DVHIMSS Policies and Procedures

Updated July 21, 2026

Delaware Valley Chapter, Healthcare Information and Management Systems Society

This document provides the policies and procedures of the DVHIMSS chapter to help ensure adherence to the by-laws.

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Document Revision History

Date	Author	Comments
10/1/12	Nancy Bucceri	Original draft
11/28/12	Nancy Bucceri	Initial board review and edits
12/4/12	Nancy Bucceri	Final
7/19/16	Andy Farella	Review
10/30/17	DVHIMSS Board	Final Review
5/21/19	Elliot Wilson	Update
7/12/2022	Debbie Yogel	Review

Annual Board Review

Date	Notes
12/12/12	Initial board approval
7/14/16	Board reviewed at annual retreat
7/13/17	Board reviewed at annual retreat
7/16/18	Board reviewed at annual retreat
7/21/2022	Board review at annual retreat

Purpose and Review Process

The purpose of this document is to provide formal guidance to the DVHIMSS board of directors around the policies and procedures for managing the chapter in accordance with its mission and the chapter bylaws.

This document is to be reviewed annually by the board. Changes to the policies and procedures described in this document require a simple majority vote.

DVHIMSS Mission

The Delaware Valley Healthcare Information and Management Systems Society is an affiliated chapter of HIMSS – a non-profit society dedicated to lead healthcare transformation through the effective use of health information technology.

We sponsor education programs and networking events to provide professional development opportunities and disseminate relevant information to HIMSS members in southeastern Pennsylvania, southern New Jersey and Delaware, local and regional governmental representatives, and the Delaware Valley healthcare industry. As health information technology (HIT) touches nearly every aspect of the provision of healthcare, we seek to connect to and collaborate with those in our region committed to the goal of improving patient care through the effective use of HIT.

DVHIMSS Territory

DVHIMSS boundaries are set by HIMSS National and include Eastern Pennsylvania, Southern New Jersey and the state of Delaware.

New Jersey is not officially within the boundaries as set forth by HIMSS, but DVHIMSS recognizes that the greater Philadelphia area includes southern New Jersey and that many of our chapter members draw from that part of the state. Therefore, membership to persons outside of the official area, such as central PA or New Jersey may be accorded by the Chapter, should a request be received.

DVHIMSS Board Election

Election Process

Within two months of the end of the fiscal year, the Board of Directors will convene a nominating committee to manage the election process for those board seats whose terms are ended. The nominating committee will be composed of board members whose seats are not up for election in the current year.

Nominations

The nominating committee will solicit nominations from the chapter membership over a three week period. Sitting board members wishing to continue serving on the board of directors will submit their nominations to the nominating committee. Upon the deadline for nominations, the nominating committee will review the submissions for eligibility as described below.

Elections

Once the nominating committee verifies the eligibility of the nominees, it will create an election ballot in an electronic format to be communicated to all chapter members for voting. The chapter members will have at least three weeks to submit their ballots electronically. No late votes will be counted in the board member elections.

Shortage of Nominations

Should the number of eligible nominations be equal to or less than the number of board seats up for election, the Board of Directors, through a simple majority board vote, may suspend chapter elections. In this case, each and all of the nominated candidates will be approved to join the Board of Directors.

Eligibility Guidelines

DVHIMSS recognizes the right to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and receipt of service and Chapter shall not discriminate.

Nomination to the Board of Directors does require the nominee meet the minimum set of requirements as set forth by HIMSS National, as well as the requirements set forth by the chapter.

Eligibility

Candidates are considered eligible to participate in the board of directors election process if they meet all of the following:

- Active HIMSS / DVHIMSS membership for a minimum of one year as of the date when they would take office.
- They have attended at least one DVHIMSS chapter function in the year preceding the date of their application
- Are not currently serving on the board of directors for another chapter
- Are not currently serving on HIMSS national board of directors

Membership Representation

The nominations committee shall ensure that eligible candidates represent the characteristics of the chapter membership therefore:

- An equal number of provider/payer and vendor candidates will be selected for the election when possible to ensure the composition of the board of directors is equally split between provider/payers and vendors[1]
- The nominating committee reserves the right to limit the number of nominees from a single organization.

[1] A vendor is considered any organization and/or individual who sells a product or service. Consulting organizations, software, hardware, connectivity sellers are all examples of vendors.

