

**Western Wisconsin Chapter of IAHCSMM**

POLICIES

2020

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**President**

**Purpose: Duties of the Presidents**

**Responsible Party: Executive Board**

**Policy Statement: To guide the President in their duties**

**Procedure:**

1. **Preside over all meetings**
2. **Have power to appoint any special committee deemed necessary**
3. **Be an exofacto member of all committees**
4. **Appoint, or ask for volunteers for chairperson to all committees**
5. **Prepare an agenda for Chapter and Board meetings**
6. **Assume or appoint an active IAHCSMM member to represent the Chapter on the IAHCSMM board**
7. **Shall appoint an executive board member to replace vacancy until next election**
8. **Preform such other duties as are necessary**
9. **Shall be an IAHCSMM member**
10. **Shall be CRCST**
11. **Shall be on the workshop committee**
12. **Shall be an active WWCI member**
13. **Must attend yearly retreat**

**President Elect**

**Purpose: Duties of President Elect**

**Responsible Party: Executive Board**

**Policy Statement: To guide President Elect in their duties**

**Procedure:**

1. **Assume such duties assigned to him/her by the President and/or Board**
2. **Shall familiarize themselves with the President’s duties**
3. **Recharter**
4. **Chapter of the year award**
5. **Shall conduct or lead Chapter meetings in absents of the President or Immediate Past President**
6. **Shall presents 1 hot topic at a chapter meeting in the year**
7. **Shall be an IAHCSMM member**
8. **Shall be CRCST**
9. **Shall be on the workshop committee**
10. **Shall be an active WWCI member**
11. **Shall be an active Board member**
12. **Must attend yearly retreat**

**Immediate Past President**

**Purpose: Duties of the Immediate Past President**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Immediate Past president in their duties**

**Procedure:**

1. **Participate as a member of the Executive Board**
2. **Shall assume position of President upon the resignation of the President**
3. **Shall conduct or lead Chapter meetings in the absent of the President**
4. **Will bring one hot topic per year to Chapter Meeting**
5. **Shall be an IAHCSMM member**
6. **Shall be CRCST**
7. **Shall be on the workshop committee**
8. **Shall be an active WWCI member**
9. **Shall be an active board member**
10. **Must attend yearly retreat**

**Secretary**

**Purpose: Duties of Secretary**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Secretary in their duties**

**Procedure:**

1. **Keep and maintain all Chapter meetings minutes**
2. **Board meetings**
3. **All other meetings held**
4. **Keep Attendance for all meetings**
5. **Preserve all letters and transactions of the origination**
6. **Notify all members about time/place of Chapter meetings four weeks prior to the meetings**
7. **Send out an agenda one week prior to meetings**
8. **Send out form for hosting a Chapter meeting**
9. **Maintain membership records**
10. **Maintain point system**
11. **Tally points for IAHCSMM conference drawing in December**
12. **Maintain spread sheet of members’ attendance throughout the calendar year (January-December)**

1. **Notifications of all events**
2. **Education**
3. **Social**
4. **Notification of monetary obligations**
5. **Dues**
6. **Any other money due back to the Chapter**
7. **Reinstate suspended members**
8. **Deliver to newly elected Secretary all electronic files, books and papers of the Chapter in his/her custody at next Chapter meeting**
9. **Laptop**
10. **Shall be an IAHCSMM member**
11. **Shall be on the workshop committee**
12. **Shall be an active WWCI member**
13. **Must attend yearly retreat**

**Treasurer**

**Purpose: Duties of the Treasurer**

**Policy Statement: To guide Treasurer in their duties**

**Responsible Party: Executive Board**

**Procedure:**

1. **Receive all monies due to the Chapter**
2. **Oversee all funds of the organization**
3. **Deposit such funds in the name of the organization**
4. **Review all monthly statements**
5. **Balance check book**
6. **Monitor electronic fud transfers**
7. **Do nonprofit taxes for the year**
8. **Reserve hotel rooms for IAHCSMM conference (does not send money)**
9. **Keep receipt book**
10. **Pay out all Chapter expenses**
11. **Provide full financial reports at Chapter meeting**
12. **Shall keep a ledger and bring it to all Chapter meetings**
13. **Shall be an IAHCSMM member**
14. **Shall be on the workshop committee**
15. **Shall be an active WWCI**
16. **Must attend yearly retreat**

