

Chapter Policies and Procedures

1. Gifts

- a. Retirement – a framed certificate will be given by the Membership Committee at the direction of the Board of Directors (June 2010, updated November 2018, reviewed May 2023, April 2025 reviewed)
- b. Death – A monetary donation in a set dollar amount agreed upon by the Board (June 2010, reviewed November 2018, updated May 2023, reviewed April 2025)
 - i. Recommendations from National APIC for memorial donations (April 2015)
 - ii. Donation to APIC Research Foundations (\$250 per Board approval)
 - iii. Donation to another charity through money's collected from members and presented by personal check.
- c. Other occasions – an acknowledgement card (June 2010, reviewed November 2018, reviewed May 2023, April 2025 reviewed)

2. Chapter Bank, Savings, and Financial Holdings

- a. Check authorization to be signed by President, President-elect (optional), and Treasurer (August 2010, updated November 2018, reviewed May 2023, reviewed April 2025)
- b. Non-CPA may conduct chapter audit (\$500 provided in budget) (January 2013, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- c. No outside audit is required barring suspicious activity determined by the chapter board. (April 2013, reviewed November 2018, reviewed May 2023, reviewed April 2025)

3. Vendor Participation

- a. Vendors must be associate members of the national association and local chapter to be recipients of chapter information (September 2012, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- b. Vendors can sponsor monthly chapter meetings (August 2011, reviewed November 2018, reviewed May 2023, reviewed April 2025)
 - i. Vendors will provide refreshments (lunch) and have time to present their products during the luncheon and may have no more than 10 minutes to speak to product.
 - ii. Vendors may provide speakers for presentations.
- c. Distribution of educational offerings and events to membership submitted by vendors is allowed (September 2013, reviewed November 2018, reviewed May 2023, reviewed April 2025)

- d. Any vendor presenting at a vendor fair, in which a chapter business meeting is being conducted, must be a member (associate) in good standing (January 2011, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- e. Vendors participating at the annual chapter education conference are not required to be APIC members (January 2014, reviewed November 2018, edited and updated May 2023, reviewed April 2025)

4. Holding Office and Committees – Position Holder Responsibilities

- a. Article VIII APIC chapter bylaws:
 - i. Kansas City Chapter 031 Board of Directors serves as the Executive Committee and as such, oversees committee activities (November 2018, reviewed April 2025)
 - ii. Nominations and Awards committee will be responsible for chapter awards application (September 2013, reviewed November 2018, reviewed May 2023, reviewed April 2025)
 - iii. Nominations and Awards committee to keep a calendar with deadlines for receiving information for awards submissions and communicate this information to the Board of Directors (Updated November 2018, reviewed November 2023, reviewed April 2025)
 - iv. Permanent additions will be made to business meeting agenda to recognize and keep a log of real time member and chapter activities for use when submitting for chapter awards. (September 2015, reviewed November 2018, reviewed May 2023, reviewed April 2025)
 - v. The Secretary will keep historical Chapter minutes, to be kept for 7 years to mirror the Treasurer's reports (October 2013, reviewed November 2018, reviewed May 2023, November 2023, reviewed April 2025)
 - vi. The Secretary will maintain a current Membership Roster of all categories of Members, as outlined in the chapter Bylaws, including but not limited to: Full/Active Members, Associate Members, New IPs, etc. (November 2023, reviewed April 2025)
 - vii. The board will maintain a chapter policies document (July 2015, reviewed November 2018), to be updated annually for approval by the board at the last board meeting of the year. (January 2017, reviewed November 2018, reviewed May 2023, reviewed April 2025).
 - viii. A Committee is defined as a group of people appointed for a specific function. This committee and function are appointed by the Board. There must be a committee

leader/chairperson and other members (May 2019, reviewed May 2023, reviewed April 2025)

