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**Western Wisconsin Chapter of IAHCSMM**

**POLICIES**

**2021**

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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 expo facto 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. Perform such other duties as are necessary**

 **9. Shall be an IAHCSMM Member**

**10. Shall mentor the President-Elect in the duties of the Presidential office**

**11. Shall be CRCST**

**12. Shall be an active WWCI Member**

**13. Shall be an active Board Member**

**14. Must attend yearly retreat**

**President Elect**

**Purposed: 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 duties of the Presidential office**

1. **Recharter**

 **B. Chapter of the Year Award**

 **C. Meeting agendas**

 **3. Shall conduct or lead Chapter meetings in absence of the President or Immediate Past President**

 **4. Shall present two Hot Topics at a Chapter meeting in the year**

 **5. Will be chairperson for the National IAHCSMM Task Force Committee**

 **6. Shall be an IAHCSMM Member**

 **7. Shall be CRCST**

 **8. Shall be active on the Workshop Committee**

 **9. Shall be an active WWCI Member**

**10. Shall be an active Board Member**

**11. 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 absence of the President**

 **4. Shall present two Hot Topics at a Chapter meeting in the year**

 **5. Will be chairperson for the National IAHCSMM Task Force Committee**

 **6. Shall be an IAHCSMM Member**

 **7. Shall be CRCST**

 **8. Shall be active on the Workshop Committee**

 **9. Shall be an active WWCI Member**

**10. Shall be an active Board Member**

**11. Must attend yearly retreat**

**Secretary**

**Purpose: Duties of Secretary**

**Responsible Party: Executive Board**

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

**Procedures:**

 **1. Keep and maintain all Chapter meeting minutes**

1. **Board meetings**

 **B. All other meetings held**

 **2. Keep attendance for all meetings**

 **3. Preserve all letters and transactions of the organization digitally**

1. **All hard copies for one year**

 **4. Notify all members about time/place of Chapter meetings four weeks prior to the meetings**

1. **Send out an agenda one week prior to meetings**

 **B. Send out form for hosting a Chapter meeting**

 **5. Maintain membership records**

 **6. Maintain point system**

1. **Tally points for IAHCSMM Conference drawing in December**
2. **Maintain spreadsheet of members’ attendance throughout the calendar year (January-December)**

 **7. Notifications of all events**

1. **Education**

 **B. Social**

 **8. Notification of monetary obligations**

1. **Dues**

 **B. Any other money due back to the Chapter**

 **9. Reinstate suspended members**

**10. Deliver to newly elected Secretary all electronic files, books and papers of the Chapter in his/her custody at next Chapter meeting**

1. **Laptop**

 **B. Secretary totes**

**11. Shall be an IAHCSMM Member**

**12. Shall be active on the Workshop Committee**

**13. Shall be an active WWCI Member**

**14. Shall be an active Board Member**

**15. Must attend yearly retreat**

**Treasurer**

**Purpose: Duties of the Treasurer**

**Responsible Party: Executive Board**

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

**Procedure:**

 **1. Receive all monies due to the Chapter**

1. **Electronic payments in various forms**

 **2. Oversee all funds of the organization**

 **3. Deposit such funds in the name of the organization**

 **4. Review all monthly statements**

1. **Balance checkbook**

 **B. Monitor electronic fund transfers**

 **5. Do nonprofit taxes for the year**

 **6. Reserve hotel rooms for IAHCSMM Conference (does not send money)**

 **7. Keep receipt book**

 **8. Pay out all Chapter expenses**

 **9. Provide full financial reports at Chapter meetings**

**10. Shall keep a ledger and bring it to all Chapter meetings**

**11. Shall be an IAHCSMM Member**

**12. Shall be active on the Workshop Committee**

**13. Shall be an active WWCI Member**

**14. Shall be an active Board Member**

**15. 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**

1. **Fundraising ideas**

 **B. Social events**

 **1. Dental events, cancer walks, etc.**

 **3. Act as liaison between the membership and the Board**

 **4. Shall fill in any vacant office as appointed by the President based on qualifications**

 **5. Shall present a Hot Topic at a Chapter meeting**

1. **Newly elected Board Member presents one their first year**
2. **The other Board Members present two in the year**

