

**National Consortium on
Health Science and Technology Education**

Policy and Procedure Manual

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ORGANIZATIONAL STRUCTURE

NCHSTE is the legal entity for the National Consortium on Health Science and Technology Education, and is an incorporated non-profit organization chartered in Michigan receiving 501(c)(3) tax-exempt status by the Internal Revenue Service. The fiscal agent for NCHSTE is the Michigan Health Council which is also a 501(c)(3).

1. Purpose

The purpose of the organizational structure is to provide all groups or individuals with an opportunity to serve in a capacity in which the group or individual can make the greatest contribution(s).

2. Organizational Levels

- a. Level I – *Executive Committee*
 - i. The Executive Committee consists of the five elected officers of the organization and the Executive Director.
- b. Level II – *Board of Directors*
 - i. The Board of Directors is comprised of a representative from all group/association members in good standing.
- c. Level III – *Individual Members*
- d. Level IV – *Life Members*

MEMBERSHIP

NCHSTE is a membership organization composed of those who support the mission, purposes and goals of NCHSTE.

1. Membership Categories

- a. Group Membership. A public or private national, state or local institution, agency, association or organization.
- b. Individual Membership. An individual that is not represented by a group membership.
- c. Coalition Membership. A coalition is three (3) or more entities with a like mission. A coalition will have one (1) seat / one (1) vote on the Board of Directors. The representative will be determined by Coalition members.
- d. Life Membership. An individual who has rendered exemplary service to NCHSTE.

2. Membership Requirements

- a. Membership will be in effect with the submission of an application and remittance of the annual dues.
- b. The dues for Group Membership will be \$2500 per year.
- c. The dues for an Individual Membership will be \$100 per year.
- d. The dues for Coalition Membership will be \$500 per year.
- e. Distribution of invoices will occur annually or upon initial membership.
- f. Payment must be received prior to the annual Board of Directors meeting.

INDIVIDUAL MEMBERS

The individual membership category is to allow persons who support and endorse NCHSTE activities and philosophy to participate in the organization. Individual members may apply to participate with product lines, grants or contracts.

1. *Membership*

- a. The membership is open to all who support the goals and objectives and is not represented by a group membership.
- b. Membership will be in effect with the submission of an application and remittance of annual dues.

LIFE MEMBERS

To provide an appropriate and dignified means of honoring persons who have worked toward the purpose of establishing, maintaining or advancing the work of the National Consortium on Health Science and Technology Education.

1. *Membership*

- a. Life members will have been active members who have rendered exemplary service to NCHSTE.
- b. Life members shall be selected by a majority vote at a regular meeting, upon a unanimous recommendation of the Executive Committee.
- c. Life members will pay no dues and have voting privileges.
- d. Life members participating as a committee chair or in other assignments will be eligible for travel reimbursement upon unanimous agreement of the Executive Committee.

2. *Procedure*

- a. Board members nominating someone for Life Member status should submit a recommendation stating the reasons why the individual should be considered to the Chair and the Executive Committee.
- b. A unanimous recommendation from the Executive Committee is required to present the recommendation to the Board of Directors. An individual recommended will be selected by ballot of the NCHSTE Board. A majority vote of the members present at the annual meeting of NCHSTE is required to select an individual as a Life Member.

BOARD OF DIRECTORS

Board members will bring issues from the membership group he/she represents to the Board for action and consideration.

1. *Board members will:*

- a. Assist with the setting of priorities and the implementation of the strategic plan.
- b. Consider issues and recommendations presented by the Executive Committee.

- c. Participate on committees.
- d. Attend and participate in the annual meeting.
- e. Have full voting rights.

2. Membership

- a. Representatives selected by a member group will serve on the Board of Directors as long as the group/association is a member in good standing.
- b. The representative will be determined by a member group, who will notify the NCHSTE Chair and Secretary when the representative to the Board changes.

3. Meetings

- a. The Board of Directors will convene at one (1) annual meeting and at other times as deemed necessary by the Chair or a majority of the members.
- b. All meetings will be conducted in accordance with the current Roberts Rules of Order.

4. Voting

- a. Each voting member will be allowed one (1) vote.
- b. A coalition will have one (1) vote.
- c. A majority of the members of the Board of Directors at any meeting will constitute a quorum.

3. Notification of Meetings

- a. The date and location of the annual meeting will be determined by the Executive Committee.
- b. The Secretary or Executive Director will send notice of the annual meeting not less than 60 days prior to the meeting.

