

**Michigan Association of Blood Banks
Policy Manual**

Revised February, 1995, November 2005

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POLICY MANUAL OF THE MICHIGAN ASSOCIATION OF BLOOD BANKS

Emblem



The official emblem of the Michigan Association of Blood Banks shall be as shown.

Awards

- Each president shall receive a token of merit upon completion of the term of office.
- The Founders' Award is awarded to a member or past member(s) of the Association who has contributed to the success of the organization by actively working on Association committees and projects. The award is given as deemed appropriate by the Executive Board of the Association. The recipient of the award receives a plaque in recognition of the award.
- Kay Beattie Lectureship is dedicated to the serological and educational advances made by Kay Beattie and the continuing impact of her efforts on the Michigan Blood Banking community. A well respected immunohematologist will be selected to present a one-hour lecture on a pertinent topic in serology or a related blood banking clinical topic. The lecturer will be presented with a plaque in appreciation for providing the Kay Beattie Lectureship.

Administration

- The term of office for officers shall be defined as in the By-laws. The term of office for committee chairs and members shall be from January 1 to December 31.
- The responsibilities of the Executive Board members shall be as defined in the By-laws.
- The president shall appoint committee chairs by January 1. Committee chair appointments shall be published in the year's first edition of "In A Different Vein".
- Each chairman of an education related committee shall be informed of the programs and speakers planned by the other committees.

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Membership Roster

1. A roster of all members in good standing shall be maintained in the Central Office.
2. The roster shall be sent to the Membership Committee chair, and other chairs as requested.
3. A mailing list of designated members will be maintained in the Central Office
 - This mailing list will be distributed upon request to other Blood Bank associated groups for the cost of expenses at the discretion of the Executive Board.
 - The mailing list will be distributed upon request to other groups for the cost of expenses plus a user fee at the discretion of the Executive Board.

Central Office Manager

1. .The central office manager shall be the resident agent of the corporation.
2. The duties of the central office manager will be as described in a contract.
3. The salary of the central office manager will be paid according to the terms agreed upon in the contract.
4. The Executive Board shall evaluate the performance of and review the salary of the central office manager following the annual meeting each year.
5. The Association shall maintain, review and distribute a policy manual to committee chairs annually. The Executive Board will review and revise them as needed.

Financial

1. Preparation of the budget is described in the By-Laws.
2. The financial records of the Association shall be maintained by the central office manager.
3. Income and expense shall be recorded using the Chart of Accounts (Appendix A).
4. An audit or financial review shall be performed each fiscal year by an accounting Firm or committee chosen by the Executive Board.
5. A Compilation report will be presented to the board annually for review.

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6. Annual Dues: The dues shall be reviewed annually by the Executive Board prior to the annual meeting. Dues paid after September 1st shall be applied to the following year. Annual dues are as follows:
 - Individual member shall be \$35.00.
 - Physician individual member is \$65.00
 - Institutional member shall be \$80.00 and
 - Corporate member \$350.00
 - There are no dues for other member categories.

Reimbursement of Expenses

1. In order to facilitate the operation of the committees, each committee chair is authorized to spend up to the budgeted amount for the committee, without prior authorization from the Executive Board.
2. Committee chair and committee members may request reimbursement for authorized expenses incurred because of MABB business.
3. All requests for reimbursement must be made on the proper form with appropriate receipts and submitted to the secretary-treasurer or central office manager. (See Appendix B reimbursement form for current authorized amounts).
4. A deposit form shall be used to document money collected (See Appendix C).

Meetings

1. The meeting committee chair may make arrangements for a Master account with a meeting/lodging facility listing speakers or members authorized to charge specific services to the MABB account.
2. Reimbursements shall be the same for members and non-members.
3. Honorarium of \$150.00 per presentation will be offered to all non-member speakers at the annual meeting. Speakers choosing to contribute their honorarium to the MABB shall receive a receipt.
4. Members of the Executive Board should be assigned the duties of assistants/monitors and moderators whenever possible.
5. Annual Meeting expenses shall be reimbursed according to Appendix D.

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Appendix A Chart of Accounts

Income

2001	Dues
2002	Annual Meeting
	.1 Donations & Sponsorships
	.2 Registration Fees
	.3 Exhibit Fees
	.4 Other
1003	Rap Sessions
1004	Workshops
1005	Donations
1006	Investment Income

Expense

2001	Central Office Manager
2002	Annual Meeting
	.1 Honoraria
	.2 Lodging
	.3 Facilities
	.4 Food & Beverage
	.5 Printing
	.6 Postage
	.7 Exhibitor Expense
	.8 Other
2003	Rap Session Expenses
2004	Workshop Expenses
2005	Postage
2006	Telephone
2007	Web Site Maintenance??
2008	Printing
2009	Bank & Auditing Fees
2010	Awards & Scholarships
2011	Education Committee
2012	Publications
2013	Annual Meeting Planning Committee
2014	Nominations Committee
2015	Membership Committee
2016	Archivist
2017	By-Laws
2018	Legislative Committee