Other Considerations

The nominations committee works with the authority of the board of directors and may consider other criteria to determine if a candidate is eligible to participate in the election process. Criteria that are incorporated in the evaluation process include but are not limited to:

- Current or past volunteer work for the board
- Industry recognition (i.e. publications, industry presentations, awards)
- CPHIMS/FHIMS credential

Officers

The by-laws set forth the President, President-Elect, Secretary/Immediate Past President, and Treasurer as officers and the Chapter have also established the Membership Vice President and Programs Vice President as officers.

Board of Directors – Annual Retreat

All returning board members and newly elected board members are expected to attend the annual board retreat, usually scheduled in July. The purpose of this retreat is to complete the board turnover,

introduce all board members, recognize board accomplishments and contributions and lay the foundation for the coming year of business, including establishing committees and formulating the program calendar.

All incoming board members are to attest to having read and understood the DVHIMSS Chapter By-Laws prior to assuming board responsibilities.

Board of Directors – Regular Meeting Attendance

Overview and Expectations

Attendance at regularly scheduled board meetings is a key expectation for all board members to help with ongoing planning, decision making and ensure orderly management of the Chapter.

A board meeting must have a simple majority present to be called to order.

Board members should not miss 2 consecutive or 3 regularly scheduled Board meetings overall during the Board calendar year. The board calendar matches the fiscal year, which is July 1 through June 30.

Board members are expected to serve in an active role on at least one committee.

Notification

In the event someone cannot attend a meeting, they should notify the Secretary at least 24 hours in advance.

Any materials or information normally presented by said member at the Board meeting should be provided to the Secretary so information can still be presented and reviewed.

Tracking and Follow-up

Attendance records will be kept for all scheduled Board meetings by the Chapter Secretary and an attendance grid maintained and included with the Board meeting minutes. Any discrepancies should be brought to the Secretary's attention immediately.

If a member has missed two meetings in a Board calendar year, the president (or president-elect if the absentee member is the president) will follow up with the member to see if they will have availability and time to commit to future involvement on the Board. If after counseling someone has missed more than three meetings in a Board calendar year, the Board officers will review the circumstances and make a decision regarding that individual's continuance or removal from the Board.

Committees

DVHIMSS is comprised of the following committees:

- **Programs.** This committee plans the content and logistics around our events, which number about four per year. This committee is led by an officer, Program Vice President.
- **Membership**. This committee oversees membership drives and seeks new opportunities to engage health IT professionals and students. This committee is led by an officer, Membership Vice President.
- **Sponsorship.** This committee is responsible for recruiting and retaining annual sponsors. This committee is chaired by a director who may or may not be an officer.

- **Communications**. This committee is responsible for all membership communications, maintenance of the website and the use of social media. This committee is chaired by a director who may or may not be an officer. The webmaster reports into this committee and may or may not be a director or officer of the board.
- **Advocacy.** This committee helps the chapter keep abreast of government activities around healthcare IT at the local and regional level. This committee is chaired by a director who may or may not be an officer.
- ~~**Diversity, Equity and Inclusion** . This committee formed in 2019 focuses on DEI in HealthCare and Information technology, and education for our membership. This Committee is chaired by a director who may or my not be an officer.~~
- **Finance Committee**: The Finance committee represents board members and the Treasurer.
- **Scholarship**: This committee was established in 2024 with the desire to promote Digital Health Technology education and leadership opportunities in the greater Philadelphia region, by offering a platform to our future leaders. The first/single scholarship was awarded in Aug 2025 at our inaugural scholarship award year.

Any DVHIMSS member in good standing may be a volunteer on any one of the committees. The committee chair is responsible for recruiting and accepting volunteers from the membership at large to serve on their committee. The committee chair may use his or her discretion in accepting volunteer posts.

Communications Process for Program Events

Program communications to members must be supported by the appropriate registration process in the established registration system. The registration page for any program should be built at least four weeks prior to the event when possible.

