

APIC-SEW POLICY MANUAL

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REVISED: 2/5/98; 10/23/02



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POLICY #: A.01

CATEGORY: Role Descriptions

SUBJECT: Introduction to Role Descriptions

Purpose: To summarize general responsibilities of Board of Directors, Board Liaisons, and committee chairs.

Policies:

1. The Board of Directors consists of 5 officers, 4 directors, and the immediate Past President. The Executive Committee shall consist of three members of the Board of Directors: the President, the President-Elect, and one member elected by and from the current Board of Directors.
2. All Board of Directors members have the following responsibilities:
 - 2.1 know the Bylaws, policies and role descriptions related to one's position; recommend changes when indicated;
 - 2.2 determine budgetary requirements for role, and remain within the limits of the approved budget;
 - 2.3 attend Board of Directors meetings; notify President of inability to attend;
 - 2.4 serve on committees and task forces as requested/assigned;
 - 2.5 inform President and other Board of Directors members of activities/issues;
 - 2.6 present annual summary of activities to the Board of Directors;
 - 2.7 assume other responsibilities as requested; perform other duties as delegated.
3. Each Board of Directors member is assigned to serve as a Board Liaison to one or more committees/task forces. Board Liaisons have the following responsibilities:
 - 3.1 serve as the link between the Board of Directors and the designated committee/task force and providing a copy of pertinent policy to the chair
 - 3.2 communicate with and be accountable to committee/task force members regarding Board of Directors actions/decisions;
 - 3.3 communicate needs, concerns, and requests from the committee/task force to the Board of Directors.
4. All committee chairs have the following responsibilities:
 - 4.1 develop goals and objectives and implementation action plans which are consistent with the Chapter's goals;
 - 4.2 determine budgetary requirements for committee, and remain within the limits of the approved budget;
 - 4.3 define responsibilities of committee members, and delegate tasks to be accomplished;
 - 4.4 communicate needs, concerns, and requests to the Board of Directors via the Board Liaison.
 - 4.5 submit an annual report to the Board of Directors which documents accomplishment of the committee's goals and objectives, other committee achievements, and recommendations for the next year.
5. All Board of Directors members, Board Liaisons, and committee chairs should maintain concise records of their activities so they can provide their successors with the following information:



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- 5.1 the Chapter Policy Manual;
- 5.2 summary of activities and expenses;
- 5.3 projects still in progress and/or unresolved issues/problems

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; rev. 4/5/01; 6/5/08



Southeastern Wisconsin Chapter [SEW]

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POLICY #: A.02

CATEGORY: Role Descriptions

SUBJECT: President

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the President of APIC-SEW.

Selection: Elected by the Chapter's members by written ballot.

Eligibility: President-Elect of APIC-SEW during previous year.

Term of Office: One year as President. (NOTE: This officer also serves one year as Past-President.)

Primary Function: The President is the official representative and administrative officer of APIC-SEW.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the President is responsible to:

1. Conduct official Chapter business with the advice and consent of the Board of Directors.
2. Oversee the planning, development, and implementation of Chapter and Board of Directors goals and objectives.
3. Preside at Chapter and Board of Directors meetings.
4. Appoint standing committee chairs with the advice and consent of the Board of Directors.
5. Appoint and terminate special committees and task forces as necessary with the advice and consent of the Board of Directors.
6. Prepare agendas for Board of Directors and Chapter meetings.
7. Represent the Chapter at the annual APIC, INC educational conference Presidents' meeting, and other associated meetings as necessary or appoint a designee with the advice and consent of the Board of Directors.
8. Represent the Chapter at meetings of other professional organizations and governmental agencies; or appoint a designee with the advice and consent of the Board of Directors.
9. The President assures notification of the newly-elected candidates prior to the December meeting.

REFERENCES: APIC-SEW Board Approval: 1 June 1995

EFFECTIVE DATE: 2 June 1995; rev. 4/5/01; 10/2/08



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POLICY #: A.03

CATEGORY: Role Descriptions

SUBJECT: President-Elect

Purpose: To summarize the selection, eligibility, term of office, primary function and responsibilities of the President-Elect of APIC-SEW.

Selection: Elected by the Chapter's members by written ballot.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Office: One year as President-Elect. (NOTE: This officer then serves one year as President and one year as Past-President.)

Primary Function: The President-Elect prepares to assume the office of President:

Responsibilities: In addition to the responsibilities listed in Policy A.01, the President-Elect is responsible to:

1. In the absence/unavailability of the President, conduct official Chapter business with the advice and consent of the Board of Directors.
2. In the absence/unavailability of the President, preside at Chapter and Board of Directors meetings.
3. Serve as parliamentarian according to Robert's Rules of Order.
4. Chair the Program Committee (See Policy F.11).
5. Fulfill other duties delegated by the President or Board of Directors.
6. Fill the office of President, should that office become vacant, with the title of "President-Designee".

REFERENCES: APIC-SEW Board Approval: 1 June 1995; rev. 11/7/96

EFFECTIVE DATE: 2 June 1995; rev. 11/8/96; 6/7/01; 6/5/08



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POLICY #: A.04

CATEGORY: Role Descriptions

SUBJECT: Secretary

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the Secretary of APIC-SEW.

Selection: Elected by the Chapter's members by written ballot in the alternate year from the Treasurer.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Office: Two years.

Primary Function: The Secretary is responsible for the record keeping and correspondence of the Chapter.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Secretary is responsible to:

1. Record, transcribe, and distribute the minutes of Board of Directors meetings.
2. Record, transcribe, and distribute the minutes of general and special Chapter business meetings.
3. Maintain attendance records for Board of Directors and Chapter business meetings.
4. Prepare Chapter correspondence and maintain associated files as requested by the President.
5. Provide President with copies of Chapter correspondence.
6. Serve as Chapter Historian.
 - collect and collate annual committee reports and distribute to general membership by February of the following year.

REFERENCES: APIC-SEW Board Approval: 6/1/95; rev. 11/7/96

EFFECTIVE DATE: 6/2/95; rev. 11/8/96; 6/7/01; 6/5/08



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POLICY #: A.05

CATEGORY: Role Descriptions

SUBJECT: Treasurer

Purpose: To summarize the selection, eligibility, term of office, primary function and responsibilities of the Treasurer of APIC-SEW.

Selection: Elected by the Chapter's members by written ballot in the alternate year from the Secretary.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Office: Two years.

Primary Function: The Treasurer manages the financial affairs of APIC-SEW with advice and consent from the Board of Directors and/or Executive Committee.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Treasurer is responsible to:

1. Obtain and provide receipts for all financial transactions.
2. Prepare and present the annual budget to the Board of Directors for approval.
3. Prepare monthly financial reports for the Board of Directors; and quarterly reports for the general membership.
4. Prepare a financial summary at the end of the year, including summaries of any funding activities of APIC-SEW.
5. Submit quarterly and annual financial reports to APIC,INC as directed by the APIC,INC Finance Committee and/or APIC,INC Accountant.
6. Record and maintain all financial records of APIC-SEW in a permanent file.
7. Review the financial affairs of APIC-SEW as necessary with APIC,INC legal counsel and/or Accountant.
8. Participate in the money management of all committees. Initiate and coordinate the budget process with all committee chairs.
9. Serve as Treasurer for all APIC-SEW sponsored educational programs; and as consultant to the Treasurer of the multi-chapter statewide APIC seminar.
10. Chair the APIC-SEW Budget and Finance Committee (See Policy D.01 – D.08 and F.04).
11. Maintain bonded status.
12. Treasurer serves on the Executive Committee.

REFERENCES: APIC-SEW Board Approval: 1/4/96; rev. 11/7/96

EFFECTIVE DATE: 1/5/96; rev. 11/6/96; 6/7/01; 6/5/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.06

CATEGORY: Role Descriptions

SUBJECT: Directors

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the Directors of APIC-SEW.