**Board Member**

**Purpose: Duties of the Executive Board**

**Responsible Party: President**

**Policy Statement: Guide Executive Board in their duties**

**Procedure:**

1. **Help establish the direction of the origination**
2. **Participate in organizing projects**
3. **Fundraising ideas**
4. **Social events**
5. **Dental events, cancer walks ect.**
6. **Act as liaison between the membership and the Board**
7. **Shall fill in any vacant office as appointed by the President**
8. **Shall present a hot topic at a chapter meeting**
9. **Newly elected board member presents 1 their 1st year**
10. **The other board member presents 2 in the year**
11. **Shall bring a Hot Topic to Chapter meetings 1 per year**
12. **Shall be an IAHCSMM member**
13. **Shall be active on the work shop committee**
14. **Shall be an active WWCI member**
15. **Shall be an active Board Member**
16. **Must attend yearly retreat**

**ORDER OF BUSINESS**

**Purpose: To Define WWCI Meetings**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Chapter in procedure of holding a meeting**

**Procedure:**

1. **President calls meeting to order**
2. **Announcements**
3. **Reports are given**
4. **Secretary**
5. **Treasurer**
6. **Committee Chairpersons**
7. **IT/Marketing committee**
8. **Nomination committee**
9. **Membership committee**
10. **By Laws committee**
11. **AAMI committee**
12. **Legislative committee**
13. **Old business**
14. **New business**
15. **Other business**
16. **Hot topic**
17. **Title of Certification**
18. **Upcoming meetings**
19. **Call for adjournment**

**ACTIVE MEMBER**

**Purpose: To Define:  Active Member**

**Responsible Party: Executive Board**

**Policy Statement:**

**Purpose:**

1. **Shall attend at least 80%- or 4-chapter meetings**
2. **Attend**
3. **Stream**
4. **Conference call**

**2.     Shall be an active member on at least one committee**

**3.     Shall be actively engaged in the growth of the chapter**

**4.     Shall be active in attending Chapter events**

**A.     Social**

**b. Community**

**c. Educational**

**Sister Chapter Workshops**

**Purpose: To Define Sending Members to Sister Chapter Workshops/In-services/conferences**

**Responsible Party:  Executive Board**

**Policy Statement:**

**A.    Sister Chapters:**

**1.     WASP**

**2.     MMCI**

**B.     Payment**

1. **Chapter will pay up to $70.00 for registration**
2. **2 members per meeting**

**2.     Chapter will reimburse member after the member has fulfilled their obligations**

**C.     Chapter member shall:**

1. **Shall send an email to Chapter requesting to attend Sister Chapter’s education program**

**2.     Shall pay for workshop up front**

**3.     Shall present at next Chapter meeting education learned from education session**

1. **Shall send a write up to chairperson of IT committee for the newsletter within two weeks from education**
2. **Shall bring a receipt to the treasurer**
3. **Shall fill out forum and bring back to the Executive Board**
4. **Will be eligible for 1(one) program per year**
5. **Shall be an active Chapter member**

**Point System**

**Purpose:  To Define the Point System**

**Responsible Party:  Executive Board**

**Policy Statement: Active Members employed in Healthcare field**

**Purpose:**

**A.    How active members can build points to go to the annual IAHCSMM conference**

1. **1 point for attending WWCI Chapter meetings**
2. **Streaming/conference call**
3. **1 point for recruiting in a new member**
4. **Not including the workshop**

**3.     5 points for hosting a WWCI Chapter meeting**

**a.     Points being broke down**

**1.     Location – 1 1/2 points**

**2.     Speaker – 2 points**

**3.     Food – 1 ½ points**

**4.     1 point for being an active member on a committee**

**5.     2 points for chairing a committee**

**6. 3 points for writing an article that is published**

**7.    5 points for speaking at an IAHCSMM education session**

**a. with approve CE’s**

1. **1 to 2 points for attending a WWCI social event**
2. **1 point for a 1 day event**
3. **2 points for a 2 day event**
4. **Document event**
5. **pictures**
6. **1 ½ points for attending WWCI workshop not paid by the Chapter**
7. **1 ½ points for attending the WWCI retreat**
8. **2 points for attending IAHCSMM National Conference that is not paid for by the Chapter**

