

NAHNS POLICY MANUAL

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Memorandum of Publication

This Policy Manual was first discussed and approved subject to annual review and approval, by the NAHNS Board of Directors at the National Convention held at Greensburg, Pennsylvania, on Sunday, September 22, 1985.

This Policy Manual issue covers revisions discussed and approved by the NAHNS Board of Directors at the NAHNS National Convention held at San Francisco, California, September 1994.

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Revision to this Policy Manual was approved by the NAHNS Board of Directors and Delegates at the September 1996 NAHNS National Convention held at Milwaukee, Wisconsin.

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ARTICLE I: COMMITTEES - DUTIES AND RESPONSIBILITIES

Section 1: Associate Services Committee

1. This special committee shall consist of a chair, the NAHNS second vice president, regional vice presidents and five (4) other members as feasible to be geographically inter-spaced as to locations within NAHNS overall membership, as recommended by the chair and approved by the NAHNS president.
2. Duties and responsibilities of the chair:
 - a) Promote and coordinate activities of the Ambassador Club, Associate Membership group, "I Stand for Holy Name" program, and such other programs of a fund raising nature as are appropriate and innovative and established by the executive board.
 - b) Shall forward all monies received promptly to the financial secretary and coordinate the issuance of membership certificates or cards or other articles associated with such programs.
 - c) Shall advise the executive officers and regional vice presidents of membership enrollments and provide a semi-annual report to the executive board as to the status and progress of such activities.

Section 2: Canonization Cause of Blessed John of Vercelli

1. This permanent committee shall consist of a chair and four (4) other members as recommended by the chair and approved by the NAHNS president.
2. Duties and responsibilities of the chair:
 - a) Coordinate all activities of the Blessed John Cause sponsored by the association.
 - b) Shall be responsible for securing and coordinating the obtaining of signatures (prayer pledges) needed for the plea for the canonization process.
 - c) Shall communicate with the archdiocesan/diocesan units regarding Blessed John activities through the respective local chair.
 - d) Strive to have each diocesan union member appoint a local chair so as to facilitate the work of this committee.
 - e) Shall suggest new ideas to and via the committee, for the Cause for Canonization of Blessed John of Vercelli, for presentation to the NAHNS president and the executive board for approval.
 - f) Shall work in conjunction with the office of communications to see that at least semi-annual reports are provided the membership on The Cause activities.
 - g) Shall be responsible for depositing all monies forwarded to the chair by the financial secretary.
 - h) Shall be responsible for maintaining all financial records and render reports as to all Blessed John Funds.
 - i) Shall coordinate requests and see to the distribution of all medals and cards touched to the relic of Blessed John.

Section 3: Communications Office

1. This permanent committee shall consist of a director, assistant director, the NAHNS first vice president, secretary, public relations director, newsletter editor, custodian of records and printing office and two other members recommended by the director and approved by the NAHNS president.
2. Duties and Responsibilities of Director:
 - a) Work with the newsletter editor and public relations director to assure that communications received and or referred to this office are properly handled.
 - b) Provide assistance to NAHNS officer's chairpersons and committees in developing their correspondence to include editing, copying and mailing thereof.
 - c) Tabulate the results of the biennial census of member unions conducted in conjunction with submission of candidates for awards, and report said results to the executive board and the member unions.
 - d) Prepare and keep up to date the NAHNS' history including involvement of people therein, biographies of officers and their respective offices, and create a "Who's Who of National Holy Name People".
 - e) Arrange for records to be kept at the Office of Communications, Printing and Records Office, and see to it that a custodian keeps the records indexed, boxed, and properly stored. Periodically remind those who are involved in official NAHNS matters to forward their files for storage at the office of communications.
 - f) Minersville, Pennsylvania, is the official headquarters of NAHNS by Charter. The Office of Communications is to maintain the official post office box of NAHNS and see to it that all mail coming to NAHNS is handled or forwarded to responsible officers and/or committee chairs.
 - g) Maintain the NAHNS official mailing list and apprise NAHNS officers of its availability. Copies of the list, or sections thereof, may be provided upon proper request at a price set forth by the executive board.
 - h) Maintain in the Records and Printing Office the official telephone of NAHNS [410] 276-1166. Provide for an answering machine with transcribed message to include pertinent information of NAHNS current activities and events. The director is responsible for responding to inquiries and/or referring any inquiries to the appropriate person for handling.
 - i) Provide three (3) sets of mailing labels of members to the NAHNS third vice president for convention mailings.
 - j) Provide the membership with a listing of the executive board of NAHNS with names, titles, addresses, phone numbers, and other pertinent and helpful information, to include committee memberships.
 - k) See that corrections in names, addresses, etc., of officers, clergy, committee members, regional vice presidents etc., are publicized and brought to attention of the membership.