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Appendix B Reimbursement Form



Michigan Association of Blood Banks
 2000 West Grand Avenue, Suite 1000, Ann Arbor, MI 48106-1000
 Phone: 734.769.8800 Fax: 734.769.8801 www.mabb.org

EXPENSE REIMBURSEMENT FORM

Name: _____

Date: _____

Address: _____

Meeting Attended: _____

Reason: _____

	SUN	MON	TUE	WED	THU	FRI	SAT	AMOUNT
DATE:								
*Coach Airfare								
Miles @ 44.5¢/mile								
Taxi/ Limo								
*Hotel								
*Meals								
Breakfast								
Dinner								
TOTAL:								

Maximum allowance for breakfast and dinner = \$35.00. Lunch will be provided by the MABB, phone and miscellaneous charges will not be reimbursed. The IRS standard mileage reimbursement rate is used for determining mileage costs. Attach all receipts

I certify that these expenses were incurred by me on official business of the MABB:

Signature _____

APPROVED: _____
 MABB President or Secretary/Treasurer

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Appendix C Deposit Form

Deposit Form

Committee or Officer _____ Account _____

Date _____

Income from _____

CHECK # FROM

CHECK #	FROM

Submitted By _____

Telephone _____ email _____

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Appendix D GUIDELINES FOR COVERED EXPENSES OR REIMBURSEMENT

	Lodging/ Meals	Annual Meeting Registration	Planning Committee Dinner	Speaker's Dinner
President	N*	Y	Y	Y
Annual Meeting Chair	N*	Y	Y	Y
Site-Planning Co-chairs	N*	Y	Y	N
Current Executive Committee	N	Y	Y	N
Annual Meeting Non-Local Speakers	Y	Y	NA	Y
Annual Meeting Local Speakers	N*	Y	NA	Y
Case Presenters > 20 minute presentation	N*	Y	NA	Y

* Lodging and meals are covered if the designated meeting location is >50 miles travel one way

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NOMINATIONS COMMITTEE

FUNCTION

The three most recent Past Presidents are responsible for nominating the President, President-Elect, Secretary, Treasurer and Members-at-Large.

DUTIES

1. Nominate a candidate for each term of office due to expire.
2. Present the nominations at the annual meeting.
3. Submit a year end committee report to the Board prior to the Annual Meeting.
4. Supply input for the By-Laws and Policy Manual.
5. Maintain informational guidelines for the Committee.

QUALIFICATIONS

Member of Michigan Association of Blood Banks
Knowledge of By-Laws and Policy Manual of the Association.

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MEMBERSHIP COMMITTEE

FUNCTION

Maintain and increase the membership of the organization through recruitment and development of strategies to enhance membership benefits.

DUTIES

1. Recruit new members and retain old members.
2. Publish new members in "In A Different Vein."
3. Review the membership application and update as necessary pending board approval.
4. Send letters of welcome and copies of by-laws and "In A Different Vein" to all new members.
5. Prepare and display a membership recruitment poster at the annual meeting.
6. Publicize benefits of membership.
7. Arrange for application forms and a statement of benefits to be available at MABB functions.
8. Submit a summary report of committee activities to the Board prior to the annual meeting for inclusion in "In A Different Vein" and presentation at the Annual Business Meeting.
9. Operate within the budget and submit financial accounting.
10. Maintain the Informational Guidelines for the Committee.
11. Supply input for By-Laws and Policy Manual.

QUALIFICATIONS

Member of Michigan Association of Blood Banks
Knowledge of By-Laws and Policy Manual of the Association.

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ANNUAL MEETING PROGRAM COMMITTEE

FUNCTION

The Annual Meeting Program Committee is a standing committee responsible for planning and presenting the Annual Scientific Meeting.

CHAIR DUTIES

1. Select committee members
2. Select and invite speakers
3. Prepare a tentative program and a budget for submission to the Executive Board with recommendations for registration fees.
4. Operate within the budget.
5. Prepare the program, registration forms and abstracts for printing.
6. Submit a report to the Secretary no later than one month prior to the Annual Meeting for inclusion in the Annual Report to the membership.
7. Prepare a report of all expenses for submission to Executive Board at the first board meeting following the Annual Meeting.
8. Provide information to administrators for CME and P.A.C.E. credit
9. Supply input for the Policy Manual and By-Laws.

COMMITTEE DUTIES

1. Propose speakers and topics.
2. Assist the chair as requested.
3. Publicize the Annual meeting in the Association newsletter, "In A Different Vein", as well as other publications.

SITE PLANNING COORDINATOR DUTIES

1. Review potential meeting sites and submit suggestions to the Board by the November meeting.
2. Co-ordinate all meeting arrangements with the site representatives.
3. Recruit and organize commercial vendor exhibits at the meeting.
4. Send all appropriate correspondence to the Central Office Manager.
5. Arrange for assistance at the registration desk at the Meeting.