Following are the steps that should be followed in order to adequately promote programs:

- All Communications Set-up Request Forms, (found on the Chapter shared drive), are sent to the Communications chair 7 days in advance of when the communication release date. The chairperson will work with their committee to create registration, email, and social media communications. Email blast requests that do not need a Communications Set-up Request Form for registration should be sent to the Communications chairperson. (Example: Save-the-Date message). This is to help ensure appropriate document version control for the web master(s).
- For each program event the Communication chair or committee member will work with the Program Committee to provide a primary contact for the Communications Team to work with.
- The Program Committee can opt to craft the email content and send to the chair for editing, addition of sponsor recognition, etc., or ask the chair to do it.
- The Communication Chair will refer all other communication blast requests and Communications Set-up Request Forms they get to the committee and copy the requestor with a reminder that we are trying to ensure proper version control by having only one person feed the content to the webmasters. The Communications member assigned with the task will:
  - Contact the Sponsorship chair to confirm any sponsor recognitions that are in an email blast.
  - Check all email blasts for any embedded links and confirm the links are correct before sending out the blast.

    - Send out a maximum of one email blast a week unless otherwise warranted by the Communications Team, or a critical error occurs in the original blast. (i.e. the date and place is wrong or the link doesn't work). Corrections such as misspellings, agenda changes, and speaker changes will be made to the next scheduled blast.
- The Communications Team will meet regularly to ensure the following (see Appendix A for Checklist):
    - Upcoming event Save the Date status for any planned program
    - Confirm Save the Date can/did go out at least 6 weeks, preferably 8 weeks prior to the event.
    - Outstanding issues preventing release.
- Upcoming event Announcement and Registration email blast status
    - Confirm full registration can/did go out at least 4 weeks, preferably 6 weeks prior to event and every week leading up to event.
    - Outstanding issues preventing release.
- Requests for other email blasts and social media postings
- Website Maintenance Status:
    - Sponsors to add/remove
    - Calendar events to add/remove
    - Announcements to add/remove
    - Past Program presentations to add/remove
- Other Items
    - Any issue that needs to be addressed

Program Cancellation and Refund Policy

As a non-profit organization run entirely by volunteers, DVHIMSS is dedicated to providing valuable programs to its members at the lowest price possible. Due to the high cost of processing refunds, all registrations are final and non-refundable. Exceptions will be made by each event chair and noted on registration communications. This does not include the annual fall conference in Atlantic City, which has its own cancellation policy set by the joint planning committee.

A member that cannot attend a program for which they have registered may send an alternate in their place.

DVHIMSS will refund any paid registrations to members in the event DVHIMSS cancels a program or event.

Membership Survey

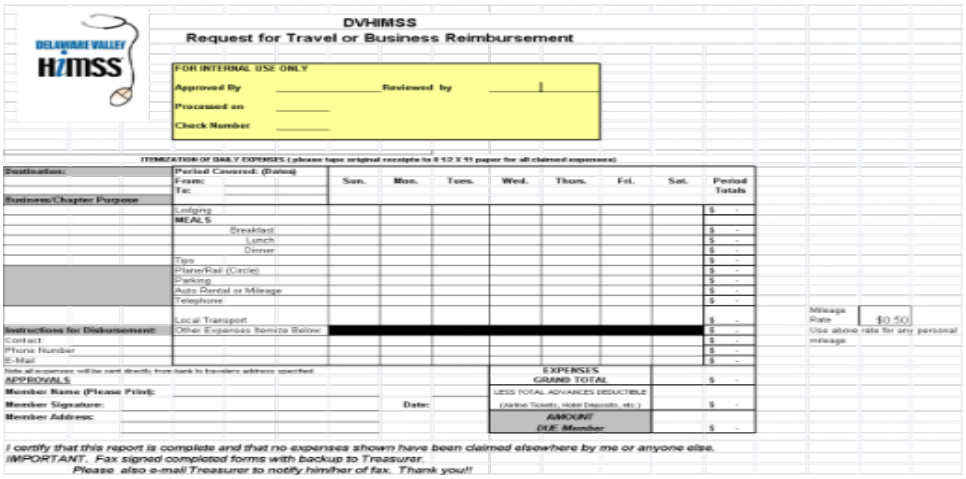
DVHIMSS will periodically survey the general membership as a means to measure member satisfaction with the chapter programs and events and to solicit input for future programs and events. Surveys will generally be conducted electronically every two years.

Expense Reimbursement Policy

As an Affiliated Chapter of the Healthcare Information and Management Systems Society, no member, officer, or any person connected with the Chapter, shall receive, at any time, any pecuniary benefit from the operation of the Chapter. Any disbursement of funds shall be for services rendered to or for the benefit of the Chapter in meeting its purpose. All such payments shall be made in accordance with the Bylaws.