EXECUTIVE DIRECTOR

The Executive Director will

- a. Serve at the pleasure of the Board.
- b. Respond to requests for membership information, products and services.
- c. Disseminate information to NCHSTE membership i.e., meeting information/details, minutes, etc.
- d. Maintain organizational files.
- e. Plan and facilitate meetings.
- f. Develop Board of Directors' correspondence at the direction of the Chair and Executive Committee.
- g. Serve as liaison with professional organizations and industry partners whose mission supports the goals of NCHSTE.
- h. Initiate a yearly management contract with Michigan Health Council to be approved at the annual Board of Directors meeting.

ELECTIONS

The officers of the Board of Directors will be elected at the annual meeting and will be determined by majority vote of those in attendance.

1. *Process for Election*

- a. The Nominating Committee will prepare a slate of candidates.
- b. Persons agreeing to be a candidate for Chair Elect, Secretary or Treasurer will be required to submit a short paragraph regarding their philosophy about NCHSTE and future directions for the organization.
- c. The officers will be elected during the annual meeting. The Nominating Committee will present the candidates to the Board of Directors, allowing each candidate five (5) minutes to describe their qualifications and philosophy regarding NCHSTE. The Board will then elect officers by paper ballot. A simple majority of the Board members present will determine the results.

2. *Vacancies*

- a. Vacancies in the elected offices of Secretary and Treasurer may be filled for the balance of the elected term by appointment. The Chair Elect will assume the office of Chair should the Chair be unable to serve.

COMMITTEES

The committees function and perform those duties set forth in policies and procedures, or from time to time deemed expedient by the Board of Directors or Executive Committee. The Chair of the Board of Directors, with approval of the Executive Committee, appoints the Chairs of the standing committees. The Chair of the Board may establish special committees, special product lines, or task forces. The standing committees of NCHSTE include:

- Bylaws/Policy
- Executive
- Fiscal
- Nominating

Special committees will be appointed by the chair. Membership within each committee will be comprised of board, coalition, and individual members. The special committees of NCHSTE may include:

- Career Cluster
- Communications
- Curriculum Conference
- Membership
- Special Projects

1. *Committee Chairs will*

- a. Be appointed by NCHSTE Board Chair.
- b. Keep accurate minutes of all official meetings and submit to the Board Secretary.
- c. Prepare and submit an annual budget request and program of work to the Board.
- d. Submit recommendations to the Board of Directors.

2. *Meetings*

- a. Frequency of meetings is contingent upon the committee's program of work.
- b. The members will meet during each Board meeting.
- c. Interim meetings should be conducted in the least expensive manner, e.g. telephone conference calls, E-mail, etc.
- d. Travel to a site for a formal meeting requires prior approval by the Chair or Executive Committee.

Standing Committees

Executive Committee

The purpose of the Executive Committee is to manage the property, business and affairs of the organization between annual business meetings, subject to the limitations of the Articles of Incorporation of the Bylaws, as to the action to be authorized by the membership, and in conformance with responsibilities of the Board members as prescribed in the Bylaws. Actions of the Executive Committee will be ratified at the next Board of Directors meeting.

1. *Membership*

- a. The Executive Committee will consist of the five (5) elected officers of the organization: Chair, Chair-Elect, Past Chair, Secretary, Treasurer-

2. *Term of Office*

- a. The individual elected to Chair elect serves a collective total of four (4) years progressing from one (1) year as chair elect, two (2) years as Chair, and one (1) year as past Chair.
- b. The terms of the secretary and treasurer to the Executive Committee will be two years (2 years).
- c. Term of Committee Chairs and others appointed by the Chair will be consistent with the completion of the committee work or assignment.

3. *Attendance*

- a. A majority of members in attendance of the Executive Committee will constitute a quorum at any duly called meeting of the Executive Committee.
- b. Any Executive Committee member who is absent from two (2) consecutive meetings of the Executive Committee will be subject to review by the Executive Committee for a recommendation to the Board of Directors.

Nominating Committee

The Nominating Committee will seek nominations from the members of the Board for leadership positions.

1. Membership

- a. The immediate past Board Chair will serve as the chair of the nominating committee. In the event that the immediate past chair is not available, the responsibility will fall to a previous past board chair (s).
- b. Additional Board members will be appointed to the nominating committee by the Chair of the Board.
- c. The nominating committee members will be listed in the committee assignments
- d. Nominating committee members will not be eligible to be placed on the present ballot.