5. Business Meeting Agenda

- a. Nominating Committee shall be headed up by the chairperson appointed by the committee members and approved by the Board of Directors. (October 2015, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- b. The Board of Directors, through its President-elect, will assure the completion of a Chapter Member Survey in combination with an education Needs Assessment. This will occur at least every 2 years to help guide future educational needs and to address the needs of members for business meetings, etc. Both tasks will be completed by the final chapter meeting of the year. (Updated November 2018, edited and updated September 2023, reviewed April 2025) Last survey/education needs assessment 12/2022 due 12/31/2024.
- c. Bylaws will be reviewed each year by the Bylaws chair, the Board of Directors and the Membership. This will be sent out at least 2 weeks prior to the annual Business Meeting in November. Revisions are not required each year, however, the same process for review will occur. They will be signed and submitted to National APIC by January 31st of the following year and have the ensuing year noted in the footer of the document. The Bylaws will be signed electronically by 3 members of the Board, preferably the President-President Elect and Bylaws chair (November 2023, reviewed April 2025)

6. Member and Non-member Participation

- a. Non-members may attend the CE (continuing education) Program for networking (September 2012, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- b. Non-members may not attend business meetings (September 2012, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- c. Members (excluding associate members) may have access to APIC attendance roster (September 2012, reviewed November 2018, reviewed May 2023, reviewed April 2025)

7. Publicity and Outreach

- a. The chapter will use the national APIC platform for hosting the chapter website (August 2013, reviewed November 2018, reviewed May 2023, reviewed April 2025)
- b. The board can recruit and appoint, from membership, media spokesperson(s), to serve increasing visibility of the chapter within the community. Media contacts to be established with print, radio,

and television media sources. (April 2015, reviewed November 2018, reviewed May 2023, reviewed April 2025)

8. Adoption of National By-Laws and Policies

- a. The following National APIC policies were adopted: (May 2014, reviewed November 2018)
 - i. Records retention
 - ii. Conflict of interest
 - iii. Whistleblower Protection Policy
- b. National APIC by-laws adopted for the chapter. (October 2015, reviewed November 2018)
- c. No chapter policy that conflicts with by-laws shall be approved or initiated. (Not formally in the prior policy)

9. Financial Assistance (formerly known as Scholarships)

- a. Additional financial assistance to National APIC approved. Criteria: (January 2015, reviewed November 2018, May 2019; edited and renewed in September 2020; edited and updated May 2023 reviewed April 2025)
 - i. Financial assistance criteria will be based on the award criteria outlined by the Nominating and Awards committee (NAC) and approved by the chapter membership, with the intent to cover the identified expenses related to the educational activity.
 - ii. The financial assistance applications should be reviewed regularly, and recommendations made to the board regarding the amount of money recommended to cover early bird registration fees and travel expenses
 - iii. Financial assistance will be given to a member serving as President in the year of that position. This award covers the early bird registration fee, and the expenses related to travel to National APIC.
 - iv. GKC APIC is a Not-for-Profit organization that may spend money on exempt purchases along with reasonable business expenses to maintain the organization. (May 2023, reviewed April 2025)
 1. Any revisions made to financial assistance awards will first be voted on and approved by the Board of Directors.
 2. If the vote is approved by the Board of Directors, then a vote must take place by the membership. If approved by the membership body the financial change (s) can then be made.

- b. The Nominating and Awards Chairperson (NAC) will share the Memorandum of Understanding (MOU) with financial award recipient(s), prior to the acceptance of the financial award. (May 2023 reviewed April 2025)
 - i. The MOU must be signed by the NAC Chairperson and financial award recipient before funds are released.
 - ii. The MOU outlines the terms and understanding between the GKC APIC and the financial award recipient related to payee responsibilities associated with accepting a financial educational award.
 - iii. If the financial award receipt does not meet the outlined responsibilities the awarded funds will become taxable income.

10. Infection Prevention Units (IPU) letters for member's CIC recertification (Oct 2020)

- a. Greater KC APIC chapter members that hold CIC certification may recertify by using IPUs. One way to obtain IPUs is participation in a professional organization. Serving on the Greater KC APIC chapter as an elected officer, a committee member, or in a position of voluntary leadership may qualify to obtain IPUs. The Greater KC APIC President can complete an appointment letter on approved letterhead for each role held. This must contain the following: name, role held, the dates of the term, and the President signature.
- b. The member requesting an approved letterhead letter for IPUs should request this from the current President.