General Expense Reimbursement Procedures

All reimbursable expenses, whether for chapter related travel or other business expenses, such as a speaker gift, event catering, marketing materials, etc. must be submitted to the chapter Treasurer using the following form, available on the Chapter shared drive or from the Treasurer.



DVHIMSS

Request for Travel or Business Reimbursement

FOR INTERNAL USE ONLY

Approved By _____ Reviewed by _____

Processed on _____

Check Number _____

ITEMIZATION OF DAILY EXPENSES (please tape original receipts to 8 1/2 X 11 paper for all claimed expenses)

Destination:	Period Covered: (Dates)	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Period Totals
	From:								
Business/Chapter Purpose	To:								
	Lodging								$ -
	MEALS								
	Breakfast								$ -
	Lunch								$ -
	Dinner								$ -
	Tips								$ -
	Plane/Rail (Circle)								$ -
	Parking								$ -
	Auto Rental or Mileage								$ -
	Telephone								$ -
	Local Transport								$ -
Instructions for Disbursement:	Other Expenses Itemize Below								$ -
Contact:									$ -
Phone Number									$ -
E-Mail									$ -

Mileage Rate $0.50 Use above rate for any personal mileage

Note all expenses will be sent directly from bank to travelers address specified

		EXPENSES GRAND TOTAL	$ -
		LESS TOTAL ADVANCES DEDUCTIBLE (Airline Tickets, Hotel Deposits, etc.)	$ -
		AMOUNT DUE Member	$ -

APPROVALS

Member Name (Please Print): _____

Member Signature: _____ Date: _____

Member Address: _____

I certify that this report is complete and that no expenses shown have been claimed elsewhere by me or anyone else.

IMPORTANT. Fax signed completed forms with backup to Treasurer.

Please also e-mail Treasurer to notify him/her of fax. Thank you!!

Reimbursement forms should be submitted within 30 days of occurrence to ensure reimbursement.

A member must get prior approval by the Treasurer for any reimbursable expenses. If the actual expense is not known, an estimated range may be used at the Treasurer's discretion.

Expenses greater than $150.00 require a vote by the Board of Directors. Once the Board approves the expense, the Treasurer can release the funds upon receipt of the form and receipts.

All reimbursable expenses require a stated purpose for tax filing and receipts.

At the Treasurer's discretion, the form and receipts may be scanned and submitted electronically.

All expenses are to be recorded by the Treasurer according to the requirements as set forth in the Bylaws.

The Treasurer may authorize and pay the following expenses without requiring board approval:

- Annual Board Retreat dinner.
- Registration, T&L for the president to attend the HIMSS National Conference.
- T&L for one officer (generally the president or president-elect) to attend the annual HIMSS Leadership Workshop. HIMSS National will reimburse one other attendee.
- The registration cost of all board members to attend the annual fall Atlantic City conference with NJHIMSS. DVHIMSS will cover the T&L expenses for board members that are required to attend or who are serving in a volunteer staff role. (DVHIMSS may, by board vote, rescind this policy if financial conditions warrant).
- T&L of a director or officer requested by the board to attend an event or meeting.
- Officers and Directors that have to travel greater than 150 miles one way to a DVHIMSS event will be reimbursed for reasonable transportation costs (mileage and tolls) at prevailing IRS mileage rates (.555 per mile in 2012).

Requests for Funds

Full board approval is required for any purchase over $150. It requires a brief proposal to the board explaining the purpose of the funds, the benefit to the chapter, the cost, a statement of work or proposal (if professional services are being requested) and any other information requested by the board.

Organizations often approach DVHIMSS for grants, sponsorship or donations. Such requests require a board member sponsor who must submit the Sponsorship Request form for a full board vote, regardless of the amount being requested (Appendix B).

Financial Management and Tax Preparation

The board Treasurer and President oversee the financial operations of the chapter and ensure the appropriate tax documents are filed and policies and procedures are in place.

DVHIMSS uses an outside tax accountant to prepare the annual form 990-EZ and 8879-EO required by the federal government. The Treasurer is responsible for making sure the accountant has the required files and other information as soon as possible after the fiscal year ends (June 30) and the books are closed out for the previous year. Typically, the Treasurer signs the 8879-EO, but another officer of the board can sign it in the event the Treasurer is unavailable.