2. Responsibilities

- a. Prepare a slate for the election at the annual meeting.
- b. Prepare a written ballot for distribution at the annual meeting.
- c. Count, report results, and destroy the ballots.

Fiscal Committee

The Fiscal Committee will serve as a steward of NCHSTE monetary resources. Working in collaboration with the Treasurer, the committee and executive director will keep the Board of Directors informed of NCHSTE financial status, prepares an annual budget for Board of Directors approval, develops and enforces procedures for payment of debts, investigates and recommends strategies that ensure wise management of resources and maintains the 501(c)(3) tax exempt status.

1. Membership

- a. The Fiscal Committee is composed of the elected Treasurer and Chair.
- b. Additional members are appointed by the Board Chair.

2. Responsibilities

- a. Prepare an annual budget to be submitted to the Executive Committee for approval and then submitted to the Board of Directors.
- b. Review and approve monthly financial statements.

Bylaws/Policy Committee

The Bylaws/Policy Committee will maintain the bylaws and policy and procedures of NCHSTE.

1. Membership

- a. The Bylaws/Policy Committee is composed of the committee chair.
- b. Additional members are appointed by the Board Chair.

2. Responsibilities

- a. Review and make recommendations for bylaw and policy revisions.
- b. Review of the bylaws and policies should be completed on an annual basis.

Special Committees

The NCHSTE Board Chair will appoint Special Committees when necessary to advance the work of the organization and when the assignment falls outside the normal activities managed by Standing Committees.

Membership Committee

The Membership Committee will review membership to determine how best to promote NCHSTE.

1. Membership

- a. The Membership Committee is composed of the committee chair.
- b. Additional members are appointed by the Board Chair.

2. Responsibilities

- a. Develop and coordinate strategies to promote NCHSTE to states education agencies, health care professionals, professional organizations, post-secondary institutions, publishers, and industry representatives.
- b. Recruit new members aligned with the NCHSTE mission and goals.

Communications Committee

The Communications Committee will oversee the development, implementation and maintenance of a current and relevant Web site. All information, products and services are subject to the approval of the Communications Committee, and must be deemed compatible to the mission, purpose, goals and objectives, and standards of NCHSTE.

1. Membership

- a. The Communications Committee is composed of the committee chair.
- b. Additional members are appointed by the Board Chair.

2. Responsibilities

- a. Develop and review items for Web site placement.
- b. Develop and/or review publication materials.
- c. Develop and/or review brochures/marketing materials.

Special Projects

The Special Projects Committee will identify potential funding sources and projects, and facilitate projects that support the mission and goals of the Consortium.

1. Membership

- a. The Special Projects Committee is composed of the committee chair.
- b. Additional members are appointed by the Board Chair.

2. Responsibilities

- a. Prepare and submit proposals approved by the Board.
- b. Complete grant or contract requests.
- c. Present updates on special projects at the request of the Chair.

Curriculum Conference Committee

NCHSTE will support and sponsor the biennial Health Science Curriculum Conference. The design and implementation of the conference will be facilitated by the Curriculum Conference Committee.

1. Membership

- a. The Curriculum Conference Committee is composed of the committee chair.
- b. Additional members include the Executive Director and past Conference Committee Chair. Other members are appointed by the Board Chair.

2. Responsibilities

- a. Identify and select conference sites.
- b. Coordinate all activities necessary for the delivery of the conference.

Career Cluster Committee

NCHSTE will serve as the lead and the advisory group for the Health Science Career Cluster in the National Career Cluster Project. The committee responds to the National Career Cluster Project leadership requests.

1. Membership

- a. The Career Cluster Committee is composed of the committee chair.
- b. Additional members are appointed by the Board Chair.

2. Responsibilities

- a. Collaborate with the National Career Clusters Advisory Committee.
- b. Promote the mission of NCHSTE and the Health Science Career Cluster.

GRANT AND CONTRACT MANAGEMENT

All initiatives requiring grant application or contractual agreements are subject to approval by the Board of Directors.

- a. Prior to submission, all grant and contract proposals must be approved by a quorum of the Board. This approval may be obtained by electronic

communication or during meetings. Revision or rewrites of grants/contracts may be delegated to the Executive Committee.