 **6. Shall be an IAHCSMM Member**

 **7. Shall be active on the Workshop Committee**

 **8. Shall be an active WWCI Member**

 **9. Shall be an active Board Member**

**10. 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**

1. **Secretary**
2. **Treasurer**

 **1. Because this if a recorded public event, Treasurer Report will be disclosed in chapter meeting minutes**

 **4. Committee Chairpersons**

1. **AAMI Committee**
2. **Bylaw Committee**
3. **IT/Marketing Committee**
4. **Legislative Committee**
5. **Membership Committee**
6. **National Chapter Task Force Committee**
7. **Nomination Committee**
8. **Workshop Committee**

 **5. Old business**

 **6. New business**

 **7. Hot Topic**

1. **Title of Certification**

 **8. Concerns and/or questions**

 **9. Upcoming meetings**

**10. Call for adjournment**

**Active Member**

**Purpose: To Define Active Member**

**Responsible Party: Executive Board**

**Policy Statement: A description of what an Active Member is**

**Procedure:**

 **1. Shall attend at least 80% or four Chapter meetings**

1. **Attend**
2. **Stream**
3. **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**

1. **Social**
2. **Community**
3. **Educational**

**Sister Chapter Workshops**

**Purpose: To define sending members to Sister Chapter**

**Workshops/In-services/Conferences**

**Responsible Party: Executive Board**

**Policy Statement: Educational networking thru Sister Chapters**

**Procedure:**

 **1. Sister Chapters**

1. **WACSP**
2. **MCI**

 **2. Payment**

1. **Chapter will pay up to $70.00 for registration**

 **1. Two members per meeting**

 **B. Chapter will reimburse member after the member has**

 **fulfilled their obligations**

 **3. 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**
4. **Shall send a write up to chairperson of IT committee for the newsletter two weeks from education**
5. **Shall bring a receipt to the Treasurer**
6. **Shall fill out form and bring back to the Executive Board**
7. **Will be eligible for one program per year**

**IAHCSMM Conference**

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

**Responsible Party: Executive Board**

**Policy Statement: Define obligations to attend IAHCSMM Conference**

**Procedure:**

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

 **eligibility)**

1. **President-up to $1000**
2. **President Elect or Immediate Past President (will rotate)-up to $1000**
3. **Secretary-up to $1000**
4. **Treasurer-up to $1000**
5. **Two Board members-up to $900**
6. **A member from the point drawing-up to $800**

 **2. Money from WWCI Chapter will pay towards:**

1. **Registration**
2. **Transportation**
3. **Hotel**
4. **Pending return of receipts to Chapter**

 **3. If member receives outside money, that amount will be used**

 **first, any remaining funds from the Chapter will be returned**

 **to the Chapter**

 **4. Active Member**

1. **Keep up Certification**
2. **Working in CS/ST field**
3. **Descriptions of Surgical field**

 **5. Shall fulfill their job obligations each member attending on**

 **Chapter moneys are responsible to:**

1. **Secure at least one speaker for the following year’s workshop**
2. **Secure a sponsor for their speakers for the following year’s workshop**
3. **Present at least one topic/presentation that they attended at the next Chapter meeting**
4. **Submit a write up within two weeks after conference to Chapter email for IT Committee for newsletter**
5. **Submit speaker information no later than two months after conference to the Chapter email**
6. **Attend at least 80% of education sessions**

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

1. **If person sharing the room is not being sent by WWCI Chapter they will pay their share of the room**
2. **If someone chooses to room alone the Chapter will pay for half of the room**