Selection: Elected by the Chapter's members by written ballot. At least two Directors are elected each year to provide for alternating terms of office.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Office: Two years.

Primary Function: Directors, along with the elected Officers, conduct and manage the business of APIC-SEW.

Responsibilities: In addition to the responsibilities listed in Policy A.01, Directors are responsible to:

1. Foster the growth and development of the Chapter and its individual members.
2. Formulate and review/revise Chapter policies and procedures which implement the Bylaws.
3. Formulate and review/revise administrative policies and procedures every three years and as needed to facilitate smooth operations and transitions within the Chapter.
4. Provide advice and consent for the conduct of official Chapter business.
5. Serve as liaison to a standing committee or task forces as requested by the President/Board of Directors.
6. Perform additional duties as requested by the President/Board of Directors.
7. At the request of the President and with the consent of the Board of Directors, fill a vacancy for an elected officer (excluding the President).

NOTE: If two or more Officer or Director positions are vacant (excluding the Presidency), a special election is held to fill those vacancies.

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; rev. 6/7/01; 6/5/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.07

CATEGORY: Role Descriptions

SUBJECT: Membership Director

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the Membership Director of APIC-SEW

Selection: Elected by the Chapter's members by written ballot.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Office: Two years.

Primary Function: The Membership Director maintains a current roster of paid members and their membership status.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Membership Director is responsible to:

1. Maintain liaison with the APIC,INC Membership Director and National Office.
2. Monitor members' dues payments and membership status.
3. Maintain a current listing of members; distribute membership list by the end of the second quarter; update quarterly; and provide monthly updates to the Secretary for inclusion in the minutes.
4. Recruit new members, and facilitate their obtaining membership.
5. Provide attendance numbers and coordinate checking in attendees at business meetings and education sessions. Attendance sheets are given to the Secretary.
6. Introduce new members and guests at business meetings.
7. Facilitate assignment of mentors for new members as needed.
8. Provide information about Chapter.
9. Chair the Membership Committee (See Policy F.10).

REFERENCES: APIC-SEW Board Approval: 1/4/96; rev. 11/7/96

EFFECTIVE DATE: 1/5/96; rev. 11/8/96; 8/2/01; 6/5/08



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POLICY #: A.08

CATEGORY: Role Descriptions

SUBJECT: Past-President

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the Past-President of APIC-SEW.

Selection: Elected by the Chapter's members by written ballot. (NOTE: This officer has completed one-year terms as President-Elect and President.)

Eligibility: President during previous year.

Term of Office: One year.

Primary Function: The Past-President provides guidance and assistance to the incoming President to insure a smooth transition from one year to the next.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Past-President is responsible to:

1. Coordinate the annual review/revision of the Policy Manual.
2. Chair the Long-Range Planning Committee (See Policy F.08).

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 6/2/95; revised 8/2/01; 6/5/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.09

CATEGORY: Role Descriptions

SUBJECT: Basic IC Course Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Basic IC Course Committee Chair.

Selection: Appointed by the President with the advice and consent of the Board of Directors.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Service: One year. May be appointed for any number of consecutive years.

Primary Function: Responsible for coordinating the planning and delivery of the Basic IC educational course provided by APIC-SEW.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Basic IC Course Committee Chair is responsible to:

1. Coordinate the activities of the Basic IC Course Committee (See Policy F.01 and F.02).
2. Establish a calendar for committee meetings.
3. Develop and maintain a list of qualified educators to serve as faculty for the course.
4. Maintain records of course attendance and evaluations.
4. Coordinate honorarium checks from APIC-SEW to assure they are provided to the faculty. If there are two or more speakers, the honorarium will be split equally.
6. Coordinate thank you note and summary of participant evaluations are sent to each speaker within one month after the person's presentation.
7. Submit a summary report of the course to the Board of Directors not later than the Board of Directors's February meeting.

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; revised 11/7/02; 6/5/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.10

CATEGORY: Role Descriptions

SUBJECT: Budget and Finance Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Budget and Finance Committee Chair.

Selection: Elected officer.

Eligibility: APIC-SEW Treasurer.

Term of Service: Two years.

Primary Function: Responsible for coordinating the activities of the Budget and Finance Committee (See Policy F.04).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Budget and Finance Committee Chair is responsible to:

1. Coordinate budget preparation, review, and approval.
2. Serve as liaison to the APIC National Budget and Finance Representative.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revi. 9/6/01; 6/5/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.11

CATEGORY: Role Descriptions

SUBJECT: Bylaws Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Bylaws Committee Chair.

Selection: Appointed by the President with the advice and consent of the Board of Directors .

Eligibility: Active member of APIC-SEW for at least one year.

Term of Service: One year.

Primary Function: Responsible for coordinating the activities of the Bylaws Committee (See Policy F.02).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Bylaws Committee Chair is to:

1. Coordinate the annual review/revision of Chapter Bylaws, ensuring consistency with APIC National Bylaws. Present to the Board of Directors.
2. Serve as liaison to the APIC Bylaws Committee.
3. Make available a copy of existing Bylaws to Chapter member.

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/595; revised 9/6/01, 8/7/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.12

CATEGORY: Role Descriptions

SUBJECT: Education Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Education Committee Chair.

Selection: Appointed by the President with the advice and consent of the Board of Directors.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Service: One year.

Primary Function: Coordinate the activities of the Education Committee (See Policy F.05).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Education Committee Chair is to:

1. Collaborate with the Chairs of the Basic IC Course, Program Committee, and State Seminar Committee to identify the educational needs of the Chapter members.
2. Coordinate the education presentations for the Chapter business meetings.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 9/6/01, 8/7/08



Southeastern Wisconsin Chapter [SEW]

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POLICY #: A.13

CATEGORY: Role Descriptions

SUBJECT: Governmental Affairs Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Governmental Affairs Committee Chair.

Selection: Appointed by the President with the advice and consent of the Board of Directors .

Eligibility: Active member of APIC-SEW for at least one year.

Term of Service: One year.

Primary Function: Coordinate the activities of the Governmental Affairs Committee (GAC) (See Policy F.06).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the GAC Chair is to:

1. Serve as liaison to the APIC GAC Regional Representative.
2. Establish and maintain contact with other professional associations/organizations with common legislative concerns.
3. Keep the Chapter and Board of Directors informed of legislative issues.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 10/4/01, 8/7/08



Southeastern Wisconsin Chapter [SEW]

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POLICY #: A.14

CATEGORY: Role Descriptions

SUBJECT: Resources Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Resource Committee Chair.

Selection: Appointed by the President with the advice and consent of the Board of Directors.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Service: Two years.

Primary Function: Coordinate the activities of the Resource Committee (See Policy F.07).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Resource Committee Chair is to:

1. Seek out audiovisual materials and books for Committee review.
2. House the Resources, or delegate to one Committee member.
3. Oversee the process for issuing and retrieving materials.
4. Maintain up-to-date Resource List on the Website.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 10/4/02, 8/7/08



Southeastern Wisconsin Chapter [SEW]

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POLICY #: A.15

CATEGORY: Role Descriptions

SUBJECT: Long-Range Planning Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Long-Range Planning Committee Chair.

Selection: The APIC-SEW Past-President serves as this Chair.

Eligibility: Immediate Past-President.

Term of Service: One year.

Primary Function: Coordinate the activities of the Long-Range Planning Committee (See Policy F.08).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Long-Range Planning Committee Chair is to:

1. Serve as liaison to the APIC Strategic Planning Committee.
2. Promote an understanding of long-range/strategic planning.
3. Collaborate with other committee Chairs to obtain input and, ultimately, help implement the components of the plan.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 10/4/01; reviewed 10/2/08



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POLICY #: A.16

CATEGORY: Role Descriptions

SUBJECT: Marketing Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Marketing Committee Chair.

Selection: Appointed by the President with the advice and consent of the Board of Directors .

