

Chartered Affiliate Handbook

(Updated 1/08)

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

INTRODUCTION

This handbook has been prepared by the Chartered Affiliates Committee to assist the chartered affiliates in doing the best possible job. The president of each affiliate should use this handbook as a guide not only for himself/herself, but for all the other officers as well. In order to ease the yearly transition, the "Chartered Affiliates Handbook" should be passed on from president to president.

The relationship between the chartered affiliates and the AARC must be strong and continuous. The chartered affiliate is charged with the responsibility of generating local activities that extend the Association's numerous benefits to members. In return, the Association provides services that assist the chartered affiliates to carry on their functions with maximum efficiency and effectiveness.

Remember - the chartered affiliate, through service to its members, is the keystone of the AARC's structure! Strong, active chartered affiliates provide the Association with the manpower, energy, and stimulation necessary for its growth.

TABLE OF CONTENTS

	<u>Page #</u>
Introduction.....	1
Table of Contents	2
Calendar of Events	3
Additional Information	4
Bylaws	5
Chartered Affiliate Records	5
Duties of Chartered Affiliate Officers:	
President	6
President-elect	7
Vice President	7
Secretary	7
Treasurer	12
Orientation of New Board Members	13
Insurance Coverage	14
Forms:	
Officers' List	15
Annual Meeting Information.....	19
General Information	20

2008 CALENDAR OF EVENTS
(Dates may vary slightly)

Jan. 10 Request articles for the AARC Record.

Feb. 1 Articles for The Record due.

Mar. 3 Request delegate funding applications.
Mar. 3 Request Credentials of Delegate forms for summer HOD meeting.
Mar. 3 The Record #1 put on line.
Mar. 12 Request resolutions to be considered at the summer, HOD meeting.
Mar. 14 Request nominees for Life and Honorary Memberships.
Mar. 14 Request nominees for Outstanding Affiliate Contributor Award.
Mar. 27-29 AARC Board of Directors spring meeting - Irving, TX.
Mar. 30-31 Leadership Workshop - Irving, TX.
Mar. 31 Deadline for submission of material for the Summit Award.

April 16 Delegate assistance applications due.
April 25 Nominees due for Life and Honorary Memberships.

May 1 Credentials of Delegate forms due.
May 1 Request articles for The Record.
May 12 HOD resolutions for summer meeting due.
May 15 Nominees due for Outstanding Affiliate Contributor Award.
May 19 Request reports for the Agenda Books for the summer HOD meeting.

June 2 Articles due for the Record.
June 2 HOD resolutions for summer meeting put on the list serve.
June 16 Reports due for the Agenda Books for the summer HOD meeting.
June 23 The Record #2 put on line.
June 30 Mail HOD Agenda Books.

July 11-13 Summer Forum, Phoenix AZ.
July 14-15 HOD meeting, Phoenix AZ.
July 14-15 BOD meeting, Phoenix AZ.

Aug. 1 Request delegate funding applications.
Aug. 1 Request HOD resolutions for fall meeting.
Aug. 1 Request Credentials of Delegate forms.
Aug. 4 Recipient of Summit Award notified.
Aug. 4 Request information form from HOD officer nominees.

Sept. 4 Request articles for The Record.
Sept. 12 Delegate assistance applications due.
Sept. 19 HOD resolutions for fall meeting due.

Oct. 1 Articles for the Record due.
Oct. 1 Credentials of Delegate forms due.
Oct. 2 Information forms due from HOD officer nominees.
Oct. 16 Request reports for the Agenda Books for the fall HOD meeting.
Oct. 19-25 Respiratory Care Week.
Oct. 20 HOD resolutions for fall meeting put on the list serve.
Oct. 22 The Record #3 put on line.

Nov. 13 HOD reports due for the Agenda Books for the fall meeting.
Nov. 25 Agenda Books mail for the fall HOD meeting.

Dec. 11-12 HOD meeting, Anaheim, CA.
Dec. 11-12 BOD meeting, Anaheim, CA.
Dec. 13-16 International Congress, Anaheim, CA.

ADDITIONAL INFORMATION

Membership Billing

Membership billing occurs on a cyclical basis. AARC will invoice a portion of the membership each month. Dues statements will mail approximately 90 days prior to membership expiration date.