**13. 2 points for submitting a poster to the IAHCSMM National Conference per poster**

**IAHCSMM CONFERENCE**

**Purpose:  To define protocol to those going to IAHSCMM Conference**

**Responsible Party:  Executive Board**

**Policy Statement:**

**Purpose:**

**1.    Chapter will send: (depending on available money)**

**a.     President:**

**B.     President Elect/Immediate Past President (will rotate)**

**c.     Secretary:**

**d.     Treasurer:**

**e.     Two Board members:**

**f.     A member from the points drawing**

**2.    Shall be an active member**

1. **Shall fulfill their job obligations each member attending on Chapter moneys are responsible to:**
2. **Secure at least 1 speaker for the following year’s workshop**
3. **Secure a sponsor for their speakers for the following year’s workshop**
4. **Present at least 1 topic/presentation that they attended at the next Chapter meeting**
5. **Submit a write up within 2 weeks after conference to Chapter e-mail for IT Committee for newsletter**
6. **Submit speaker information no later than 2 months after conference to the Chapter e-mail**
7. **Attend at least 80% of education sessions**

**7.    Rooms will be double occupancy (more if allowed)**

**a.    If person sharing the room is not being sent by WWCI chapter they will pay their share of the room**

**b.    If someone chooses to room alone the chapter will pay for half of the room**

**8.    Money from WWCI chapter will pay towards**

**a.     Registration**

**b.     Transportation**

**c.     Hotel**

1. **If member receives outside money, that amount will be used first any remaining funds from the chapter will be returned to the chapter**
2. **Scholarships**
3. **Drawing**
4. **If the responsibilities are not fulfilled by the people attending on Chapter moneys, they will not be given money from the Chapter if attending the following year until after the commitments are fulfilled**

**IT/MARKETING COMMITTEE**

**Purpose: To define the duties of the IT committee**

**Responsible Party: Executive Board**

**Policy Statement:**

**Procedure:**

1. **Shall write the WWCI Chapter News letter**
2. **Shall send the newsletter out quarterly**

**By April 1st**

**By July 1st**

**By October 1st**

**By January 1st**

1. **Shall assist with IT issues that any Board member or committee chair might have**
2. **Shall assist speakers at Chapter workshop**
3. **Shall set up meeting room equipment**
4. **Shall take pictures at WWCI and IAHCSMM events**
5. **Shall update the IAHCSMM web site**
6. **IT Chairperson shall:**
7. **Guide the committee in the work of the committee**
8. **Bring updates of their committee to each WWCI Chapter meting**
9. **Shall attend 80% of the Chapter meetings**
10. **Delegate work to committee members**
11. **Keep up the communication with committee members and President, by the 5th of each month**
12. **Keep track of activities of each committee member**
13. **Have all expenses preapproved by Executive Board**
14. **Keep the Chapter projector**
15. **Email the Chapter President with all updates for the Chapter meeting if unable to attend**
16. **Maintain chapter web site**
17. **Write article for the Processing magazine**
18. **Maintain equipment**
19. **Batteries**
20. **Must attend yearly retreat**

**NOMINATION COMMITTEE**

**Purpose: To define the duties of the Nomination Committee**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Nomination Committee in their duties**

**Procedure:**

1. **Shall run all nomination and elections of the WWCI Chapter**
2. **Starting in December**
3. **Shall count all ballots at the annual election**
4. **Nomination Chairperson shall:**
5. **Bring all updates to the WWCI Chapter meetings**
6. **Keep up the communication with committee members and the Chapter President, by the 5th of each month**
7. **Send all emails to all committee members and the Chapter President**
8. **Conduct the election process at the annual WWCI Chapter meeting**
9. **Keep track of activities of the nomination committee members**
10. **Keep the nomination binder**
11. **Have all expenses preapproved by the Executive board**
12. **Email Chapter President of all updates for the Chapter meeting if unable to attend**
13. **Send updates to the IT committee for the news letter**
14. **Must attend yearly retreat**

