

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	Department: Corporate	Policy No.: ADM 0003
	Issued by: Corporate Chief Executive Officer	Revision No.: 1
Subject: <i>Dues for Professional Business Organizations</i>	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: July 1, 2002
		Supersedes Policy: 9/1/99
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- I. **PURPOSE:** To define expenditure criteria for dues and professional organization memberships.
- II. **POLICY:** HHSC funds shall be expended only to further the purposes of HHSC. Expenditures for business organization dues for the facilities and employees shall be limited as set forth herein.
- A. **Facility/Corporate Memberships:**
- Facility administrators/CEO's and corporate officers with authority to approve expenditures may authorize payment for membership dues for the facility/HHSC where the membership will provide identifiable benefits to the operations of the facility/HHSC. The benefit may include education, significant and relevant networking, advertising, promotion of common interests, or other benefits which further HHSC's health care mission. Examples of memberships which qualify include, but are not limited to, various health care organizations, such as NAPH and HAH, and general business organizations that are instrumental in conducting business in the area, such as the local Chamber of Commerce. Documentation of the anticipated benefits signed by the approval authority shall be kept with the payment records.
 - Each facility shall limit facility membership to HAH, NAPH, and local Chamber of Commerce except upon prior approval of the Corporate CEO.
 - Memberships which do not provide a tangible benefit to the facility/HHSC may not be purchased using HHSC funds. Although these types of organizations may provide great value to individual employees which may have a positive effect on the facility/HHSC, there is an insufficient nexus between the benefit and the cost to legally allow expenditure of public funds for these memberships.

B. **Membership Dues for Individual Employees:**

- No funds may be expended for the individual membership costs of any employee, including healthcare professional societies and other business related organizations.
- Where the cost of a facility/HHSC membership exceeds the cost of individual membership in a health care related organization, the Corporate CEO will consider a request to allow payment for an individual employee membership instead of the facility/HHSC membership in order to achieve membership status in the most cost effective fashion, but this is only in lieu of facility membership.
- Where an individual membership fee is paid based upon the exception noted above, documentation of the exception signed by the approval authority shall be kept with the payment records.
- The Corporate CEO may make other exceptions within his/her discretion.

III. **PROCEDURE:**

A. **Facility Expenditures:**

- Expenditures authorized under this policy shall be approved by the facility administrator/CEO. Where an employee seeks reimbursement for an individual membership, or a corporate membership not listed above is sought by a facility, submit a written request for approval to the Corporate CEO describing the justification and cost.

B. **Corporate Expenditures:**

- Expenditures by the corporate office shall be approved by the Corporate CEO or his designee upon submittal of a written request.