Membership Printouts

On a monthly basis, printouts of all current members, noting new, renewing and change of addresses, for the previous month will be e-mailed to the chartered affiliate President or designee (as requested by the Chartered Affiliate President).

Revenue Sharing

On a quarterly basis, the check for the chartered affiliate's portion (revenue sharing) will be mailed to the Chartered Affiliate Presidents. This covers the payments made in the previous quarter.

Specialty Section Newsletters

Newsletters from the Specialty Membership Sections will be e-mailed on a monthly basis to section members, plus a longer quarterly bulletin is posted on line.

AARC Times Deadline

The deadline for receipt of material to appear in AARC Times is the 10th of each month. For example, if you submit material on or before January 10, this material will appear in the March issue. **FAX'd material will be accepted. Submit to Marsha Cathcart (cathcart@aacrc.org).**

AARC Board of Director Reports

All reports to the AARC BOD should be e-mailed to:

American Association for Respiratory Care
Brenda DeMayo
(demayo@aacrc.org)

AARC House of Delegates Reports

All reports to the AARC HOD should be e-mailed to:

American Association for Respiratory Care
Pat Lee
(lee@aacrc.org)

BYLAWS

The Bylaws of the American Association for Respiratory Care establish some of the rules for the chartered affiliates' structure and operations. Aside from a few major points, the chartered affiliates enjoy considerable latitude and autonomy. When revising chartered affiliate bylaws, it is often helpful to contact other strong chartered affiliates for their input or for actual copies of their bylaws.

The bylaws should clearly state the terms of office and the duties and responsibilities of the various officers. Committee structures and standing charges should also be enumerated. Lastly, it is important that the chartered affiliate bylaws clearly spell out the educational objectives of the chartered affiliate. All chartered affiliates should operate under bylaws that are consistent with the AARC Bylaws and have been approved by the AARC Board of Directors.

Copies of the chartered affiliate's bylaws and amendments must be filed with the AARC Bylaws Committee through the Executive Office prior to chartered affiliate approval of these bylaws or amendments. Current copies of the chartered affiliate's bylaws and amendments should be filed with the AARC Bylaws Committee liaison on a yearly basis to ensure that the Executive Office files are up to date.

Chartered affiliates' Bylaws: The Amendment Process

To save time, energy, and money on the chartered affiliate's part, revisions to affiliate bylaws should be reviewed by the AARC Bylaws Committee **before** they are sent to the affiliate membership for ratification. All bylaws revisions should be sent to the chair of the AARC Bylaws Committee in care of the AARC Executive Office.

The affiliate's bylaws revisions must be accompanied by a cover letter that describes the reasoning for the proposed revisions. This explanation should be sufficient for the AARC Bylaws Committee to understand the intent of the proposed changes. The cover letter should include the name and contact information of the individual in the chartered affiliate who can answer questions about the bylaws proposal. The affiliate must provide a full copy of their bylaws with additions **underlined and bold** and with deletions appearing as ~~strikeouts~~.

Within the AARC Bylaws Committee lies the responsibility to ensure that every chartered affiliate's bylaws do not conflict with the AARC's bylaws. It is not the intent, nor is it the responsibility, of the AARC Bylaws Committee to edit the chartered affiliate bylaws when there are no conflicts with the AARC bylaws. However, when language is considered confusing or the reviewers are unsure of the intent, clarification may be requested, or suggestions as how to "clean up" the language may be made. Suggestions and recommendations are just that. They are given in the spirit of mutual cooperation for the betterment of the profession. The only time a chartered affiliate is required to make changes is when there is a "conflict" with the AARC bylaws.

CHARTERED AFFILIATE RECORDS

Complete, accurate records should be maintained of chartered affiliate activities. In addition to the necessary financial records and minutes of meetings, each committee chair should be required to provide, at least annually, a detailed report of his/her committee's activities. Reports should contain such information as attendance at special events, costs of activities, revenues, and other information of value to subsequent chairs. Ideally, two sets of committee reports should be preserved, one to be retained in the permanent chartered affiliate files and the other to be included in a committee file to be passed along each year to succeeding chairs.

