

NATIONAL ASSOCIATION OF MEDICAL EXAMINERS FOUNDATION, INC.



Incorporated under the laws of the State of Georgia

Policies and Procedures Manual

2023

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Amended 1/22/2019
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I. Purpose of Manual, Definitions, and Revisions

- This Policies and Procedures Manual (“Policies”) 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.
- International NAME Foundation Members:
 - This may include all international members of NAME, irrespective of their membership category.
- Institutional NAME Foundation Members (designated as Supporting Institutional Members):
 - Institutional NAME Foundation Members (designated as Supporting Institutional Members): Supporting Institutional Members 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 Members (designated as Supporting NAME Foundation Members):

- Supporting NAME Foundation Members 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.
- Supporting NAME Foundation Members may also include any individual outside of NAME who wishes to support the efforts of the Foundation.

3. Required Contributions

The following required minimum contributions are established as a requirement for membership in the NAME Foundation:

- 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. Duration and expiration of membership

When a minimal annual donation is received, the expiration date of the membership will be extended for 12 months beyond the anniversary date. The anniversary date each year will be the calendar date that the member originally joined the Foundation. Members will be required to submit the required annual donation by the expiration date. A grace period of 14 days will be allowed, beyond which the membership will lapse, and member benefits will cease. Should a membership lapse, a new anniversary date will be established as of the date that the membership is renewed. Platinum and Noguchi level member levels will never expire.

5. 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 Secretary.
- 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.
- Any member who has reached the Platinum or Founding Director Lifetime level will no longer be required to make the minimum annual contribution and will continue to receive all benefits of membership in perpetuity.

6. 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.

7. 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 memorial fund.

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 or on the Foundation web site.

8. 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. See also IRS Publication 561 “Determining the value of donated property”.

9. Voting Rights

Voting rights in the Foundation are established in the Bylaws.

10. Termination of Membership

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

III. Fundraising

The NAME Foundation may, with the approval of the Board of Trustees, elect to sponsor fundraising events during the year or at the NAME Annual Meeting.

1. Foundation charitable silent auction

- The NAME Foundation may hold a silent auction at the NAME Annual Meeting. Members and others may contribute non-cash items for the auction.
- On any auction item donated to the Foundation, the donor will list the Fair Market Value (FMV) of the item on the auction form. At the auction, the FMV will appear on the donation form with each auction item.
- The purchaser of the item will be given a letter indicating the FMV of the item and the price paid (PP).
- The purchaser of the item will be credited for a cash donation to the Foundation in the amount of the price paid in excess of the FMV (PP minus FMV).
- The donor of the item will be credited for a non-cash donation to the Foundation in the amount of the FMV.
- In the event that the item is purchased for less than the FMV, the purchaser will receive no credit for a donation and the donor will be credited for the purchased price (following IRS guidelines that the best evidence of FMV depends on actual transactions). See IRS Publication 561 “Determining the value of donated property” for further information.

2. Foundation 50-50 drawing

- The NAME Foundation may hold a 50-50 drawing at the NAME Annual Meeting.
- Participants may purchase tickets for a designated value. The amount of purchased tickets will not be credited as a donation to the Foundation.
- The winner of the 50-50 drawing will receive one-half of the total proceeds, with the other one-half distributed to the Foundation as defined under revenues below.

3. Foundation Special Event

- The NAME Foundation may sponsor a special event at the NAME Annual Meeting, where an invited speaker will make a presentation of interest to Members and possibly the local public.
- Registration fees will be determined by the BoT in advance of advertising the event.

IV. Foundation Awards

1. John Smialek Best Resident/Fellow Platform and Poster presentations

- Awarded to the best Resident or Fellow presentations at the Annual Meeting, as determined by the Awards Committee.
- \$1,000 will be awarded to one platform presentation and one poster.

2. **John Pless Best Student Platform and Poster presentations**
 - Awarded to the best student presentations at the Annual Meeting, as determined by the Awards Committee.
 - \$1,000 will be awarded to one platform presentation and one poster.
3. **Mary Fran Ernst Best Affiliate presentation**
 - Awarded to the best presentation (platform or poster) by a NAME Affiliate Member at the Annual Meeting, as determined by the Awards Committee.
 - \$500 will be awarded to one presentation.
4. **Presentation stipends**
 - Presentation stipends may be given following the annual meeting to student and resident/fellow presenters meeting the established requirements:
 - Must submit manuscript by deadline established by Conference Planning Committee.
 - Must register for meeting.
 - Must attend meeting.
 - Must be present at their poster or give the oral presentation.
 - Presenters giving more than one presentation qualify for only one stipend.
 - Stipend amount per presenter to be determined by the Foundation Board of Trustees, up to the total amount of the unrestricted funds received from fundraising events at the previous year annual meeting.

V. Definition and Distribution of Funds

1. Definition of the Foundation funds

- 1) The Endowment
 - a) This fund is to remain untouchable until the original Foundation goal of \$1 million is attained.
 - i) Baseline Endowment for 2019.
 - (1) This was the amount present in investments at the end of the 2018 Annual meeting, after expenses were paid and revenues deposited.
 - (2) Also subtracted was what the BoT voted 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.
- 2) 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.
 - a) Members and Fellows of NAME – The first \$50 of the annual contribution.
 - b) Trainee Members of NAME – The first \$20 of the annual contribution.
- 2) Donations – amounts in excess of the required annual contribution. Donors may designate a category (fund) for their donation as follows:

- a) Restricted fund – designated to go only to the Endowment.
 - b) Designated – designated to specific expenses.
 - i) Best Student/Resident/Fellow award fund.
 - ii) Thomas Noguchi Student/Resident/Fellow travel stipend fund.
 - iii) Memorial funds – the family may designate how these monies are used. They will otherwise go to the unrestricted fund.
 - (1) Hisako Noguchi memorial fund (wife of the Foundation Founding Director)
 - (2) Adam Peterson memorial fund (son of Past President Brian Peterson and his wife Jeanne).
 - (3) Randy Hanzlick memorial fund.
 - (4) General memorial fund. Additional specific categories may be developed in the future.
 - c) Unrestricted fund – 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.
- a) 50/50 auction.
 - b) Annual educational event.
 - c) Silent Auction.
 - d) Miscellaneous fundraising.
- 4) Interest on funds – 85% to be applied to the Endowment, 15% to be applied to unrestricted use.

3. Distribution of income into funds:

- 1) At the end of each calendar year, the totals from each revenue category will be distributed to the Endowment Fund and to the other funds in the Edward Jones account using the percentages described above.

4. Expenses, in level of priority:

- 1) Best student/resident/fellow awards.
- 2) Travel stipends (amount to be determined yearly by the BoT).
- 3) Speaker honoraria.

VI. Committees

Membership on NAME Foundation committees is available to all Foundation members.


VII. Adoption of Policies and Procedures

These Policies and Procedures were originally adopted by resolution of the Board of Trustees of the Foundation and became effective as of 20 February 2018. Amendments are proposed as necessary by the Bylaws Committee and are adopted after ratification by the Board of Trustees.

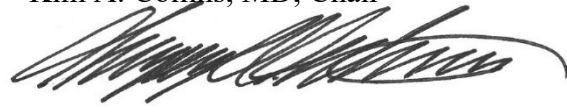
APPROVED:

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

ATTEST:

By: 

Kim A. Collins, MD, Chair



Gregory A. Schmunk, MD, Secretary