**MEMBERSHIP COMMITTEE**

**Purpose: Duties of the Membership committee**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Membership Committee in their duties**

**Procedure:**

1. **Shall recruit new members**
2. **Shall send out congratulation letters to Wisconsin people/members who have passed IAHCSMM exams**
3. **Shall prepare new member binders**
4. **Shall prepare guest folders**
5. **Membership Chairperson shall:**
6. **Keep up the communication with committee members and the Chapter President, by the 5th of each month**
7. **Report all updates at Chapter meetings**
8. **Delegate jobs duties to committee members**
9. **Keep track of activates of the membership committee members**
10. **Keep the Chapter printer**
11. **Have all expenses preapproved by Executive Board**
12. **Email Chapter President of all updates for the Chapter meeting if unable to attend**
13. **Send out Chapter workshop Brochure to new member of IAHCSMM from Wisconsin**
14. **Send up dates to the IT committee for the news letter**
15. **Must attend yearly retreat**

**BY LAWS COMMITTEE**

**Purpose: Duties of the By Laws Committee**

**Responsible Party: Executive Board**

**Policy Statement: To guide the By Laws Committee in their duties**

**Procedure:**

1. **Shall keep up to date the By Laws and Policies of the WWCI Chapter**
2. **Shall guide the membership in the running of the Chapter**
3. **By Laws Chairperson shall:**
4. **Keep the binder of the By Laws and Policies**
5. **Bring binder to all Chapter meeting**
6. **Keep in communication with the Chapter President of all updates**
7. **Present all proposed revisions to each active member at least 30 days before annual meeting**
8. **Email the Chapter President of all updates for the Chapter meeting if unable to attend**
9. **Have all expenses preapproved by Executive Board**
10. **Must attend yearly retreat**

**AAMI COMMITTEE**

**Purpose: Duties of the AAMI Committee**

**Responsible Party: Executive Board**

**Policy Statement: To guide the AAMI Committee in their duties**

**Procedure:**

1. **Shall keep up to date with AAMI updates**
2. **Shall Bring updates to Chapter meetings**
3. **AAMI Chairperson Shall:**
4. **Guide the committee**
5. **Keep up the communication with committee members and the Chapter President, by the 5th of each month**
6. **Keep track of activates of the AAMI committee members**
7. **Email Chapter President of the updates for the Chapter meeting if unable to attend**
8. **Send to the IT committee any updates for the news letter**
9. **Have all expenses preapproved by the Executive Board**
10. **Bring ST 79 to all Chapter Meetings**
11. **Shall attend 80% of the chapter meetings**
12. **Shall attend yearly retreat**
13. **Must attend AAMI update session at the national IAHCSMM conference**
14. **If not attending conference delegate someone to attend session**

**LEGISLATIVE COMMITTEE**

**Purpose: Duties of the Legislative Chairperson**

**Responsible Party: Executive Board**

**Policy Statement: to guide the Legislative committee in their duties**

**Procedure:**

1. **Legislative Committee Chairperson shall:**
2. **Keep up to date with all legislations**
3. **Keep up to date with IAHCSMM legislative committee**
4. **Bring any updates to Chapter meetings**
5. **Email Chapter President of updates for the Chapter meeting if unable to attend**
6. **Send any updates to the IT committee for the news letter**
7. **Will submit request for state proclamation once notification is received**
8. **Will submit a request for a signing ceremony once notification is received**
9. **Help with CS week campaign**
10. **Shall attend 80% of chapter meetings**
11. **Must attend yearly retreat**

**CODE OF CONDUCT**

**Purpose:  Actions of Chapter members**

**Responsible Party:  Executive Board**

**Policy Statement:  to guide members in their actions as a Chapter member**

**Procedure:**

1. **No member shall solicit charitable donations that are not related to the WWCI Chapter or IAHCSMM**
2. **All fund raisers and charitable events shall be preapproved by the Executive Board**
3. **Members may not ask for monetary donations at Chapter meeting or at IAHCSMM events**