The Financial Review checklist required by HIMSS is the responsibility of the Treasurer to assemble but cannot be signed by the treasurer. The President must sign. The chapter must comply with the process and timing dictated by HIMSS National in the HIMSS Chapter Manual and use the form provided.

DVHIMSS Publications

DVHIMSS may publish newsletters, articles, books, journals, blogs and similar materials as the Board determines are necessary and desirable.

Use of DVHIMSS Logo

Organizations and individuals may not use the DVHIMSS name, logo or other brand marks for promotional purposes without the express permission of the board of directors.

Conflicts of Interest

Directors and officers are to administer Chapter affairs honestly and economically and exercise their best care, skill, and judgment for the benefit of the Chapter, and good faith in all transactions relating to their duties for the Chapter.

Directors and officers should recuse themselves from voting on motions that present a conflict of interest, such as work for hire involving their firm.

Public Relations

DVHIMSS officers and directors are to direct all public relations inquiries regarding HIMSS to the HIMSS National chapter liaison assigned to DVHIMSS. Directors and board members may grant interviews with journalists or others related to chapter mission, events and programs only. All other interviews need to be cleared with HIMSS National first.

Social Media

DVHIMSS may elect to use social media such as LinkedIn, Facebook, Twitter, etc. and will encourage members to use it for:

- Networking and exchanging ideas related to the DVHIMSS mission,
- Member recruitment and retention,
- Promotion of programs related to the DVHIMSS mission.

DVHIMSS does not permit the use of social media for commercial business advertisement or promotion purposes.

DVHIMSS cannot permit members to use DVHIMSS sponsored social media, such as the LinkedIn Discussion Group, for job postings. HIMSS National requires all job postings to go through Job Mine.

Use of the DVHIMSS Board Shared Drive

To facilitate information sharing among the board a designated board member shall play the role of administrator of the Microsoft Teams shared team and shall grant access to all new board members. The shared drive should be the source of truth for documents such as member lists, meeting minutes, budgets, program calendars and other important documents used to manage the chapter. Folders are established for each committee and appropriate subfolders within these to organize the information. Directors and officers are encouraged to use the Microsoft Teams to avoid duplication of data and documentation lost within emails.

Board Members and Event Payment

Board members need not pay registration fees to attend DVHIMSS events as a recognition of the work they put into the board as volunteers. Board members are responsible for their travel and lodging expenses to events.

This policy will be revisited as needed based on the financial standing of the organization.

Sponsor Management

Annual Sponsorship Program Summary

DVHIMSS has an annual Sponsorship Program defined on the website Sponsorship page and in materials maintained by the Sponsorship Committee. Information about annual sponsorships is maintained in the Sponsorship Spreadsheet on the shared drive. The Sponsorship Spreadsheet has a worksheet for current sponsors and a separate sheet in a similar format for all sponsorship history. Sponsorship starts the day

payment on the day an official company Purchase Order is received by the member of the Sponsorship Committee or the Treasurer. We maintain the following information:

- Sponsor
- Board Member Main Point of Contact
- Level
- Joint Sponsor
- First Name 1
- Last Name 1
- Title 1
- Phone 1
- Email Address 1
- First Name 2
- Last Name 2
- Title 2
- Phone 2
- Email Address 2
- Web Address
- Last Payment Date
- Last Payment Amount
- Last Sponsorship End Date
- Payment Date
- Payment Amount
- Sponsorship End Date
- Current Payment Status
- Logo on Website (Y/N)
- Remarks

Invoicing Process

Once a sponsor commits, an email is sent to the Treasurer indicating this info:

- Sponsor Company Name
- Name of main point of contact
- Email address of main point of contact
- Sponsorship level
- Dollar amount
- PO Number (if applicable – see below)

Payment for the sponsorship can be done automatically through the website. Additionally PO's are accepted. This is optional. If you receive a PO number you may deem the sponsorship as activated. Enter "PO Received" in the spreadsheet under "Payment Status" and enter the PO date under "Last Payment Date". Enter the PO date + 1 year to "Sponsorship End Date". Enter the amount paid in "Payment Amount". When the check is received change "Payment Status" to "Paid".