 **7. Scholarships**

1. **Drawing**

 **8. 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**

**Point System**

**Purpose: To define the collective points earned for the annual**

 **IAHCSMM Conference Drawing**

**Responsible Party: Executive Board**

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

**Procedure:**

 **1. How active members can build points to go to the annual**

 **IAHCSMM Conference**

1. **1 point for attending WWCI Chapter meetings**

 **1. Streaming**

 **2. Conference call**

 **3. In person attendance**

 **B. 1 point for recruiting in a new member**

 **1. Not including the workshop**

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

 **1. Points being broke down**

 **a. Location - 1 ½ points**

 **b. Speaker - 2 points**

 **c. Food - 1 ½ points**

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

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

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

 **G. 5 points for speaking at a IAHCSMM education session**

 **with approve CE’s**

 **H. 1 to 2 points for attending a WWCI social event**

 **1. 1 point for a 1 day event**

 **2. 2 points for a 2 day event**

 **3. Document event**

 **a. pictures**

1. **1 ½ points for attending WWCI workshop not paid by the Chapter**

 **J. 1 ½ points for attending the WWCI retreat**

 **K. 2 points for attending IAHCSMM National Conference that is not paid for by the Chapter**

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

**IT/Marketing Committee**

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

**Responsible Party: Executive Board**

**Policy Statement: Promotion for the growth of the Chapter**

**Procedure:**

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

 **By April 1st**

 **By July 1st**

 **By October 1st**

 **By January 1st**

 **2. Shall assist with IT issues that any Board Member or Committee**

 **Chair might have**

 **3. Shall assist speakers at Chapter Workshop**

 **4. Shall set up meeting room equipment**

 **5. Shall take pictures at WCII and IAHCSMM events**

 **6. IT Chairperson shall**

1. **Guide the Committee in the work of the committee**

 **B. Bring updates of their committee to each WWCI Chapter Meeting**

 **C. Shall attend 80% of the Chapter Meetings**

 **D. Delegate work to committee members**

 **E. Shall update the IAHCSMM web site**

 **F. Keep up the communication with committee members and President, 2 weeks prior to Chapter Meeting**

 **G. Keep track of activities of each committee member**

 **H. Have all expenses pre-approved by Executive Board**

 **I. Maintain Chapter website**

 **J. Maintain social media**

 **K. Maintain public digital recordings**

 **L. Write article for the Processing magazine**

 **M. Maintain Equipment**

1. **Batteries**

 **2. HDMI cord**

 **3. Projector**

 **4. Projector screen**

 **N. 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**

**A. Starting in December**

 **2 . Shall count all ballots at the annual election**

**A. Nominated member must step down, if conflict of interest**

 **3. Nomination Chairperson shall:**

**A. Bring all updates to the WWCI Chapter Meetings**

 **B. Keep up the communication with committee members and the Chapter President, 2 weeks prior to Chapter Meeting**

 **C. In the event that you are unable to attend, contact committee members and notify President**

 **D. Send all emails to all committee members and the Chapter President, between December and the election**

 **E. Conduct the election process at the annual WWCI Chapter Meeting and forward to Secretary**

 **F. Keep track of activities of the nomination committee member during elections**

 **G. Keep the nomination binder**

 **H. Have all expenses pre-approved by the Executive Board**

 **I. Send updates to the IT Committee for the newsletter**

 **J. Shall attend 80% of the Chapter Meetings**

 **K. 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 letter to Wisconsin people/members who have passed exams or joined IAHCSMM**

 **3. Shall prepare new member binders**

 **4. Shall prepare guest folders**

 **5. Membership Chairperson shall:**

1. **Keep up the communication with committee members and the Chapter President, 2 weeks prior to Chapter Meeting**

 **B. Report all updates at Chapter Meetings**

 **C. Delegate jobs duties to committee members**

 **D. Keep track of activates of the membership committee members**

 **E. Have all expenses pre-approved by Executive Board**

 **F. Send out Chapter Workshop Brochure to new member of IAHCSMM from Wisconsin**

 **G. Send updates to the IT Committee for the Newsletter**

 **H. Shall attend 80% of the Chapter Meetings**

 **I. Must attend yearly retreat**

**Bylaws Committee**

**Purpose: Duties of the Bylaws Committee**

**Responsible Party: Executive Board**

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

**Procedure:**

1. **Shall keep up to date the Bylaws and Policies of the WWCI Chapter**

 **2. Shall guide the membership in the running of the Chapter**

 **3. Bylaws Chairperson shall:**

**A. Keep the binder of the Bylaws and Policies**

 **B. Bring binder to all Chapter Meetings**

 **C. Keep up the communication with the Chapter President of all updates**

 **D. Keep originals and prior year, of Chapter and IAHCSMM Policies**

 **E. Present all proposed revisions to each active member at least 30 days before annual meeting**

 **F. Have all expenses pre approved by Executive Board**

 **G. Shall attend 80% of the Chapter Meetings**

 **H. 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:**

**A. Guide the committee**

 **B. Keep up the communication with committee members and the President, 2 weeks prior to Chapter Meetings or email if unable to attend**