Section 4: Constitution Committee

1. This permanent committee shall consist of a chair, a parliamentarian, legal counsel, and three (3) other members as recommended by the chair and approved by the NAHNS president.
2. Duties and responsibilities of the chair:

- a) Review proposed amendments and make recommendations thereon to the general membership.
- b) In accordance with the NAHNS Constitution, make proposed changes to the NAHNS Constitution as timely submitted by member unions available for distribution to member units at least 30-days prior to the annual convention.
- c) Provide the office of communications with a current approved copy of the NAHNS constitution so that current copies may be provided NAHNS officers and others as directed, and also have such available to meet requests for copies by member unions and others upon request.

Section 5: Convention Committee:

1. This permanent committee, as defined in our constitution, shall consist of a chair, the NAHNS third vice president, and 3 to 5 other members as nominated by the chair and approved by the president, who are as far as possible to be geographically inter-spaced as to locations within NAHNS overall membership.
2. This committee shall operate as per specific guidelines set forth in the NAHNS Convention Manual, and as otherwise directed by the president.

Section 6: Financial Advisory Committee

1. This permanent committee, as defined in our constitution, shall consist of a chair as appointed by the NAHNS president, the financial secretary, the treasurer, a NAHNS vice president, and other financially oriented persons recommended by the financial advisory committee chair and approved by the NAHNS president.
2. Duties and responsibilities of the committee:
 - a) Explore and create new avenues of fund raising.
 - b) Shall establish the guidelines and reporting format of financial reporting for the association.
 - c) Enforce the financial guidelines set forth and approved by the executive board.
 - d) Shall ensure that an annual review of the financial records of this association is accomplished in accordance with generally accepted accounting and financial guidelines.
 - e) Review and determine that the inventory and records of the supply office are maintained in accordance with the policies and procedures of this association.
 - f) Periodically review the dues structure of this association and make recommendations as to changes therein to the executive board.

Section 7: Legal Counsel

1. This permanent committee shall consist of a lawyer working for the association's best interests.
2. Duties of NAHNS Legal Counsel shall be to advise the president and the association in general in all legal matters relating to the association.

Section 8: Newsletter Editor

1. This permanent committee shall consist of the newsletter committee shall consist of the newsletter editor, office of communications director, public relations director and at least five (5) sales persons as feasible to be geographically inter-spaced as to locations within NAHNS overall membership, as recommended by the newsletter editor and approved by the president.
2. Duties and Responsibilities of the Editor:
 - a) The editor shall edit and arrange to have published the National Association's newsletter.
 - b) The editor shall promote and solicit subscriptions to the newsletter in conjunction with the sales committee.
 - c) The editor shall constantly strive to improve the quality and quantity of items in the newsletter.
 - d) The editor shall be reviewed annually by an evaluation committee appointed by the NAHNS president as to conduct of operations of the newsletter office. An honorarium may be paid annually according to guidelines set forth in this policy manual.
 - e) The editor shall forward all subscription monies and donations received to the financial secretary.