If a PO was not issued, wait until the check is received. The Treasurer should inform the Sponsorship Committee when the check is received. Now you may deem the sponsorship as effective. Enter "Paid" in the spreadsheet under "Payment Status" and enter the check date under "Payment Date". Enter the check date + 1 year to "Sponsorship End Date". Enter the amount paid in "Payment Amount".

New Sponsor Procedure

- Once sponsorship is activated we record the start date and end date (one year later) in the Sponsorship Spreadsheet.
- The Sponsorship Committee informs the sponsor that their sponsorship is activated and send a communication such as this to obtain graphic files:
  - For the DVHIMSS Website: Need a 72 DPI (Dots per inch) image of your logo, no larger than 142 x 65 pixels in JPG/JPEG format.
  - For the DVHIMSS Printable Promotional Collaterals (Banners, Table Tents, etc) we need a 300 DPI (Dots per inch) high resolution image of your logo, of at least 3000 x 1800 pixels in any one of these formats – TIFF, JPG/JPEG, BMP, or PSD.
- Graphic files about a sponsor are stored on the DVHIMSS Shared Drive. Once received, upload to the location on Google drive under Sponsorship Committee > Sponsors > Active > <Sponsor Name>.
- The Sponsorship Committee informs the Communications Committee and forwards this information:
  - Name of sponsor
  - URL (web address to be used for the link)
  - Indication that they are cleared for payment
  - Graphic image logo(s) for that specific sponsor attached

Sponsorship Renewals and Terminations

- The Communications Committee does not need to be made aware of any renewal payments for existing sponsors.
- Communications Committee does need to know when a sponsor terminates so that their logo is removed.
- The Sponsorship Committee engages the sponsor to seek renewal 2 months prior to the renewal date. If renewal is agreed, follow the Invoicing Process.

Updating the Sponsor Spreadsheet

- It is MOST important to keep data about sponsor and sponsor interaction up to date in the spreadsheet.
- The Sponsorship Committee will keep the sponsorship spreadsheet updated with all activities such as "AFF – 10/20/17: Sent a reminder email to sponsor" in the "Remarks" column. Be sure to include initials and date.

Dual Sponsor Process

- Dual sponsorship is only available at the Corporate and Executive levels. If a sponsor wants dual sponsorship either DV or NJ will be the main point of contact.
- We record the main point of contact chapter in "Joint Sponsor".
- That chapter will collect the whole amount.
- The other chapter will invoice the contact chapter for half the amount.
- The contact chapter will issue a check to the other chapter.
- We will track whether a sponsor is joint in the spreadsheet in column D as follows:
  - "No" – Means they are a DV only sponsor.
  - "Yes – NJ" – Means they are a joint sponsor and NJ is the main point of contact.
  - "Yes – DV" – Means they are a joint sponsor and DV is the main point of contact.

Appendix A: Communication Committee Checklist

Communications Team Bi-Monthly Status – Call Checklist	Check	Follow up Required / Comments
Save the date email blast to go out?		
Registration Request form complete and signed off by Program Event Chair?		
Registration page set up to go out?		
Registration email blast?		
Website sponsors to be added/deleted?		
Website scrolling announcements to be added/deleted?		
Website home page announcements to be added/deleted?		
Event posters or flyers to be developed?		
DVHIMSS brochure/calendar of events updated?		
Board of directors page – directors to be added/deleted (July only)		
LinkedIn discussions to be added?		
LinkedIn announcement to be added? (1/week permitted)		
LinkedIn poll to be added?		
Press Release or other social media		

Appendix B: Sponsorship/Grant/Donation Request Form

Request for Sponsorship/Donation

Requesting Organization	
Name Street Address City ST ZIP Code	
Cell Phone Work Phone	
E-Mail Address Date of Sponsorship Request Brief History/Goals of the Organization	

Description of Sponsorship Request	
Event Purpose:	
Date of Event	
Location Requested $ Amount History of Event	

Event Promotion Plan (Include how DVHIMSS sponsorship would be promoted)
List of Attachments (Include agenda if related to a specific event)

Description of Value to DVHIMSS members
INTERNAL USE ONLY

Considerations	
Availability of requested funds Measurable value to DVHIMSS members Proximity to a DVHIMSS event	
Conflict with the national HIMSS Conference "black out" dates	
If request is for Co-Sponsorship, HIMSS national approval required.	

DVHIMSS Board Member's Approval or Denial Record	
Approved (Name/Date)	**Denied (Name/Date)**