.

Shipment will be sent 3 working days before the required day of arrival and the tracking number for the shipment must be provided to the AHDI representative before their arrival at the designated site.

Written: 11/96  
Revised: 11/04  
Reviewed: 11/06  
Legal Review: 11/97