Section 9: Publicity and Public Relations Committee

1. This permanent committee shall consist of a director, the office of communications director, newsletter editor and five (4) other members as feasible to be geographically inter-spaced as to locations within NAHNS overall membership as recommended by the public relations director and approved by the NAHNS president.
2. Duties and responsibilities of the director:
 - a) The public relations director shall make known the activities of this association and its members, and shall issue press releases of these activities to the National Catholic News Services and other news media channels.
 - b) The public relations director shall handle publicity and public relations for the association.
 - c) The public relations director shall advise the NAHNS president, the NAHNS executive board, regional vice presidents and other committee chair as to proper publicity and public relations procedures.
 - d) The public relations director shall coordinate all activities with the director of the office of communications.
 - e) The public relations director shall give guidance to diocesan members as to local publicity for board meetings and annual meetings or conventions.

Section 10: Religious Activities Committee

1. This permanent committee shall consist of a chair, the NAHNS second vice president, and three (3) other members as recommended by the chair and approved by the NAHNS president.

2. Duties and responsibilities of the chair.
 - a) Coordinate all NAHNS religious activities including, but not limited to: Bring 'Em Back Alive, Nocturnal Adoration, Ecumenism, Celebrate Life (Jubilee Year 2000), Evangelization, and Retreats and Renewal, Prayer and Memorial Services, Prison Apostolate.
 - b) Develop archdiocesan and diocesan religious programs as may be desired or requested, and/or provide counseling for such programs in conjunction with the National Holy Name Spiritual Director.
 - c) Coordinate progressive movement of all activities to include the promotion of vocations.
 - d) Shall function under the direction of the NAHNS president and national holy name spiritual director. General duties to be overseen by the NAHNS second vice president.
 - e) Memo: Celebrate Life (Jubilee Year 2000) Committee has, by board action, its own chair. The religious activities chair should still solicit advice, etc., from this chair.
 - f) Where appropriate and valid national organizations exist, the religious activities chair shall refer such inquiries to such bodies. For example: Nocturnal Adoration Society; Ecumenism; National Office for Evangelization; NCCB Pro-Life Committee; National Retreat League, etc.

Section 11: Sales Committee

1. This permanent committee shall consist of the NAHNS president, NAHNS first vice president, financial secretary, treasurer, supply officer and the immediate past NAHNS president.
2. Duties and responsibilities of the committee:
 - a) Decide on the feasibility and render approval of supply officer purchases in amounts exceeding that, which has been authorized by the membership.
 - b) Gives recommendations to the executive board as to any new items to be carried in the supply office inventory.

Section 12: Supply Office

1. This permanent committee shall consist of the supply officer, financial secretary, and such other members, as the supply officer deems necessary with approval of the NAHNS president.
2. The supply officer is subject to appointment by each newly elected NAHNS president.
3. The supply officer shall be reviewed annually by an evaluation committee appointed by the NAHNS president to determine if proper or suitable office operations and procedure are being followed.
4. An honorarium may be paid annually to the supply officer according to guidelines set forth in the NAHNS Policy Manual.
5. Duties and responsibilities of the supply officer:
 - a) Shall submit to the president at least 90-days notice if for any reason the officer can no longer function as supply officer, or no longer be able to store or distribute supplies.

- b) Forward any mail, other than supply orders, to the office of communications for review and disposition.
- c) Store, maintain, and protect the official supplies of NAHNS.
- d) Procure and distribute all such supplies as are under the jurisdiction of this office in a responsible manner.
- e) The Office of Supply will provide the financial secretary with ALL sales. The financial secretary, in turn, will generate an invoice to the customer.
- f) Will order supplies through the financial secretary by using the purchase order system. Purchases exceeding the authorized dollar amount may not be made until approved by the financial secretary and treasurer.
- g) A perpetual inventory system will be maintained on the computer system by the financial secretary. Every invoice generated will automatically adjust the inventory level.
- h) The physical inventory will be conducted by members of the financial advisory committee.
- i) Regularly review the price list and suggest any changes thereof to the president and executive board at times other than yearly.
- j) May afford discounts and markdowns on merchandise according to guidelines in the NAHNS Policy Manual.
- k) Submit on a monthly basis receipts and record of out of pocket expenses to the financial secretary, in order to be properly reimbursed.
- l) When banners are ordered, a fifty per cent deposit is required at the time the order is placed. The balance is due immediately after banner is received.

