

NATIONAL ASSOCIATION OF MEDICAL EXAMINERS FOUNDATION, INC.



Incorporated under the laws of the State of Georgia

Policies and Procedures Manual

Adopted 2/20/2018

Policies and Procedures of the National Association of Medical Examiners Foundation

2018

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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 Fellows, Members and Affiliates of NAME.
- NAME Foundation Corporate Members (designated as Supporting Institutional Members):
 - Corporate or Institutional members include entities which have interest in forensic pathology and death investigation because of their commercial involvement in medicolegal death investigation or their recognition of the value of forensic pathology and death investigation to society. Examples of entities include commercial laboratories or vendors which provide services and supplies to medical examiner or coroner offices, charitable organizations whose work is in part derived from information provided by coroner or medical examiner offices, insurance companies, law firms, the entertainment industry, media, and foundations which promote research based on medical examiner and coroner data.
- Individual Non-NAME Member of the NAME Foundation (designated as Supporting Members):
 - Such members may include 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 recruit donations to the Foundation in support of research, education, and other Foundation goals.

3. Required Contributions

The following required minimum contributions are established:

- NAME Fellows and Members:
 - \$50.00 per year.
- NAME Affiliates:
 - \$20.00 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-membership donations

The NAME Foundation encourages and welcomes contributions from any individuals or entities that share its commitment to the advancement of forensic pathology and modern

medicolegal death investigation. A non-membership donation form is 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. 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 xxxx.

Policies and Procedures of the National Association of Medical Examiners Foundation | 2018

APPROVED:

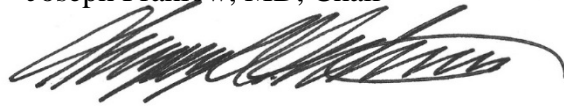
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ATTEST:

By:

Joseph Prahlow, MD, Chair



Gregory A. Schmunk, MD, Secretary

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