- b. When appropriate, a grant or contract will include the Board as the Policy Advisory Committee (PAC).
- c. All products that are a result of the grant or contract will be the property of NCHSTE and will be housed in NCHSTE clearinghouse unless otherwise required by the funding agency.
- d. Contracts for service may be awarded through a bid/request for proposal process. The Board of Directors will determine the recipient of the contract. when contract is less than \$5000 at which time the Executive Committee may make the contractual agreement.

ORGANIZATION MANAGEMENT

The Michigan Health Council will provide management services for NCHSTE.

1. *Services to include, but not limited to:*

- a. Clerical support.
- b. Provide complete financial services.
- c. Perform yearly audits by an outside accountant.
- d. Provide complete membership database management.
- e. House and distribute materials of NCHSTE.
- f. Manage membership renewal process.
- g. Support the duties of the Executive Director.

MATERIALS AND PUBLICATIONS

1. Published Items

NCHSTE Board members that seek to have articles published for national distribution on behalf of or referencing the NCHSTE, its' products or services will seek and receive final approval from the NCHSTE Executive Committee prior to submission to the publisher.

2. Publishers

Publishers or other entities using NCHSTE product materials will seek formal permission and will add the citation recognizing NCHSTE to the document.

COLLABORATIONS/PARTNERSHIPS

NCHSTE Executive Board will review mission, goals and purpose for meeting with and forming collaborations or partnerships with other groups and organizations prior to invitations to make a general presentation to the full board.

Entities requesting to present to the NCHSTE Board of Directors should provide information such as mission and goals that are of benefit to NCHSTE and are aligned to its purpose. All presentations must be approved by the Executive Committee or the Board of Directors.

TRAVEL

Official NCHSTE travel can be defined as any travel incurred due to the written request of the Board Chair or the Executive Director to conduct NCHSTE business. NCHSTE will not provide insurance coverage for Board members, and cannot be held responsible for injuries incurred when traveling on NCHSTE business.

1. **Reimbursement**

- a. Members will be reimbursed for reasonable expenses incurred while traveling on NCHSTE related business.
- b. Original receipts must be retained by the member for audit purposes.
- c. Requests for reimbursement should be made only when no other source of funding is available.
- d. Requests for reimbursements must be submitted on an official NCHSTE travel form within two (2) weeks of being incurred.
- e. The maximum amount reimbursable for tips for portage is \$4.00 for any NCHSTE sponsored trip. Meals are reimbursed at a flat per diem rate.

2. **Authorization**

- a. The Chair must authorize Board member travel.
- b. Travel requests outside of board meetings must be submitted at least ten days prior to traveling.

3. **Mode of Travel**

- a. Air Transportation. Board members are encouraged to obtain the best discount airfare with ticketing completed at least 21 days prior to departure. The cost of changing a ticket is the responsibility of the individual and **will not be** reimbursed, unless the change was requested by the Chair. Board members are liable for the costs of any unused airline tickets purchased by NCHSTE. Funds should be remitted to the Consortium within thirty (30) days of the original travel dates.
- b. Privately owned or rented vehicle. Travel by privately owned or rented vehicle should **only** be used in those instances where it is clearly in the best interests of the Board. Unless unusual circumstances exist, reimbursement will not exceed cost of airfare to same destination, as specified above. For private vehicles, reimbursement will be for mileage at the federally approved reimbursement rate plus tolls and parking. If rental vehicles are used, compact or intermediate cars should be specified, whichever will result in a substantially lower rate.
- c. Taxis. Taxis to and from airports should be used only when bus or shuttles are not available or convenient.

4. **Hotel Accommodations**

- a. Room and taxes costs for Board meetings will be master billed.
- b. Board members will be responsible for incidental charges.
- c. Charges for early arrivals and late departures will be the responsibility of the individual board member.

5. Meals

- a. Meal charges will be reimbursed at a maximum of \$44.00 per day.
- b. Meals provided during Consortium business will not be reimbursed.
- c. The breakdown for meals is:
 - a. Breakfast = \$10.00
 - b. Lunch = \$12.00
 - c. Dinner = \$22.00

INDEPENDENT CONTRACTOR TAX OBLIGATIONS

Independent contractors for the National Consortium on Health Science and Technology Education may receive honoraria and expense reimbursements. If the compensations/reimbursements exceed \$1000.00 for the year, it will be reported to the Internal Revenue Service, as required by law, at the end of the year. Independent contractors will receive a 1099 MISC Income form so that these earnings can be reported.