Section 13: Youth Committee

1. This permanent committee shall consist of a chair, the essay contest chair, and four (4) other members as feasible to be geographically inter-spaced as to locations within NAHNS overall membership, as recommended by the chair and approved by the NAHNS president.
2. Duties and responsibilities of the chair:
 - a) Shall coordinate the assembling of people and projects considered to be of use and interest to the younger Holy Name member.
 - b) Shall present to the NAHNS executive board at the meetings and conventions the viewpoints of the younger Holy Name Society members.
 - c) Shall encourage young people to join or remain in the Holy Name Society and be active members.
 - d) At least every five (5) years strive to learn of Holy Name Societies that have Junior Holy Name Societies or equivalent groups by means of the National Holy Name Newsletter or by including a request for such information in opportune mailings from the Communications Office.
 - e) Provide for support and encouragement of Catholic youth groups.

Section 14: Anti-Pornography Committee

1. This special committee shall consist of a chair, the NAHNS second vice president and regional vice presidents.
2. Duties and responsibilities of the chair:

- a) Coordinate activities relating to anti-pornography for the association.
- b) Inform and advise the association of all pertinent legislation relating to anti-pornography matters.
- c) Develop methods of liaison between the association and other organizations dedicated to public action and concerns relative to anti-pornography such as Citizens for Decency Through Law [CDL], Morality in Media, etc.
- d) Coordinate efforts of this association in working for changes in law or interpretations of law at all governmental levels.
- e) Promote work in diocesan union members by working with diocesan union anti-pornography program chair.
- f) Any official statements that relate to this committee and its purpose should be first screened by the committee and the national president before being issued. The national president may take into consideration advice from our episcopal moderator and national holy name spiritual director.

Section 15: Celebrate Life (Jubilee Year 2000)

- 1. This special committee shall consist of the chair, the NAHNS second vice president, and the religious activities chair.
- 2. Duties and responsibilities of the chair shall distribute nationally approved material on Jubilee Year 2000 to all member unions and individuals.

Section 16: Essay Contest Committee

- 1. This special committee, like all committees, operates under the direction of and subject to the enactment thereof by the president.
- 2. This special committee shall operate under the jurisdiction of the Youth Committee chair. It shall consist of a chair, and such number of judges as deemed appropriate, and such other members as deemed necessary by the chair and approved by the NAHNS president.
- 3. Duties and responsibilities of the chair:
 - a) Coordinate a program whereby the “winning essays” in the junior high school division and senior high school division of those diocesan or archdiocesan who hold such contests are solicited, gathered, and judged.
 - b) The theme for each essay contest is to be the same as for the theme of the national convention of such year.
 - c) Secure an adequate number of lay and religious judges to review the entries, and set up procedures for judging so that judging is fair and promptly accomplished.
 - d) Shall receive essays sent to the approved post office box of NAHNS, open such, number them and distribute them to the judges.
 - e) Shall receive essays back from the judges and assemble those of highest grade for transmittal for final judging.
 - f) When final judging has been completed, notify winners and other pertinent persons, schools, etc.
 - g) A \$100 prize is to be awarded by the National Association to one winner of each contest division. Checks to accomplish payment to winners are to be obtained from the NAHNS treasurer.

- h) Prepare a report for the executive board as to the number of entrants by state and/or diocese/archdiocese of those participating.
- i) See that copies of the winning essays for both junior high school and senior high school divisions are forwarded to the newsletter editor, office of communications and public relations director, to include information about such winners as available, as well as the NAHNS program.
- j) The committee should provide assistance to member diocesan unions who are planning or holding essay contests.