Eligibility: Active member of APIC-SEW for at least one year.

Term of Service: One year.

Primary Function: Coordinate the activities of the Marketing Committee (See Policy F.09).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Marketing Committee Chair is to:

1. Devise strategies to market the Chapter's purpose, activities, services, and members.
2. Coordinate or delegate coordination of the Speakers Bureau.
3. Obtain marketing materials and assistance, as appropriate, from APIC.
5. Clear marketing activities/materials with the Board of Directors; and with APIC Legal Counsel as directed/requested by the Board of Directors.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 10/4/01; reviewed 10/2/08



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POLICY #: A.17

CATEGORY: Role Descriptions

SUBJECT: Membership Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Membership Committee Chair.

Selection: Elected by the voting members of APIC-SEW. The APIC-SEW Membership Director serves as this Chair.

Eligibility: Active member of APCI-SEW for at least one year.

Term of Service: Two years.

Primary Function: Coordinate the activities of the Membership Committee (See Policy F.10).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Membership Committee Chair is to:

1. Serve as liaison to the APIC Membership Representative.
2. Interpret membership policies to the Board of Directors, other committee Chairs, and Chapter members as requested or needed.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 10/4/02, 8/7/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.18

CATEGORY: Role Descriptions

SUBJECT: Nominating/Teller Committee Chair

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the APIC-SEW Nominating/Teller Committee Chair.

Selection: Shall be headed by a chair appointed from the committee members and approved by the Board of Directors.

Eligibility: Active membership in APIC-SEW for at least one year.

Term of Office: One year.

Primary Function: Coordinate the annual election of officers according to the APIC-SEW Bylaws and Policies.

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Nominating/Teller Committee Chair is responsible to:

1. Determine the offices to be filled for the following calendar year in consultation with the Board of Directors.
2. Coordinate solicitation and nomination of active members who are interested in running for office. This activity occurs **during August and September**.
3. Submit the slate of candidates to the Board of Directors for approval **at its October meeting**.
4. Coordinate the election by mail **at least 30 days prior to the voting deadline, which will be no later than ten (10) days prior to the December annual business meeting**.
5. Recommend names of members from membership at large for tellers to the President; the latter will appoint the tellers.
 - 5.1 Tellers cannot be members of the BOD, Nominating Committee, or on the ballot.
6. Notify the President of the election results no later than two days prior to the December meeting.
 - 6.1 The President assures notification of the newly-elected candidates prior to the December meeting.
 - 6.2 The Nominating/Teller Committee Chair then assures notification of the other candidates prior to the December meeting.
 - 6.3 In the event of a tie, the decision for the Chairperson of the Nominating/Teller Committee will be decided by drawing "lots".

See Also: A.21 Nominating/Teller Committee Member
F.11 Nominating/Teller Committee

REFERENCES: APIC-SEW Board Approval: 9/14/95

EFFECTIVE DATE: 9/15/95; revised 8/1/02, 8/7/08, 3/5/09



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Web Site: www.wisconsinapic.org

POLICY #: A.19

CATEGORY: Role Descriptions

SUBJECT: Program Committee Chair

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Program Committee Chair.

Selection: The President-Elect serves as this Chair

Eligibility: Elected by the voting members of APIC-SEW.

Term of Service: One year.

Primary Function: Coordinate the activities of the Program Committee (See Policy F.12).

Responsibilities: In addition to the responsibilities listed in Policy A.01, the Program Committee Chair is responsible to:

1. Collaborate with the Chairs of the Basic IC Course, Education, and State Seminar Committees as needed/indicated to identify the educational needs of the Chapter.
2. Coordinate the Program time with the scheduled business meeting time.
3. Inform the Secretary, Membership Chair, and Webmaster of any changes in program speaker, content, or scheduled time (prior to the distribution of minutes, if at all possible).
4. Establish and maintain a list of current Board members and contact information.
 - 4.1 Initiate the Board phone tree in the event of a meeting cancellation.
 - 4.2 Notify the speaker of meeting cancellation.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 11/1/01, 8/7/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.20

CATEGORY: Role Descriptions

SUBJECT: State Seminar Committee Representatives

Purpose: To summarize the selection, eligibility, term of service, primary function, and responsibilities of the APIC-SEW Representatives of the Wisconsin APIC State Seminar Committee.

Selection: Voluntary with approval of the President with the advice and consent of the Board of Directors (BOARD OF DIRECTORS).

Eligibility: Active member of APIC-SEW.

Term of Service: Two years.

Primary Function: Represent APIC-SEW and its interests on the statewide committee which plans and implements the State Seminar. (See D.05)

- Responsibilities:
1. Attend the State Seminar Planning Committee meetings.
 2. Report to the Board of Directors the activities of the State Seminar Planning Committee.
 3. Make available minutes of all State Seminar Committee meetings to the President and Board of Directors.
 4. Collaborate with the Chairs of the Basic IC Course, Education, and Program Committees to identify the education needs of the Chapter's members.
 5. Solicit input from and provide reports to the Chapter members at monthly business meetings.
 6. Provide a post-seminar report to the Board of Directors which includes a summary of participant evaluations; financial summary; and key learnings/suggestions for the next seminar.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 11/1/02, 8/7/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: A.21

CATEGORY: Role Descriptions

SUBJECT: Nominating/Teller Committee Member

Purpose: To summarize the selection, eligibility, term of office, primary function, and responsibilities of the APIC-SEW Nominating/Teller Committee Members.

Selection: Elected by the Chapter's members by written ballot.

Eligibility: Active member of APIC-SEW for at least one year.

Term of Office: One year.

Primary Function: The Committee members are responsible for assisting the Nominating/Teller Committee Chair with the annual election process.

Responsibilities: The Committee's work occurs from **August through December**. Responsibilities include:

1. Solicit APIC-SEW active members who are interested in running for office.
 - 1.1 Role descriptions will be mailed with the minutes to all members.
 - 1.2 Obtain brief resumes and signed Consents to Serve from eligible candidates.
2. Assist with the preparation of the slate of candidates.
3. Assist with the printing and mailing of voting packets.
4. Serve as election tellers if recommended by the Chair and approved by the President.

See Also: A.18 Nominating/Teller Committee Chair
F.11 Nominating/Teller Committee

REFERENCES: APIC-SEW Board Approval: 9/14/95

EFFECTIVE DATE: 9/15/95; reviewed 8/1/02, 8/7/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: B.01

CATEGORY: Board of Directors

SUBJECT: Executive Committee

Purpose: To enable decisions to be made when the full Board of Directors is unavailable.

Policies:

1. The Executive Committee consists of the President, President-Elect, and Treasurer.
2. The Executive Committee is authorized to make decisions of an urgent or emergent nature when the full Board is unavailable, i.e., between Board of Directors meetings.
3. Executive Committee decisions must be presented for ratification to the full Board at its next scheduled meeting.

REFERENCES: APIC-SEW Board Approval: 4/6/95

EFFECTIVE DATE: 4/7/95; revised 1/3/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: B.02

CATEGORY: Board of Directors

SUBJECT: Meetings

Purpose: To delineate when the Board of Directors is required to meet,

- Policies:
1. Meetings of the Board of Directors are held monthly prior to Chapter business meetings.
 2. Additional emergency meetings may be called at the discretion of the Executive Committee.

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 1/3/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: C.01

CATEGORY: Membership

SUBJECT: Membership Categories

Purpose: To define the membership categories for APIC-SEW.