QUALIFICATIONS

Member of Michigan Association of Blood Banks.

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EDUCATION COMMITTEE

FUNCTION

The Education Committee is a standing committee responsible for all educational activities of the organization except the Annual Meeting. The committee may also plan and coordinate a series of lectures and seminars to provide didactic preparation for the SBB and BB exam.

DUTIES

1. Develop and sponsor new programs to meet the changing needs of the membership and blood bankers in the state.
2. Perform periodic surveys to assess educational needs in the state.
3. Provide educational programs throughout the state.
4. Coordinate the recruitment, acceptance and display of the Posters at the Annual Meeting if applicable.
5. Submit a summary report of committee activities to the Board prior to the annual meeting for inclusion in "In A Different Vein" and/or Annual Business Meeting.
6. Poll the MABB members and blood bank community to determine the interest in the Blood Bank Lecture Series. If the Blood Bank Lecture Series is to be held, review the lecture objectives, reserve rooms for the lectures and review the lecture schedule.
7. Operate within the budget and submit financial accounting to the Board.
8. Provide input for the Policy Manual and By-Laws.

QUALIFICATIONS

Member of the Michigan Association of Blood Banks
Knowledge of By-Laws and Policy Manual of the Association.

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BY-LAWS/POLICY COMMITTEE

FUNCTION

The By-Laws/Policy Committee has as its primary responsibility the consideration of amendments to and/or revisions of the By-Laws and Policies of the Association.

DUTIES

The Committee's activities develop as a result of written requests, usually coming through the Executive Board or other committees, for consideration of amendments or revisions.

When such requests are received, the committee will:

1. Review the request, consider such changes as are necessary in the by-laws or policy manual to accommodate proposed revisions and/or amendments.
2. Develop the wording of the change(s) and identify the position (section, subsection, etc.) of the change(s).
3. Submit copy of the proposed changes to the Executive Board, preferably not later than July first each year so that review by the Executive Board may be made, preparatory to distribution to the voting membership of the Association prior to the annual meeting in keeping with the by-law requirements.
4. Submit a written report to the Secretary no later than 1 month prior to annual meeting for inclusion in the Annual Report to the membership.

QUALIFICATIONS

1. Member of the Michigan Association of Blood Banks for at least 2 years.
2. Knowledge of parliamentary law and current Michigan Association of Blood Banks By-Laws and Policies.

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COMMITTEE ON LEGISLATIVE MATTERS

FUNCTION

The Committee on Legislative Matters is a special committee of the Michigan Association of Blood Banks that has the responsibility of keeping abreast of the current legislation in the State of Michigan which affects transfusion medicine especially in the state of Michigan.

DUTIES

1. Review proposed legislation and rules.
2. Notify the president of the MABB of proposed rules and legislation which affect transfusion medicine.
3. Act as the representative of the Michigan Association of Blood Banks to Michigan legislators and regulatory agencies.
4. If needed, submit articles for publication in the association newsletter "In A Different Vein".
5. Submit a written report to the Secretary no later than 1 month prior to Annual Meeting for inclusion in the Annual Report to the membership.
6. Provide input for the By-Laws and Policy Manual.

QUALIFICATIONS

1. Member of the Michigan Association of Blood Banks.
2. Knowledge of and access to legislative process in Michigan is desirable.

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PUBLICATION COMMITTEE

FUNCTION

The Publication Committee is a standing committee responsible for publishing the Association Newsletter "In A Different Vein" on a quarterly schedule and publishing other materials as requested by the Executive Board.

DUTIES

1. Publish "In A Different Vein" according to guidelines set by the Executive Board and in coordination with the Central Office Manager.
2. Advise Committee Chairs of annual publication schedule and copy due dates for timely announcement of Association functions.
3. Recruit advertisements for "In A Different Vein".
4. Submit a summary report to the Secretary no later than 1 month prior to the annual meeting for inclusion in "In A Different Vein" and Annual Business meeting report.
5. Operate within the budget and submit financial accounting to the Board.
6. Provide input for Policy Manual and By-Laws.

QUALIFICATIONS

1. Member of the Michigan Association of Blood Banks.
2. Chair - Previous experience in newsletter production, publication and computer word processing skills desirable.

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ARCHIVIST

FUNCTION

The Archivist is responsible for maintaining records of Association business and history.

DUTIES

Sort and maintain the following records:

1. Minutes of the Annual Meeting.
2. Annual Meeting programs.
3. Workshop/RAP programs.
4. Newsletters.
5. Financial reports.
6. Financial audits.
7. Committee reports.
8. Board members term of office.
9. Past presidents.
10. Award recipients.
11. History of special occasions.
12. Photos.
13. Any additional records of historical value.

QUALIFICATION

Member of MABB.