

**HFMA – Wisconsin Chapter**

**Board of Directors  
POLICIES & PROCEDURES**

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<b><u>Policy and Procedure Manual Chapter:</u></b> Programs	<b><u>Director Responsible:</u></b> VP of Programs	
<b><u>Approval Date:</u></b> March 11, 2016 <b>Revised November 9, 2017.</b>	<b><u>Effective Date:</u></b> March 11, 2016	

**A. PURPOSE**

The chapter's educational programs are one of the primary sources of revenue for the Chapter. Set forth below are the specific policies with respect to educational programs.

**B. POLICY**

1. Registration Fees- The Chapter shall charge program registrants a registration fee that is appropriate for the prudent management of the Chapter. Registration fees should be set at level necessary to serve members and attain the annual Chapter budget approved by the Board of Directors.
2. Waiver of Registration Fees- The registration fee for a Chapter education program (excludes social events) may be adjusted in the following instances:
  - The registration fees are waived for the following positions:
    - i. Chapter Officers (excludes Board of Directors unless functioning in a different capacity)
    - ii. Program Chair and Vice Chair coordinating the Chapter's Fall, Winter, or Spring Programs.
    - iii. Chair of the Social Committee that is working with the staff on the meeting location.
  - WHA- Ex Officio
  - Scholarship Winners and Students as identified by the Scholarship Committee
  - The registration fee for all speakers will be waived
  - The registration fee for past Chapter Presidents will be waived at the Annual Chapter meeting.
  - The registration fee for unemployed members will be waived for all programs during their unemployment (excludes co-sponsored programs).
  - The registration fee is waived for scholarship winners and certain student applicants as defined in scholarship committee policy (e.g., 2 years or upon graduation whichever is shorter).
3. Certificates- Reduced Fee or Fee Waiver
  - All new members will be given one certificate for the full registration fee for one chapter program (excludes co-sponsored programs and social events) to encourage participate in the Chapter activities.
  - Sponsor certifications which entitle sponsors to receive free program

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registration will be recognized. The number of certificates is based on sponsorship level as defined in annual sponsorship benefit materials (e.g., Platinum- 6, Gold- 4, Silver- 2, Bronze- 1). Certificates are valid for 2 years.

- The Certification Committee, with prior Board approval, may select an attendee from a certification overview/pre-examination review session to receive a free program registration certificate.
- Certificates may not be used for the bi-annual Mega Conference.
- Committees issuing certificates (e.g., Membership, Sponsorship, Certification, and Scholarship) are responsible for creating, maintaining and distributing to VP of Programs and the Program Registrar, a list of certifications that have been granted to either individuals or organizations.
- Certificates shall contain expiration dates, names of individuals or organizations, and a number system.
- Certificate use shall be reported back to the issuing committee such that actual use/effectiveness may be evaluated.

**4. Registration Refunds**

- Substitutions within the same organization are allowable.
- Full refund of the registration fee, less a \$25 processing charge, will be granted if a cancellation is received up to 5 days prior to the meeting (before date final tally is due at the venue).
- 50% refund, less a \$25 processing charge will be granted if a cancellation is received up to 48 hours prior to the meeting.
- No refund will be issued if the cancellation is received within 28 hours of the start of the first scheduled event (e.g., Wednesday Welcome Reception, or registration)
- Exceptions to the policy may be allowed at the discretion of the V.P. – Programs, in consultation with the Chapter President.

**5. Expense Reimbursement:**

The Chapter shall pay all expenses necessary for the presentation of an approved meeting or educational session. Allowable meeting and educational session expenses shall include, but not be limited to the following:

- Meeting Facilities
- Hospitality room, including refreshments and other supplies
- Speaker honorariums and responsible travel expenses as outlined in the Speaker Contract.
- President attending chapter programs, hotel room (excluding incidentals),

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- mileage and chapter sponsored social events (e.g., golf, fishing, etc.)
- President Elect's hotel room (excluding incidentals) at the Annual Chapter Meeting.
  - The VP of Programs will be provided a hotel room.
  - The Program Chair and Vice Chair, as well as the Social Chair, who are coordinating the program will be provided hotel rooms (excluding incidentals) and reimbursed for mileage at the current IRS mileage reimbursement rate.

The Chapter member or speaker incurring the expense shall submit a Chapter Expense Report to the Program Chair or VP of Programs for approval. All approved requests shall be submitted to the Treasurer for payment. The request shall identify meeting date and be accompanied by supporting documentation.

6. The Chapters' educational programs are a major source of revenue for the Chapter. Accordingly, the programs should be operated on a break-even or positive cash flow basis, unless otherwise approved by the Board of Directors. The VP of Programs and program chairpersons will prepare an annual program budget which will generate a reserve as required by the Chapters' long range strategic plan, unless otherwise approve by the the Board of Directors. Specific policies with respect to the education program budget are set forth below:
- Non-budgeted expenditures may be verbally approved by the VP of Programs. Significant revenue or expense variances should be submitted to the Board of Directors for their review.
  - The Chapter accounts for revenues and expenses on an accrual basis.

**C. REFERENCES**

None

**D. DOCUMENT HISTORY**

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