- Policies:
1. Active member:
 - 1.1 individual occupationally or professionally involved in the practice and management of infection prevention and control or the application of epidemiology;
 - 1.2 may vote in elections, serve on committees, and hold elected office.
 2. Associate member:
 - 2.1 individual not occupationally or professionally involved in the practice or management of infection control and/or epidemiology;
 - 2.2 may serve on committees;
 - 2.3 may not vote in elections or hold elected office.
 3. Student member:
 - 3.1 An individual enrolled in a 2 or 4 year program on a college or graduate level with an interest in infection prevention and control.
 - 3.2 may serve on committees
 - 3.3 may not vote in elections or hold elected office.
 4. Retired member:
 - 4.1 Active member who has retired from employment and 5 consecutive years of APIC membership prior to retirement;
 - 4.2 may serve on committees;
 - 4.3 may not vote in elections or hold elected office.
 5. An individual's membership category must be the same on both the national and local levels.

REFERENCES: APIC-SEW Board Approval: 1993

EFFECTIVE DATE: 1/1/94; revised 2/7/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: C.02

CATEGORY: Membership

SUBJECT: Dues and Renewals

Purpose: To insure compliance with APIC,INC. membership policies.

- Policies:
1. APIC-SEW members must also be members of APIC,INC.
 2. Active, associate, student and retired memberships are based on 12 months, starting the month APIC receives the application and dues.
 3. Renewal notices are sent out by the APIC National Office and include billing for both national and local dues. Local dues are then remitted to the Chapter by the National Office.
 4. Membership is on an individual basis, including persons whose dues are paid by their institution/employer, and cannot be transferred from one person to another.
 5. Guests may attend one meeting at no charge. Further attendance will require membership in APIC and APIC-SEW.
 - 5.1 Depending on the nature of issues to be discussed at the business meeting, non-members may be asked to leave at the direction of the presiding officer.

REFERENCES: APIC-SEW Board Approval: 1993

EFFECTIVE DATE: 1/1/94; revised 2/7/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.01

CATEGORY: Budget and Finance

SUBJECT: Bank Accounts

Policies:

1. Chapter bank account(s) is(are) kept in FDIC institution(s).
2. The initiation of new accounts and the discontinuation of old accounts are subject to approval by the Board of Directors.
3. Signature cards for bank accounts will be updated annually by the treasurer, president and one other designated board member.

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; revised 3/7/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.02
CATEGORY: Budget and Finance
SUBJECT: Financial Reports

- Policies:
1. The Treasurer submits the Chapter's financial records to the Board of Directors for review upon request.
 2. The **annual** financial report is provided to the Board of Directors and membership no later than the February general business meeting.
 3. A financial report is presented to the Board of Directors on a **monthly** basis.
 4. **Quarterly** financial reports are provided to the membership and APIC as follows:
 - 4.1 first quarter, no later than April 30
 - 4.2 second quarter, no later than July 31
 - 4.3 third quarter, no later than October 31
 - 4.4 fourth quarter, no later than January 31st
 5. The State Seminar Treasurer handles the finances of the Seminar.
 - 5.1 The State Seminar Treasurer provides reports as requested by the Board of Directors of APIC-SEW.
 - 5.2 The APIC-SEW Treasurer may include the above information in the monthly and quarterly reports.

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; revised 3/7/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.03

CATEGORY: Budget and Finance

SUBJECT: Check Authorizations and Signatures

Policies:

1. The President or designated Board Member may sign checks in the absence of the Treasurer.
2. All checks greater than \$2500.00 must be signed by **both** the Treasurer and the President or designated Board Member. (See policy D.01)

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; reviewed 3/7/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.04

CATEGORY: Budget and Finance

SUBJECT: Budget Preparation

Policies:

1. The budget process is initiated by the Treasurer **at the September chapter meeting.**
2. All committee Chairs are responsible to formulate their respective budgets and send them to the Treasurer **no later than the November Business Meeting.**
3. The Treasurer reviews all proposed budgets with the Budget and Finance Committee, and then formulates the Chapter budget **for the the December chapter meeting.**
4. The Treasurer presents the budget for approval to the Board of Directors **at the December chapter meeting.**
5. The final approved budget is sent to the APIC National Budget and Finance **no later than January 31st.**

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; revised 3/7/02, 10/2/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.05

CATEGORY: Finance

SUBJECT: Statewide Seminar

Purpose: To protect the assets and liability of APIC-SEW as partner sponsors of the Wisconsin APIC State Educational Seminar.

- Policies:
1. The APIC-SEW representatives to the State Seminar Planning Committee are responsible to the APIC-SEW Board of Directors and Chapter members.
 2. The representatives will insure that the following measures are taken by the State Seminar Planning Committee:
 - 2.1 A short-term liability insurance policy shall be purchased through National APIC to be in effect during the State Seminar.
 - 2.2 The Seminar Planning Committee will determine the registration and exhibit fees, with approval of all Chapters' Board of Directors.
 - 2.3 Each potential exhibitor must produce evidence of liability and Worker's Compensation insurance prior to being accepted as an exhibitor.
 - 2.4 Exhibitors may be permitted to attend the educational sessions without paying a registration fee, provided there is adequate space after conference registrants are seated.
 - 2.5 Adhere to APIC-SEW Policy G.04 "Use of APIC Logo" will be adhered to.

REFERENCES: APIC-SEW Board Approval: 4/6/95

EFFECTIVE DATE: 4/7/95; revised 3/7/02; reviewed 11/6/08



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.06

CATEGORY: Budget and Finance

SUBJECT: Use of Chapter Funds to Attend National Meetings for Official Chapter Business

Purpose: To provide financial assistance to officers/directors to attend national meetings at the annual APIC educational conference for the purpose of official Chapter business.

- Policies:
1. Each fall the Board of Directors will budget funds for the next calendar year.
 2. National meetings included in this policy are:
 - 2.1 Chapter President
 - 2.2 Chapter Treasurer
 - 2.3 Chapter Membership Director
 - 2.4 Other national meetings, e.g. Bylaws, are not routinely funded. Individuals attending the meetings listed in 2.1-2.3 are expected to make every effort to participate in other national meetings as they are able. If special meetings with importance to the Chapter are held, the Board of Directors may approve additional funding.
 3. The intended representatives to the meetings listed in #2 are the Chapter President, Treasurer, and Membership Director.
 - 3.1 If the President is unable to represent the Chapter, the President-Elect is first alternate. If the latter is unable to fulfill the role, the Past-President or a Director is second alternate.
 - 3.2 If the Treasurer is unable to represent the Chapter, the Secretary is first alternate. If the latter is unable to fulfill the role, a Director is the second alternate.
 - 3.3 If the Membership Director is unable to represent the Chapter, the Secretary is first alternate. If the latter is unable to fulfill the role, a Director is the second alternate.
 4. If budget permits, a sum of two thousand dollars (\$2000) may be provided to each of the three members listed above to attend the National APIC Conference.
 - 4.1 Unused portions will be returned within 30 days of attendance along with receipts.
 5. The officer/director must submit to the Board of Directors a completed APIC-SEW "Request for Funding to Attend Conference/Seminar or Meeting" and "Contract for Use of Chapter Funds" **at least 30 days prior to the meeting.**
 6. Except in extraordinary circumstances, reimbursement is made after attendance at the meeting.
 - 6.1 If money is provided in advance and the officer/director doesn't attend the intended meeting, (s)he must refund the amount advanced.
 - 6.2 APIC Legal Counsel is notified if/when an individual defaults on refunding the money.
 7. No officer or director may sign approval of her/his own request.
 8. The officer/director is required to provide oral and written reports of the proceedings of the national meetings to the Board of Directors and general membership.

REFERENCES: APIC-SEW Board Approval: 1/4/96
APIC,INC Legal Counsel Approval: 5/11/95

EFFECTIVE DATE: 5/13/95;
REVISED 11/7/02, 4/3/08, 11/6/08, 6/4/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

CONTRACT FOR USE OF CHAPTER FUNDS TO ATTEND CONFERENCE/SEMINAR

I, _____, do hereby agree to attend _____
(name) (conference/seminar)
in _____ on _____.
(city, state) (inclusive dates)

Because I am representing APIC-SEW and using APIC-SEW funds, I agree to attend the conference/seminar in its entirety or the sessions specified:

If I am unable to attend due to an extreme emergency, I will notify the APIC-SEW President or President-Elect as soon as possible so that an alternate may be found. If an alternate cannot be found, the APIC-SEW Board of Directors will determine what, if any, funds I will be required to refund to APIC-SEW.

