

# NATIONAL ASSOCIATION OF MEDICAL EXAMINERS FOUNDATION, INC.

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**Incorporated under the laws of the State of Georgia**

## **Policies and Procedures Manual**

### **2019**

Adopted 2/20/2018  
Amended 1/22/2019  
Amended 2/6/2019

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# Policies and Procedures of the National Association of Medical Examiners Foundation

2019

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## I. Purpose of Manual and Revisions

- This Policies and Procedures Manual (“Manual”) is designed to clarify the policies and procedures currently employed by the National Association of Medical Examiners Foundation (“Foundation”) and to clarify the Bylaws.
- The Foundation Board of Trustees (“BoT”) will adopt these policies and procedures by which the BoT and the Foundation Members (“Members”) will conduct business and discharge their responsibilities.
- The Manual will be revised as required by one or more members of the Foundation to be appointed by the BoT and proposed changes will be submitted to the BoT for approval.

## II. Membership in the Foundation and Contributions

### 1. Membership

Qualifications of Membership in the Foundation are defined in the bylaws.

### 2. Classes of Membership

The following classes of membership are established:

- Regular NAME Foundation Members:
  - This may include all members of NAME, irrespective of their membership category.
- NAME Foundation Institutional Members (designated as Supporting Institutional Members):
  - NAME Foundation Institutional Members (designated as Supporting Institutional Members): Institutional members (NFIM) include corporations which have interest in forensic pathology and death investigation because they receive revenues as a result of forensic pathology and death investigation practice or recognize the value of forensic pathology and death investigation to society. Examples of applicable institutions include commercial laboratories or vendors which provide services and supplies to medical examiner or coroner offices, charitable corporations whose work is in part derived from information provided by coroner or medical examiner offices, insurance companies, law firms, the entertainment industry, media, Universities and foundations which promote research based on medical examiner and coroner data. Corporate members may provide pre-arranged matching funds based on donations made by NAME members who are also Foundation members, but not corporate member donors or legacy donors.
- Individual Non-NAME Member of the NAME Foundation (designated as Supporting Members):

- Such members (NNFM) may include persons of talent, capability, and/or celebrity status with a positive image, other benefactors, or persons who are grateful for past services provided by forensic pathologists and death investigation systems. These members may serve as ambassadors who increase public awareness of the Foundation and its goals, and also recruit donations to the Foundation in support of research, education, and other Foundation goals. This may include recruitment of individual or corporate legacy donors and the establishment of memorial funds. Such members also work with volunteers to organize and conduct fund raising projects and events to benefit the Foundation.

### 3. Required Contributions

The following required minimum contributions are established:

- NAME Members (irrespective of their membership category):
  - \$50.00 per year.
- Supporting Institutional Members may join the Foundation at the following levels of contribution:
  - Bronze \$250 per year.
  - Silver \$500 per year.
  - Gold \$1,000 per year.
- Supporting Members may join the Foundation at the following level of contribution:
  - \$50.00 per year.

### 4. Cumulative Contribution Levels

Cumulative contribution levels:

- All Members, exclusive of Supporting Institutional Members, will be granted the following levels based upon their lifetime contribution to the Foundation:
  - Bronze Lifetime Level \$250
  - Silver Lifetime Level \$500
  - Gold Lifetime Level \$1,000
  - Platinum Lifetime Level \$5,000
  - Founding Director Thomas Noguchi Lifetime Level \$10,000
- Members, exclusive of Supporting Institutional Members, who have reached the above levels of lifetime contributions will have their names listed in the first Foundation Newsletter of the calendar year. Members will be offered the opportunity to not have their name listed upon notification of the Foundation Executive Director.
- Cumulative contribution levels will be continued to be listed, unless the Member has opted out as described above, for a period of not less than 10 calendar years following the last contribution received from the Member by the Foundation. If a Member becomes deceased or is granted Emeritus status by the National

Association of Medical Examiners during the 10 year period, their lifetime contribution level will be continued to be published in perpetuity.