Section 17: Evangelization Committee

- 1. This special committee may function as a separate committee or as a sub-committee to the religious activities committee.
- 2. If operated separately shall consist of a chair, the NAHNS second vice president and the religious activities chair.
- 3. Duties and responsibilities of the chair:
 - a) Formulate programs on evangelization for member unions for suggested use.
 - b) Coordinate the program to fit in with the over all religious programs of NAHNS, working with the religious activities chair.
 - c) Remain in contact with the National Office of Evangelization, New York City, and work our national programs in concert with their national programs.

Section 18: Family Life Committee

- 1. This special committee may function as a separate committee or as a sub-committee to the religious activities committee.
- 2. Shall consist of a chair, vice chair, the NAHNS third vice president, and five (5) other members as recommended by the chair and approved by the NAHNS president.
- 3. Duties and responsibilities of the chair:
 - a) Formulate programs on family life for member unions suggested use.
 - b) Obtain and make known any programs, which the National Conference of Catholic Bishops [NCCB] may have on family life.
 - c) Maintain contact with the Family Life Center, Catholic University of America, Washington DC.

Section 19: Prayers and Memorial Service Committee

- 1. This special committee shall consist of a chair, the NAHNS second vice president, religious activities chair, and two (2) other members as recommended by the chair and approved by the NAHNS president. At least one member of the clergy is to be asked to serve on this committee per request to be made by the president to the chairman of the clergy committee.
- 2. Duties and responsibilities of the chair:
 - a) Develop programs for prayer and memorial service activities for member unions.
 - b) Keep informed of such programs as conducted by member unions and other units and report such to the newsletter editor for publicity thereof.

Section 20: Prison Apostolate Committee

1. This special committee shall consist of a chair, the NAHNS third vice president, and two (2) other members as recommended by the chair and approved by the NAHNS president. A member of the clergy is to be asked to serve on this committee per request to be made by the president to the chairman of the clergy committee.
2. Duties and responsibilities of the chair:
 - a) Develop programs for the establishment of Holy Name Societies in correctional institutions.
 - b) Work with Holy Name Societies presently established in correctional institutions.
 - c) Work with archdiocesan and diocesan units in assisting them in starting programs for correctional institutions.
 - d) Keep the information current in the booklet "Inside the Walls" as a suitable reference and guide for archdiocesan and diocesan union and other HNS counterpart chairs.
 - e) Provide general information and assistance on working with the prison chaplains who may seek various forms of assistance in this ministry.
 - f) Develop awareness of federal, state, county and local institutional programs devoted to prison ministry and methods to interact with them.
 - g) Develop publication of booklets, prayer services, etc., in large, easy to read type.

Section 21: Pro-Life Committee

1. This special committee may function as a separate committee or as a sub-committee to the religious activities committee.
2. Shall consist of a chair or coordinator and five (5) other members as feasible to be geographically inter-spaced as to locations within NAHNS overall membership as recommended by the chair [coordinator] and approved by the NAHNS president.
3. Duties and responsibilities of the chair [coordinator]:
 - a) Coordinate any activities of Pro-Life, and especially provide a means of communication with the Holy Name Society from NCCB or other appropriate organizations with our member Unions.
 - b) Shall keep informed of all legislation and judicial decisions, which concern the pro-life area and inform the association of such legislation.
 - c) Shall develop methods of liaison and coordination with local, state and national Right to Life organizations and the National Council of Catholic Bishops.
 - d) Shall facilitate participation in activities such as the annual March for Life, Pro-Life Sunday [1st Sunday in October] and other community projects of public witness and demonstration.
 - e) Shall coordinate efforts of this association in working for changes in law or interpretations of law at federal, state and other levels.

Section 22: Retreats and Renewal Committee

1. This special committee may function as a separate committee or as a sub-committee to the religious activities committee.