After attending, I agree to submit a written conference/seminar report to the APIC-SEW Board of Directors within thirty (30) days. This report will be retained by the President and Secretary. The report will summarize the conference/seminar and will highlight important issues that may affect Chapter policy or that are of general interest to the membership. I also agree to make an oral presentation, which parallels the written report, to the general membership at the discretion of the Board. This oral report will occur not more than ninety (90) days following attendance at the conference/seminar, and will take place at a regular APIC-SEW meeting or another mutually-agreed upon time.

I also agree:

1. that my employer is aware that I will be attending the conference/seminar;
2. that the conference/seminar expenses paid by APIC-SEW are not and will not be reimbursed by my employer or any other organization or source; and
3. to submit a Conference/Meeting Expense Form attached to the conference/seminar brochure showing the estimated funds needed; and
4. to submit to the APIC-SEW Treasurer within fourteen (30) days after returning from the conference/seminar an APIC-SEW Conference/Meeting Expense report with receipts supporting the amount of funds provided by APIC-SEW.

APIC-SEW agrees to provide a maximum of \$_____ which may be used for any of the following documented conference/seminar expenses: registration, travel, educational materials, lodging, and/or meals. Payment will be made by the APIC-SEW Treasurer to the applicant within fourteen (14) days of receipt of required documentation.

Signatures:

Applicant _____ Date _____

President or President-Elect _____ Date _____

Treasurer or a Director _____ Date _____

Reference policy D.06 and D.07



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.07

CATEGORY: Budget and Finance

SUBJECT: Use of Chapter Funds to Attend Conference/Seminar

Purpose: To provide financial assistance to active members to attend educational offerings which will benefit the members of APIC-SEW. (NOTE: Funding for officers/directors to attend national meetings for official Chapter business is covered under Policy D.06.)

- Policies:
1. Each fall the Board of Directors will budget funds for the next calendar year.
 - 1.1 The Treasurer will subtract the \$10,000 Reserve funds (includes \$3000 State Conference Liability) and the next year's operating budget from the Chapter's net assets.
 - 1.2 Seventy-five percent (75%) of APIC-SEW's annual profits from the State Conference will be budgeted for financial assistance for education.
 2. The educational conference/seminar must be pertinent to the practice of infection surveillance/prevention/control and epidemiology; and its content must be of benefit to the Chapter's members, not just the person attending.
 3. A member may receive assistance for only one conference/seminar in a calendar year.
 4. Criteria to be considered:
 - 4.1 active membership for more than 12 months as defined in the Bylaws, except new members of less than 1 year who would be eligible to attend the State Seminar;
 - 4.2 attendance of Chapter business meetings in the preceding 12 months;
 - 4.3 support of the Chapter's work through active participation on committee(s) and other Chapter activities; and
 - 4.4 documented inability to obtain funding from employer or other organizations.
 5. To apply for financial assistance, a member meeting the criteria in #4 must submit her/his request to the Board of Directors **prior** to the conference/seminar registration deadline. The request must include the following documents:
 - 5.1 the conference/seminar brochure;
 - 5.2 a completed APIC-SEW "Request For Use of Chapter Funds to Attend Conference/Seminar or Meeting" form, including estimated expenses (see form attached);
 - 5.3 an APIC-SEW "Contract For Use of Chapter Funds to Attend Conference/Seminar" with the top portion completed and the applicant's dated signature (see form attached);
 - 5.4 documentation of inability to obtain funding elsewhere (sample letter attached).
 - 5.5 a points accumulation document (form attached)
 6. Reimbursement is usually made after attendance at the conference/seminar but may be provided in advance with Board approval. The amount awarded is based on the current budget year and board approval.
 7. An "extreme emergency" which prevents the applicant from attending the funded conference/seminar (as stated in the APIC-SEW Contract) is defined as:
 - 7.1 a death in the immediate family (sister, brother, mother, father, spouse, child, grandparent, in-law, or significant other)
 - 7.2 hospitalization
 - 7.3 physician-documented illness
 - 7.4 CEO/COO documentation that permission to attend has been withdrawn
 - 7.5 documentation of jury duty



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

**APIC-SEW policy Manual
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- 7.6 natural disaster
- 7.7 other eventualities at the Board of Directors discretion
- 8. No officer or director may sign approval of the Request for Funds or the Contract when that officer or director is the applicant.
- 9. APIC Legal Counsel is notified if/when a member defaults on the Contract.

REFERENCES: APIC-SEW Board Approval: 4/6/95
APIC,INC Legal Counsel Approval With Recommended Revisions: 5/11/95
APIC-SEW Board Approval of Revisions: 5/12/95; 4/3/08

EFFECTIVE DATE: 5/13/95
REVIEWED: 11/7/02
REVISED: 11/6/08, 6/4/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

CONTRACT FOR USE OF CHAPTER FUNDS TO ATTEND CONFERENCE/SEMINAR

I, _____, do hereby agree to attend _____
(name) (conference/seminar)
in _____ on _____
(city, state) (inclusive dates)

Because I am representing APIC-SEW and using APIC-SEW funds, I agree to attend the conference/seminar in its entirety or the sessions specified:

If I am unable to attend due to an extreme emergency, I will notify the APIC-SEW President or President-Elect as soon as possible so that an alternate may be found. If an alternate cannot be found, the APIC-SEW Board of Directors will determine what, if any, funds I will be required to refund to APIC-SEW.

After attending, I agree to submit a written conference/seminar report to the APIC-SEW Board of Directors within thirty (30) days. This report will be retained by the President and Secretary. The report will summarize the conference/seminar and will highlight important issues that may affect Chapter policy or that are of general interest to the membership. I also agree to make an oral presentation, which parallels the written report, to the general membership at the discretion of the Board. This oral report will occur not more than ninety (90) days following attendance at the conference/seminar, and will take place at a regular APIC-SEW meeting or another mutually-agreed upon time.

I also agree:

1. that my employer is aware that I will be attending the conference/seminar;
2. that the conference/seminar expenses paid by APIC-SEW are not and will not be reimbursed by my employer or any other organization or source; and
3. to submit a Conference/Meeting Expense Form attached to the conference/seminar brochure showing the estimated funds needed; and
4. to submit to the APIC-SEW Treasurer within fourteen (30) days after returning from the conference/seminar an APIC-SEW Conference/Meeting Expense report with original receipts supporting the amount of funds provided by APIC-SEW.

APIC-SEW agrees to provide a maximum of \$_____ which may be used for any of the following documented conference/seminar expenses: registration, travel, educational materials, lodging, and/or meals. Payment will be made by the APIC-SEW Treasurer to the applicant within fourteen (14) days of receipt of required documentation.

Signatures:

Applicant _____ Date _____

President or President-Elect _____ Date _____

Treasurer or a Director _____ Date _____



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

REQUEST FOR FUNDING TO ATTEND CONFERENCE/SEMINAR OR MEETING

Instructions: This form must be completed in its entirety and submitted to the APIC-SEW Board of Directors at least 30 days prior to the conference/seminar or meeting registration deadline. Attach a copy of the conference/seminar/meeting brochure, and other documents as listed in APIC-SEW Policy #D.07. Except in extraordinary circumstances, reimbursement is made after attendance at the conference/seminar.

