

BRAIN INJURY NETWORK OF NORTHERN MICHIGAN (BINNM)
POLICIES AND PROCEDURES
2022

- These policies and procedures will be agreed upon by the Board and reviewed at quarterly meetings with all members as appropriate. Changes to the policies and procedures can be made at any time with the agreement of the Board.
- Bylaws to be reviewed and approved by the Board on an annual basis.

Meetings:

- Presentations for quarterly meetings will be approved by the Presentation Manager or another individual appointed to approve CBIS credits.
- Announcement of the quarterly meeting will be sent out by the secretary one month and one week before the scheduled meeting.
- Minutes will be taken at each quarterly meeting by the secretary and will be posted on the website within two weeks.
- Minutes will be taken at each board meeting and committee meetings (e.g., education committee, public relations committee, etc.) by the secretary or another appointed member. They will be emailed to all those in attendance at the meeting, as well as the Board. They will be available upon written request to members.
- Board meetings will be held on an annual basis at which time the mission of the group, policies and procedures, and by-laws will be reviewed. Board members will be voted on every two years. Additional Board meetings can be called by a Board Member at any time throughout the year.
- All meeting agendas and minutes will be kept in a binder by the secretary and made available for review at the written request of a member.

Membership:

- Membership will run for one year beginning on July 15. Dues will be expected to be paid by July 15th of each year. However, dues can be paid at any time throughout the year, they will not be prorated.
- Secretary will maintain records of membership and forward contact information to web master.

- Membership dues are as follows:
 - Individual members - \$25.00
 - Corporate members - \$100.00 includes 5 memberships. \$20.00 for each additional member
 - Brain injury survivors, caregivers, and family – Free
 - Membership dues may be changed only at the annual meeting

- Membership will include:
 - Free CBIS credits
 - Provider listing on the website. Please see below for specific information.

- Membership dues made payable to the Brain Injury Network of Northern Michigan and paid Online, at any quarterly meeting or mailed to PO Box.

- All individuals are welcome to attend quarterly meetings. However, non-members will be charged \$10.00 for CBIS credits.

Use of Membership Information:

- The membership list and contact information, including emails, will only be used by Board members or with written permission by the Board.

- All emails distributed to members must be approved by the President or Vice President.

Website:

- The website will be maintained by the web master with direction from the Board.

- All information placed on the website must be approved by the President or Vice President.

- Website listing for corporate membership will be in a separate section on the website and include their logo and link to their website.

- Corporate membership will also have their name and basic contact information listed under each discipline that they provide services for.

- Individual membership will include basic demographic information (i.e., name, credentials, address, telephone/fax numbers, website).