 **C. Keep track of activates of the AAMI committee members**

 **D. Send to the IT Committee any updates for the newsletter**

 **E. Have all expenses pre approved by the Executive Board**

 **F. Bring ST79 to all Chapter Meetings**

 **G. Must attend AAMI update session at the national IAHCSMM Conference**

1. **If not attending conference delegate someone to attend session**

 **H. Shall attend 80% of the Chapter Meetings**

 **I. Shall attend the yearly retreat**

**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 Meetings or at IAHCSMM events**

**Hosting a Chapter Meeting**

**Purpose: Chapter Forum and/or Education**

**Responsible Party: Executive Board**

**Policy Statement: Providing the education and Chapter business**

**Procedure:**

1. **Get form from Secretary**
2. **Complete form for meeting**
3. **5 weeks prior to meeting**
4. **Return completed form to current President**

 **3. Get a location**

 **4. Pick a date and time**

 **5. Get a speaker**

 **A. Chapter Member can assist**

 **6. Select topic**

 **7. Ask if session is IAHCSMM approved**

 **8. Ask if CE Certification can be provided**

 **9. Obtain map to community-available parking**

 **10. Provide directions to meeting room**

 **11. Food**

**A. Provided by facility**

**B. Provided by host**

**C. Members bring pot luck**

 **12. WIFI availability**

 **13. Consider a facility tour**

**Educational CE’s Approval**

**Purpose: Obtaining CE’s**

**Responsible Party: Executive Board**

**Policy Statement: Guide Members in obtaining CE’s**

**Procedure:**

1. **CBSPD**

**A. Log onto CBSPD.net**

**B. Top of link - under CE’s**

**C. Online application for CEU’s approval**

**D. Fill out application**

**E. Submit**

1. **IAHCSMM**

**A. Log onto IAHCSMM.org**

**B. Top of link - under Chapters**

**C. Select CE approval protocol**

**D. Select approval request form**

**E. Fill out application**

**F. Submit**

1. **AST**

**MORE TO COME???**

**Workshop**

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

**Responsible Party: Executive Board**

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

**Procedure:**

1. **Set the outline of the Workshop**

 **A. Set the date**

**B. Set the location**

**C. Gather speakers**

**D. Decide Theme**

**E. Set budget**

1. **Workshop Meeting**

**A. Job obligations as a group**

**B. Job obligations as an individual**

1. **Refer to Time Line Form**
2. **Refer to Job Duties Form**

 **3. Post Educational Meeting**

 **A. AST follow-up**

 **B. Gather pictures**

 **C. Ratings from speakers**

 **D. Financial Report**

 **E. Set date for next Workshop**

**Media Meeting**

**Purpose: Define etiquette for Media Meetings**

**Responsible Party: Executive Board**

**Policy Statement: To guide members in proper etiquette during meetings**

**Procedure:**

1. **Phones should be silenced**
2. **Conversations should be professional**
3. **Connecting to meetings on time**
4. **Be mindful of public recording**
5. **No negative comments**
6. **There will be NO “side” conversations during recording**
7. **No cell phone interactions, unless emergent**
8. **No personal information during recording**

**Retreat**

**Purpose: To review and/or update Bylaws and Policies**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Bylaw/Policy Committee**

**Procedure:**

1. **Shall set up location and date one year in advance**

 **A. Confirm 6 weeks before**

1. **Shall determine agenda**
2. **Shall determine attendees**

 **A. Board and Committee**

 **B. Additional member - space permitting**

1. **Determine food**

 **A. Individual responsibility**

**Task Force Committee**

**Purpose: To define duties of the Task Force**

**Responsible Party: Executive Board**

**Policy Statement: To guide the Task Force in their duties**

**Procedure:**

1. **Task Force Committee Chairperson shall:**

**A. Keep up to date with all Task Force communications**

**B. Keep up to date with IAHCSMM Task Force**

**C. Bring any updates to Chapter meetings**

**D. Email Chapter President of updates for the Chapter Meeting, if unable to attend**

**E. Send any updates to the IT Committee for Newsletter**

**F. Attend 80% of Chapter Meetings**

**G. Must attend yearly retreat**

**Nomination Procedure**

**COMING FROM JANE???**