DATE OF REQUEST _____ **REQUEST TYPE (Check One)** **Conference/Seminar**
 Meeting

NAME _____ **TITLE** _____

INSTITUTION _____

ADDRESS _____

PHONE NUMBERS (Work) _____ (Home) () _____

TITLE OF CONFERENCE/SEMINAR OR MEETING _____

Start Date _____ **End Date** _____ **Travel Dates** _____

Sponsoring Organization _____

Location: **City** _____ **State** _____ **Facility** _____

REASON FOR ATTENDING AND EXPECTED BENEFIT TO CHAPTER _____

EXPENSES	ESTIMATED	ACTUAL
Registration Fee	\$ _____	\$ _____
Materials/Books	\$ _____	\$ _____
Travel <input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Auto Mileage: est _____ actual _____	\$ _____	\$ _____
Local Transportation <input type="checkbox"/> Shuttle <input type="checkbox"/> Cab	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Lodging # Nights _____ @ rate + tax _____	\$ _____	\$ _____
Meals # Days _____ @ ≤ \$25/day	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

APPLICATION APPROVED BY B.O.D. in the amt of \$ _____

Minus Direct Payments \$ _____

Date: _____ Pres/Pres-Elect _____

EXPENSES APPROVED in the amount of \$ _____

Minus Cash Advance \$ _____

Date: _____ Treas/Director _____

RECORD OF CHECKS

Net Due Member \$ _____



Southeastern Wisconsin Chapter [SEW]
Web Site: www.wisconsinapic.org

Guidelines to determine qualifications for scholarships to a National Conference (APIC National, SHEA, etc.)

Points toward qualifying will accumulate for a 12 month period; example: from January through December.

Points:

- 5 Officer attending SEW board meetings (President, Secretary, Treasurer, Membership)
3 SEW Committee Chair
1 Per SEW business meeting attended
1 Per SEW committee meeting attended
7 SEW Basic course presenter
1 SEW Short educational presenter
5 State Seminar presenter
5 State Seminar Committee member
2 Hosting a SEW monthly meeting @ your facility

- 1. Each member who wishes to be considered for a scholarship completes and submits the Points Form along with the required scholarship application forms.
2. Budget and Finance will review the submitted forms and present to the board.
3. Board approves and announces the scholarship(s) granted.
4. The current policy on scholarship application will be followed.
5. Scholarships will be awarded based on accumulated points.

Points Form for Scholarship Application
(Check all that apply and indicate total points for each item)

- [] 5 Officer attending SEW board meetings (President, Secretary, Treasurer, and Membership)
[] 3 SEW Committee Chair
[] 1 Per SEW business meeting attended
[] 1 Per SEW committee meeting attended
[] 7 SEW Basic course presenter
[] 1 SEW Short educational presenter
[] 5 State Seminar presenter
[] 5 State Seminar Committee member
[] 2 Hosting a SEW monthly meeting @ your facility

Total Points

Name: Date:

Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: D.08

CATEGORY: Finance

SUBJECT: Michael B. Rytel, MD, Memorial Dinner and Lecture

Purpose: To delineate the responsibilities and financial arrangements of APIC-SEW and the Milwaukee Infectious Diseases Society (IDS), co-sponsors of the annual Michael B. Rytel, MD, Memorial Dinner and Lecture.

- Policies:
1. The persons responsible for making all arrangements for the Rytel Dinner/Lecture are the President of the IDS and the Infection Control Practitioner (ICP) at the IDS President's facility.
 - 1.1 If there is no ICP at the IDS President's facility, the President of APIC-SEW will appoint another APIC-SEW member to work with the IDS President.
 2. The responsibilities of the IDS President are:
 - 2.1 Arrange for the speaker.
 - 2.11 Generally, a pharmaceutical company is asked to sponsor the speaker and his/her expenses. If no sponsor can be found, the IDS assumes responsibility for the speaker's expenses.
 - 2.12 Assist the speaker, as needed, with travel arrangements. This includes transporting the speaker to and from the dinner.
 - 2.2 Contact and invite Mrs. Rytel to the dinner.
 - 2.3 Arrange for the plaques to be made: one for the speaker and a new "plate" for the "traveling plaque" which is housed in the Engstrom Library at Doyne.

NOTES:

 1. Need better wording for the phrases with the quotation marks.
 2. Where is the traveling plaque, now that Doyne is no more???
 - 2.4 Mail flyers to the IDS membership five to six weeks in advance of the dinner.
 - 2.5 Find out the meal selection of the speaker and pharmaceutical company representative no later than two weeks prior to the dinner; and give that information to the ICP.
 - 2.6 Serve as emcee at the dinner/lecture.
 3. The responsibilities of the ICP are:
 - 3.1 Select the facility. Traditionally, this has been Davian's on Capitol Drive.
 - 3.2 Arrange for the 6:00 PM open bar, 7:00 PM dinner (two entree options), and audio-visual equipment for the lecture, which begins at 8:00 PM.
 - 3.3 Provide the facility and the IDS President with APIC-SEW's tax number.
 - 3.4 Prepare the flyer with reservation slip, with a reservation deadline and a place to select an entree. The flyer must state that checks are to be made payable to APIC-SEW.
 - 3.5 Provide IDS President with enough flyers for IDS mailing six weeks prior to dinner.
 - 3.6 Mail flyers to APIC-SEW members five to six weeks prior to the dinner.
 - 3.7 Collect all reservations and checks.
 - 3.71 Turn all checks over to the APIC-SEW Treasurer, who will pay the facility.
 - 3.72 Provide the facility with the entree counts at the agreed-upon deadline.
 - 3.73



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

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4. Generally the dinner/lecture is a balanced or zero-based budget. Any excess expenses over revenues are covered 50% by APIC-SEW and 50% by the IDS.

REFERENCES: APIC-SEW Board Approval: 3/7/02
IDS Board Approval: _____

EFFECTIVE DATE: 3/7/02; revised 3/7/02



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.01

CATEGORY: Committees

SUBJECT: General Committee Policies

Purpose: To describe the selection of committee members, terms of service, responsibilities, and general activities of APIC-SEW committees. Specific activities of each committee are contained in policies F.02 through F.12.

Selection: Committee members are solicited from active, associate, and retired Chapter members.

Exception: Nominating Committee members are elected annually by written ballot.

1. Chapter membership of at least 12 months is strongly recommended for the following committees:
 - 1.1 Basic IC Course
 - 1.2 Bylaws
 - 1.3 Budget and Finance
 - 1.4 Long-Range Planning
2. Committee members should reflect the composition of the Chapter, particularly for the Basic IC Course, Long-Range Planning, and Program committees, including:
 - 2.1 a mix of beginner, intermediate, and advanced level ICPs; and
 - 2.2 individuals from acute care, subacute/long-term care, ambulatory care, and public health agencies.

Term of Service: One year. Committee members may volunteer or be requested to remain for a second year.

- Responsibilities:
1. The committee Chair is responsible for coordinating the committee's activities. See policies A.09 through A.20 for specifics.
 2. Committee members are expected to attend committee meetings, and to actively participate in achieving the committees' goals and objectives.

- General Activities:
1. Committees shall formulate their goals and objectives on an annual basis and submit them to the Board of Directors via the liaison.
 2. Committees shall develop a budget for the following calendar year and submit it to the Treasurer **no later than October 31st**.
 3. Committees shall prepare an annual report and submit it to the Board of Directors **no later than December 31st**.