2. Shall consist of a chair, the NAHNS second vice president, and five (5) other members spread about the country, as recommended by the chair and approved by the NAHNS president.
3. Duties and responsibilities of the chair:
 - a) Keep informed of retreat and renewal activities in NAHNS member unions and report on such to the NAHNS membership by various means such as the National Holy Name Newsletter.
 - b) Publicize national programs on retreats and days of recollection as secured from other organizations such as the National Retreat League.
 - c) Render a report on retreats and renewal activities at the national convention.

Section 23: Social Action Committee

1. This special committee shall consist of a chair, vice chair, the NAHNS second vice president, and three (3) other members as recommended by the chair and approved by the NAHNS president.
2. Duties and responsibilities of the chair:
 - a) Advise and counsel the archdiocesan and diocesan unions and parish Holy Name societies on social action and/or social justice programs.
 - b) Develop social action programs for NAHNS.

Section 24: Committee Administration

1. The chair of each committee will be responsible to personally present any oral comments at each board meeting and annual meeting or convention. Presentation time is to be limited to three minutes unless otherwise allowed by the national chair.
2. Thirty-days prior to the annual meeting/convention and the spring board meeting, the chair of each committee shall provide a report to the president of the respective committee's activities.
3. A copy of the report of activities is to be provided the office of communications no later than 30-days prior to each board meeting or annual meeting/convention in order to allow time for printing and collating of such material.
4. Recommendations for the new incoming committee may be submitted in writing to the incoming president.
5. If the committee chair cannot provide a timely copy of its committee report to the communications office for duplication, then such chair is to provide:
 - a) For the annual convention, 125 copies of reports for distribution to the board and member delegates.
 - b) For the spring board meeting, 50 copies of reports for distribution to the board.

ARTICLE II: LEADERSHIP CONTINUITY

Section 1: Responsibilities of the NAHNS President and Executive Officers

1. Immediately upon election of the new NAHNS officers, the new president and executive officers will meet to appoint the chair of each committee.
2. The effect of this process will be that the officers have input in the decision making process of committee selection.

ARTICLE III: SPECIFIC POLICIES OF NAHNS

Section 1: Commission and Payment.

1. Supply Officer: Shall receive an annual commission based on 10% of the total sales deposits each month, to be paid on a current basis each following month. If a new supply officer is appointed due to incapacity, resignation, or non-appointment of the existing supply officer, an amount of \$200 per month shall be paid for fiscal year or remaining partial year. An office rental of \$100 per month will be paid to the supply officer if the supply officer's residence is used for the storage of supplies. Ordinary and necessary office expenses will be reimbursed 100% upon submittal of receipts in evidence thereof to the financial secretary.
2. Newsletter Editor: Shall receive a payment of \$200 bi-monthly. The editor will submit in writing a monthly report to the financial secretary indicating the newsletter subscriptions by category: New, renewed, life, free. Free newsletter subscriptions will not be included in the calculation. Ordinary and necessary office expenses will be reimbursed 100% upon submission of receipts in evidence thereof to the financial secretary.

Section 2: Supply Office

1. The supply officer's duties and responsibilities and operations of this office will be reviewed annually by an evaluation committee appointed by the NAHNS president and report given to the executive board.
2. An annual physical inventory will be taken by members of the financial advisory committee and results submitted to the financial secretary.
3. Prices of all items in the inventory shall be reviewed by December 31 annually by a committee consisting of the supply officer, financial secretary, treasurer, NAHNS president, and two (2) others acquainted with finances and marketing so that markup and markdowns can be made officially on January 1 annually.
4. Discounts up to twenty per cent on items purchased may be given to member unions provided such union's dues are currently paid.
5. Supply items are to be shipped primarily by UPS. All other shipments to include mailings of invoices and other notices are to be by regular postage.

6. The supply officer should strive to secure items of a reasonable price and quality. In doing this, suppliers may be contacted for purpose of comparing goods as to quality and price.