## 5. Non-NAME membership donations

The NAME Foundation encourages and welcomes contributions from any individuals or institutions that share its commitment to the advancement of forensic pathology and modern medicolegal death investigation. Individual and institutional sponsoring donation forms are provided on the NAME Foundation page of the NAME website.

## 6. Designation of Contributions and Anonymity

Contributions may be made:

- To a restricted fund used only for support of research and education, or
- To an unrestricted fund, or
- To a building fund to be utilized for building a future headquarters for NAME.

Donors may choose to remain anonymous upon designation at the time of donation. If such a designation is not made, the name of the donor may be published in any Foundation publication.

## 7. Tax Deductibility of Contributions

Contributions to the NAME Foundation are fully tax deductible as provided by section 501(c)(3) of the Internal Revenue Code.

## 8. Voting Rights

Voting rights in the Foundation are established in the Bylaws.

## 9. Termination of Membership

Membership in the Foundation may be terminated as established in the Bylaws.

## III. Foundation Awards

- John Smialek Best Resident Paper and Poster presentations (\$500)
- John Pless Best Student Paper and Poster presentations (textbook)
- Mary Fran Ernst Best Affiliate presentation (\$500 for one platform or poster)

## IV. Fundraising and Distribution of Funds

### 1. Definition of the Foundation funds

- 1) The Endowment
  - a) This fund will remain untouchable until the original Foundation goal of \$1 million is attained
    - i) Baseline Endowment for 2019
      - (1) This will be the amount present in investments at the end of the 2018 Annual meeting, after expenses are paid and revenues deposited
      - (2) Also subtracted will be whatever the BoT votes to expend in 2019 towards expenses as defined below
    - ii) Due to the addition of revenues as described below, the Endowment will continue to increase until the goal is achieved.
  - b) Regular funds
    - a) Either restricted, designated or unrestricted funds, as generated from revenues as defined below

### 2. Revenues

- 1) Annual Contributions – 90% to be applied to the Endowment, 10% to be applied to unrestricted use as defined below
  - a) Members and Fellows of NAME – The first \$50 of the annual contribution
  - b) Affiliates of NAME – The first \$20 of the annual contribution
- 2) Donations – amounts in excess of the required annual contribution. Donors will be able to designate a category for their donation as follows:
  - a) Restricted – designated to go only to the Endowment
  - b) Designated – designated to specific expenses
    - i) Best student/resident awards
    - ii) Student/Resident/Fellow travel stipends
    - iii) Memorial funds – the family will be allowed to select how these monies are used. Currently the memorial funds are for Hisako Noguchi (wife of the Foundation Founding Director) and Adam Peterson (son of Past President Brian Peterson and his wife Jeanne)
    - iv) Additional categories may be developed in the future.
  - c) Unrestricted – use to be at the discretion of the Board of Trustees. This will be the default if other categories are not selected.
- 3) Fundraising – 10% to be applied to the Endowment, 90% to be applied to unrestricted use as defined above
  - a) Examples:
    - i) 50/50 auction
    - ii) Saturday evening event
    - iii) Auction

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4) Interest on funds – 85% to be applied to the Endowment, 15% to be applied to unrestricted use as defined above

3. Expenses, in level of priority:

- 1) Best student/resident awards
- 2) Travel stipends (amount to be determined yearly by BoT, divided equally among qualified presenters)
- 3) Speaker honoraria

## V. Adoption of Policies and Procedures

These Policies and Procedures were adopted by resolution of the Board of Trustees of the Foundation, and became effective as of 20 February 2018.

**APPROVED:**

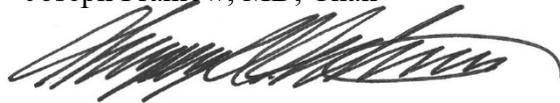
**NATIONAL ASSOCIATION OF MEDICAL EXAMINERS FOUNDATION, INC.**



**ATTEST:**

By:

\_\_\_\_\_  
Joseph Prahlow, MD, Chair



\_\_\_\_\_  
Gregory A. Schmunk, MD, Secretary

[CORPORATE SEAL]