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 4/4/02; 2/5/09

Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.02

CATEGORY: Committees

SUBJECT: Basic IC Course Committee

Purpose: To describe the activities of the APIC-SEW Basic IC Course Committee

Activities: In addition to Policy F.01 General Committee Policies, the Basic IC Course Committee shall perform the following activities:

1. Identify the educational needs of Chapter members who are at the beginner and intermediate levels of IC knowledge and experience.
2. Develop goals and objectives to meet the needs of the target audience.
3. Develop a general outline of course content, using the APIC Infection Control and Applied Epidemiology Manual of Principles and Practice as a guide.
4. Identify qualified faculty to present the course content.
5. Develop course schedule and submit to the Board of Directors. (NOTE: This is coordinated with the Program Committee. See Policy F.12). Once approved, distribute course schedule to Chapter members via website, minutes, and announcements/handouts. If changes occur in course topics or dates, notify President, Membership Chair and website ASAP.
6. Design registration and evaluation forms, and attendance certificates.
7. Develop registration processes.
8. Coordinate each course session:
 - 8.1 Contact potential speaker **three or more months in advance** to secure her/his agreement to speak, and provide her/him with learning objectives and content outline.
 - 8.2 Contact speaker **at least six weeks prior to session** to verify date and location of session, and audiovisual equipment needs.
 - 8.3 Contact ICP at host facility **at least four weeks prior to session** to verify room size and audiovisual equipment needs.
 - 8.4 Assist speaker with reference materials, handouts, and other presentation needs.
 - 8.5 Collect session fees from participants, and turn over to the Treasurer.
 - 8.6 Collect session evaluations from participants, and issue attendance certificates.
 - 8.7 Notify the registrants, the host facility ICP, the webmaster, the Secretary, and the President-Elect, and Membership Chair if a session is canceled.

See Also: A.09 Basic IC Course Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 4/4/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.03

CATEGORY: Committees

SUBJECT: Bylaws Committee

Purpose: To describe the activities of the APIC-SEW Bylaws Committee.

Activities: In addition to Policy F.01 General Committee Policies, the Bylaws Committee shall perform the following activities:

1. Review APIC-SEW Bylaws at least annually and more often if necessary due to revision of national APIC National Bylaws.
2. Develop revisions and/or amendments which will enhance meeting the Chapter's goals and objectives, and which will facilitate the work and best interests of the Chapter.
 - 2.1 The Board Liaison will communicate to the committee changes/issues developed at the Board of Directors which may affect or require modification of the Bylaws.
3. Submit proposed Bylaws changes to the Board of Directors for review and approval.
4. Present proposed revisions and/or amendments to all active (voting) Chapter members **thirty (30) days** prior to the scheduled vote.
 - 4.1 Presentation and voting may be done either by mail or at regularly schedule business meetings.
5. Prepare and submit approved Bylaws to APIC National for their approval, adhering to the procedures established by the APIC National Bylaws Committee.

See Also: A.11 Bylaws Committee Chair

REFERENCES: APIC-SEW Board Approval: 5/4/95

EFFECTIVE DATE: 5/5/95; revised 4/4/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.04

CATEGORY: Committees

SUBJECT: Budget and Finance Committee

Purpose: To describe the activities of the APIC-SEW Budget and Finance Committee.

Activities: In addition to Policy F.01 General Committee Policies, the Budget and Finance Committee shall perform the following activities:

1. Provide officers, directors, and committee chairs with material necessary to develop proposed budgets for the next calendar year.
2. Review proposed budgets, adjust and clarify as necessary, and compile into proposed Chapter budget.
3. Review dues and determine if an increase is indicated.
4. Submit proposed budget to the Board of Directors.
5. Review and verify the annual Treasurer's report.
6. Advise the Treasurer and Board of Directors on issues such as;
 - 6.1 donations
 - 6.2 funding activities
 - 6.3 non-budgeted expenditures
 - 6.4 selection of bank and CD/money market accounts
 - 6.5 contracts for joint ventures

See Also: A.10 Budget and Finance Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 4/4/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.05

CATEGORY: Committees

SUBJECT: Education Committee

Purpose: To describe the activities of the APIC-SEW Education Committee.

Activities: In addition to Policy F.01 General Committee Policies, the Education Committee shall perform the following activities:

1. Identify the educational needs of the Chapter's members. This can be done in collaboration with the Basic IC Course, Program, and State Seminar Committees.
2. Arrange for 5-10 minute presentations for each Chapter business meeting. Topics may include:
 - 2.1 "hot" subjects such as new/changing organisms/diseases/regulations
 - 2.2 interesting cluster/outbreak investigations
 - 2.3 new technology which impacts on infection surveillance, prevention, control, and epidemiology
3. Notify President **at least two weeks in advance** of planned topic and presenter for inclusion in the business meeting agenda.

See Also: A.12 Education Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 6/6/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.06

CATEGORY: Committees

SUBJECT: Governmental Affairs Committee

Purpose: To describe the activities of the APIC-SEW Governmental Affairs Committee (GAC).

Activities: In addition to F.01 General Committee Policies, the GAC performs the following activities:

1. Maintain contact with APIC National GAC through the assigned Regional Representative.
2. Establish and maintain contact with the other professional organizations as would benefit the chapter.
3. Contact appropriate state Assembly and Senate members and committees as needed.
4. Provide timely APIC-SEW/Wisconsin information to APIC National GAC regarding state and local legislative and regulatory issues which have IC implications.
5. Provide timely APIC National GAC information to Chapter members regarding national legislative and regulatory issues.
6. Provide timely information to Chapter members regarding state and local legislative and regulatory issues.
7. Participate in meetings at which IC issues will be discussed, e.g., Assembly or Senate hearings as needed.

See Also: A.13 Governmental Affairs Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 6/6/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.07

CATEGORY: Committees

SUBJECT: Resourc Committee

Purpose: To describe the activities of the APIC-SEW Resource Committee.

Activities: In addition to F.01 General Committee Policies, the Library Committee shall perform the following activities:

1. Maintain a listing of all resources.
2. Preview audiovisual materials and books for possible purchase.
3. Purchase materials within budget constraints.
 - 3.1 Submit request for non-budgeted items to the Budget and Finance Committee. That Committee will forward its recommendation to the Board of Directors.
4. Maintain resources with help of committee.
5. Develop the process for issuing materials to Chapter members; and for retrieving same.

See Also: A.14 Resource Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 6/6/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.08

CATEGORY: Committees

SUBJECT: Long-Range Planning Committee

Purpose: To describe the activities of the APIC-SEW Long-Range Planning Committee.

Activities: In addition to F.01 General Committee Policies, the Long-Range Planning Committee shall perform the following activities:

1. Review APIC National annual Strategic Plan to use as a guide.
2. Identify needs/goals of the Chapter's members, committees, and Board of Directors.
3. Develop a long-range plan, and submit to the Board of Directors **by the end of the third quarter**. Following Board of Directors approval, submit the plan to the Chapter for approval.
4. Coordinate implementation with other APIC-SEW committees.
5. Review the plan at least annually and revise as needed.
6. In collaboration with the Membership Chair, develop and maintain a mentor list and make appropriate assignments for new members.

See Also: A.15 Long-Range Planning Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 6/6/02; 2/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.09

CATEGORY: Committees

SUBJECT: Marketing Committee

Purpose: To describe the activities of the APIC-SEW Marketing Committee.

Activities: In addition to F.01 General Committee Policies, the Marketing Committee shall perform the following activities:

1. Devise methods or campaigns to market the Chapter and its members to health care facilities, associations, public health agencies, and the general public. This may include, but is not limited to:
 - 1.1 providing displays and handouts at educational programs or health fairs
 - 1.2 writing articles for local and statewide publications
 - 1.3 arranging for interviews with the media
 - 1.4 giving information for web site
2. Develop strategies and materials for use by Chapter members to market themselves and IC during National IC Week.
3. Develop and maintain a Speakers Bureau to provide speakers to other organizations, schools, etc.
4. Conduct surveys as necessary to assess marketing needs of the Chapter and its members.