Section 3: Newsletter Office

1. The newsletter editor's duties and responsibilities and the operations of this office will be reviewed every two years by an evaluation committee appointed by the NAHNS president and report given to the executive board.
2. A semi annual report is to be submitted by the newsletter editor to the president to include any recommendations to improve current operations.
3. The cost of publication of the newsletter will be reviewed annually by the newsletter editor and committee and recommendations then made as to revision of subscription prices, page content and numbers, and volume of mailings.
4. Free copies of the newsletter will be given to each of the Ordinaries throughout the United States, Canada and Mexico.
5. Three (3) free copies of the newsletter are to be given to each member union when dues are paid.
6. The newsletter mailing list is part of the official mailing list of NAHNS and is to be kept updated in the office of communications.

Section 4: Miscellaneous Policies

1. All purchases must be through the purchase order system and authorized by the financial secretary until a purchase order number is assigned.
2. Within financial constraints, in cases of special hardship, travel to the spring board meeting may be reimbursed at the rate of .15 cents per mile upon special application to the NAHNS president. Such application and any allowances are to be based on a demonstrated need and not a matter of course. Such reimbursement, as allowed, is to be limited to NAHNS elected officers and committee chairs per further consideration of the actual need for such person to be in attendance at such meeting.
3. The president may approve any NAHNS expense not over \$1000 without any other approval. Approval of expenses over \$1000 not included in the approved budget must have executive board approval before being made.
4. National awards may be presented at every national convention that is not an election year. National awards, with exception of the special "president's award", are not to be given at any other conventions. Awards that are currently authorized (not required) include:
 - a) The Circle Medallion Award. Maximum of four (4) to clergy and/or laity.
 - b) Vercelli Medal. Maximum of one (1).
 - c) Medallion Circle Plaque. Maximum of two (2).
 - d) Father McKenna Award. Maximum of one (1).
 - e) Shield of Gregory Award. Maximum of one (1).
 - f) Appreciation Certificates. Maximum of five (5).
 - g) Humanitarian Award. Maximum of one (1).
5. To be considered for an award, the proper application form is to be completed and sent to the NAHNS awards chair. Such form is to be executed by the proper authorities of the submitting archdiocese/diocese as provided on the application form.

6. It is emphasized that it is not mandatory that any or all awards need be made.
7. The Circle Medallion Award, which is a national award, has been made available for presentation by dioceses to deserving clergy or laity. This authorization is restricted to no more than four (4) such awards by a diocese annually.
8. NAHNS stationery is not to be used to write letters, which are outside the duties and/or responsibilities or authorization of a particular officer or committee chair or member. Anyone wishing to express a position or issue a statement inferring the backing or support of NAHNS should forward such request to the national president. The national president is to act on behalf of NAHNS as our leader.
9. As feasible and as deemed prudent, officers and committee personnel are urged to make use of the communications office for reproduction and mailing of authorized letters, documents, and reports.
10. All those submitting letters, documents, reports, etc., are reminded that copies of such material are to be forwarded to the Office of Communications for archival purposes, at least every two years.
11. The NAHNS president is to send a letter of congratulations to each newly installed bishop, archbishop, cardinal, etc., in behalf of this association upon receipt of notification of such event. Notifications may be had from NCCB, NAHNS officers, regional vice presidents, diocesan union members, etc.
12. The financial records of this association shall be kept according to generally accepted accounting principles and applied consistently from year to year. Income and expense accounts are to be maintained. A financial report is to be prepared monthly and distributed to all executive officers, the newsletter editor, the supply officer, and Blessed John Cause Chair on quarter ended basis. A detailed report comparing budget to actual is prepared for delivery to the executive board at the Spring board meeting and annual convention.
13. A purchase order system has been developed whereby all proposed purchases must be submitted in writing to the financial secretary. The financial secretary will ascertain that funds for the purchase are in the budget. The financial secretary will assign a purchase order number and make the purchase at the best possible price. The only expenses not covered by this system are office expenses of the NAHNS Communications Office, which are covered by petty cash.
14. Dues requests should be sent out in September beginning with the September 1, 1997 fiscal year period.
15. The financial advisory board chair will review beginning in September 1997 the NAHNS dues structure.