See Also: A.16 Marketing Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 6/6/02, 3/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.10

CATEGORY: Committees

SUBJECT: Membership Committee

Purpose: To describe the activities of the APIC-SEW Membership Committee

Activities: In addition to F.01 General Committee Policies, the Membership Committee shall perform the following activities:

1. Assist new or prospective members with submitting membership form and dues, and provide chapter information such as: chapter website, current membership list, etc.
2. Introduce guests and new members at each business meetings, and identify appropriate mentors if possible.
3. Distribute membership list by the end of the 2nd quarter and update monthly. Provide the Secretary with monthly updates for inclusion in the minutes.
4. Provide each member with a Chapter ID badge. (NOTE: Badge color changes annually.)
5. Set up and staff the sign-in table at each business meeting.
 - 5.1 Verify membership of individuals not listed on members' sign-in sheets.
 - 5.2 Assist guests with sign-in and provide them with guest name tag.
 - 5.3 Verify the number of meetings attended by guests.
 - 5.4 Resolve problems through the Membership Director, or in her/his absence, the President, President-Elect, or Treasurer.
6. Provide attendance information as needed.

See Also: A.17 Membership Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 6/6/02, 4/2/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.11

CATEGORY: Committees

SUBJECT: Nominating/Teller Committee

Purpose: To describe the activities of the APIC-SEW Nominating Committee

Activities: In addition to F.01 General Committee Policies, the Nominating/Teller Committee shall perform the following activities:

1. Educate the general membership about and promote the holding of office positions, i.e., starting in January, highlight each position at the APIC business meeting.
2. Recruit candidates, verify eligibility with the Membership Director, and obtain a signed agreement to serve **no later than the September business meeting**. (NOTE: Additional candidates may be nominated by the members **at the September meeting**.)
3. Obtain curriculum vitae from each candidate; summarize as needed..
4. Prepare proposed ballot and submit to the Board of Directors for approval **at its October meeting**.
5. Prepare and distribute final ballot to APIC-SEW members certified by the Membership Director as eligible to vote **no later than October 20th**, with a return deadline that is **no later than November 20th**.
6. Tally ballots at a meeting *separate* from the Chapter business meeting, and report results verbally and in writing to the President.
 - 6.1 The President will notify each candidate of the results, and will announce the results **at the annual business meeting in December**.
 - 6.2 The Nominating/Teller committee Chair then assures notification of the other candidates prior to the December meeting.
 - 6.3 The ballots will be destroyed by the committee members after notification of the President of the results.
7. Committee members select a chair and submit to the Board of Directors for approval.

See Also: A.18 Nominating/Teller Committee Chair
A.21 Nominating/Teller Committee Member

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 1/3/02, 3/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: F.12

CATEGORY: Committees

SUBJECT: Program Committee

Purpose: To describe the activities of the APIC-SEW Program Committee.

Activities: In addition to F.01 General Committee Policies, the Program Committee shall perform the following activities:

1. Identify members' education needs through:
 - 1.1 collaboration with the Education and Basic IC Course Committees; and
 - 1.2 surveys of the Chapter's members, as indicated.
2. Plan programs and facilities for the monthly Chapter meetings.
 - 2.1 Each year's committee is responsible for arranging facilities and for planning programs for April of the current year through March of the following year.
 - 2.2 A maximum amount of \$125.00 will be available for refreshments at monthly chapter meetings.
3. Make all necessary arrangements for programs, including:
 - 6.2 Identify and confirm speakers **ASAP prior** to the schedule program. (NOTE: Confirmation is done via telephone , e-mail, or letter.)
 - 3.2 Identify speaker's audiovisual requirements **prior** to the scheduled program.
 - 3.3 Assist speaker with development and/or provision of handout materials.
 - 3.4 Notify the host facility ICP or room arrangement and audiovisual equipment needs **prior** to the schedule program.
 - 3.5 Provide speaker with map and directions to facility **prior** to the schedule program.
 - 3.6 Introduce speaker to the audience, and thank her/him after the presentation.
 - 3.7 Provide thank you note and honorarium to speaker, if delegated by committee Chair.
4. Help organize and facilitate Group Sharing Sessions prior to business meetings.
 - 4.1 Groups may include Acute Care, Subacute/Long-Term Care, Ambulatory, and Public Health.
 - 4.2 Sessions are intended for discussion and review of current IC topics, issues, and/or problems .
 - 4.3 Issues may be brought to the general business meeting.

See Also: A.19 Program Committee Chair

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 8/1/02, 12/4/08, 3/5/09



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: G.01

CATEGORY: General Operational Policies

SUBJECT: Inclement Weather

Purpose: To describe the processes related to canceling a meeting due to inclement weather.

- Policies:
1. In case of severe inclement weather, the President will consult with the Executive Committee to determine whether a meeting should be canceled.
 - 1.1 If an Executive Committee member cannot be reached, at least one more officer or Director will be contacted.
 2. The President, with assistance from the Executive Committee, will notify the following of the decision to cancel:
 - 2.1 ICP hosting the meeting;
 - 2.2 Program Committee Chair;
 - 2.3 Basic IC Course Committee Chair; and
 - 2.4 Radio station WTMJ (AM 620) @ 414-332-9611.
 3. The hosting ICP will notify her/his facility's switchboard operator regarding the cancellation.
 4. Before leaving home or work to attend a meeting when there is inclement weather, ***Chapter members are responsible to:***
 - 4.1 contact the switchboard at the facility scheduled to host the meeting; and/or
 - 4.2 listen to WTMJ (AM 620).

REFERENCES: APIC-SEW Board Approval: 1993

EFFECTIVE DATE: 1/1/94; ;reviewed 9/5/02



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: G.02

CATEGORY: General Operational Policies

SUBJECT: Provision of Handouts at Monthly Meetings

Purpose: To provide educational and informational materials to Chapter members while staying within budget.

- Policies:
1. Speaker/faculty handouts for monthly programs and Basic IC Course sessions:
 - 1.1 The speaker/faculty member may be asked (or volunteer) to provide them; or
 - 1.2 the appropriate committee may reproduce a reasonable number, provided it stays within its budget.
 2. Organizations requesting distribution of their brochures and flyers announcing programs or meetings will be requested to provide at least 75 copies which will be placed on the meeting sign-in table.
 - 2.1 This includes members' facilities, other professional organizations, and public health and regulatory agencies.
 3. Other materials to be handed out or placed on the sign-in table must be approved by at least one officer and one Director.
 - 3.1 Obtaining approval **prior to the meeting day** is preferable, but may be done on the meeting day **no less than 30 minutes prior to the start** of the business meeting or program, whichever is scheduled to occur. first.
 - 3.2 Material should have educational value or be related to legislative/regulatory issues. Product brochures and/or samples are not permitted.
 - 3.3 Officers, Directors, and committees must stay within their printing budgets. Other individuals print items at their own expense.

REFERENCES: APIC-SEW Board Approval: 1/4/96

EFFECTIVE DATE: 1/5/96; revised 9/5/02



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: G.03

CATEGORY: General Operational Policies

SUBJECT: Educational Program Reciprocity With Other Wisconsin APIC Chapters

Purpose: To delineate reciprocity between APIC-SEW and the other Wisconsin APIC chapters for attendance at APIC-SEW sponsored educational programs.

- Policies:
1. A member of another Wisconsin APIC chapter may attend an APIC-SEW sponsored educational program for the same fee as an APIC-SEW member. This includes the Basic IC Course.
 2. The individual from another chapter must show her/his APIC membership card.

REFERENCES: APIC-SEW Board Approval: 3/7/96

EFFECTIVE DATE: 3/8/96; revised 9/5/02



Southeastern Wisconsin Chapter [SEW]

Web Site: www.wisconsinapic.org

POLICY #: G.04

CATEGORY: General Operational Policies

SUBJECT: Use of APIC Logo

Purpose: To protect the integrity and assets of APIC, INC and APIC-SEW.

- Policies:
1. The APIC logo may not be used on any program or program materials without the written approval of the APIC-SEW Board of Directors.
 2. The APIC logo shall not be altered or defaced in any manner for use on printed materials.
 3. The APIC logo shall only be used on brochures, flyers, or programs for meetings sponsored or co-sponsored by APIC-SEW.

REFERENCES: APIC-SEW Board Approval: 4/6/95

EFFECTIVE DATE: 4/7/9; revised 9/5/02