Accurate minutes of each board of director's meeting should be prepared by the chartered affiliate secretary (see sample under "Secretary"). Copies of the minutes are to be retained in the chartered affiliate's permanent files, distributed to officers and members of the board of directors, and one copy sent to the Chartered Affiliates Committee liaison, AARC, 9425 N. MacArthur Blvd., Ste. 100, Irving, TX 75063 within thirty (30) days of the board meeting.

OFFICERS

PRESIDENT

The President's responsibilities should include the following:

- I. Preside at all chartered affiliate meetings
 - A. Executive Committee/Board of Directors Meetings.
 1. Prepare agenda.
 2. Notify members of time and place of meetings, even though a regular meeting schedule has been established.
 3. When special projects are to be discussed, make certain individuals involved are available and/or present.
 4. Briefly review activities of all committees.
 5. In absence of the secretary, delegate to another member of the committee responsibility for the preparation and prompt distribution of minutes.
 6. Encourage the use of parliamentary procedure or more efficient use of meeting time.
 - B. Educational Meetings
 1. Preside over the meeting.
 2. Maintain a definite schedule. Chartered affiliate business, miscellaneous reports and other activities should be restricted to essentials. Remember - your members and guests are attending the meeting to hear the guest speaker.
 3. Check on arrangements and other details of the meeting (including any biographical data on the speaker if you are making the introduction) well in advance.
- II. Appoint and direct specific charges to the committees
 - A. Carefully match committee responsibilities with available manpower.
 1. Avoid one-person committees.
 2. Discuss what is expected of each committee and how each committee should interface to achieve the year's goals and objectives.
 - B. Strive to draw upon new manpower as a method of increasing member interest, as a source of new ideas, and as training for future chartered affiliate officers and board members.
 1. Try to give each member the opportunity to select the committee(s) on which he/she wishes to serve.
 2. Ask whether or not the member would serve as chair of the committee.
 3. If possible, select members of a committee who live in the same vicinity so it will be easier for them to meet. Remember, though, this may not always be desirable if general representation is necessary (ie: credentialing).
 4. Try to arrange a joint meeting of the outgoing and incoming committee chairs to give the new chair an opportunity to learn what unfinished business is pending, plus other information necessary to the smooth running of the committee.
 - C. Request annual reports which include ments of accomplishments, problems, and recommendations.
 - D. Request committee chairs to furnish a schedule of committee meetings to permit the president's attendance.
 - E. Request periodic, comprehensive reports of committee activities.
 - F. Serve as ex-officio member of all committees with the exception of the Nominations and Elections.
- III. Coordinate two-way communications with Executive Office
 - A. Inform officers and committee chairs of proper channels of communication. Normally, communications pertaining to chartered affiliate operations should be carried on with the Chartered Affiliates Committee liaison, in the Executive Office.
 - B. Keep chartered affiliate officers, board members and committee chairs informed of the Executive Office and AARC activities and policies. When pertinent, the complete membership should receive information of this nature through announcements and bulletins.

- IV. Provide supporting assistance in pursuing over all objectives. From time to time, there will be programs and activities vital to the continued progress of the Association recommended by the AARC Board of Directors or AARC committees. The chartered affiliate president will be called upon to implement these programs and activities locally.
- V. It is the final responsibility of the president to see that ALL reports are submitted and that AARC requirements are met by the chartered affiliate board of directors and officers.
- VI. Summary
 - A. To ensure a successful year as president:
 - 1. Select committee chairs and members based upon leadership, ability, and knowledge of the Association at all its levels.
 - 2. Design planned, but flexible programs.
 - 3. Define objectives for the year.
 - 4. Keep members and committees well informed.
 - 5. Maintain friendly personal contact with all members.
 - 6. Encourage working members and committees.
 - 7. Maintain regular attendance at chartered affiliate meetings; participate in all activities.
 - 8. Maintain incentive to keep the members interested.

PRESIDENT-ELECT

A chartered affiliate may elect its president one entire term in advance. This is done only as expressly provided for in the Bylaws. After having served one term as president-elect, he/she automatically serves as president for the next term.

Once a person has been elected president-elect, the chartered affiliate cannot change the decision regarding succession of that person to the presidency with the following exceptions:

- 1. if he/she vacates office during his/her term as president-elect; or
- 2. if grounds arise for deposing him/her from that office (such as misconduct or dereliction of duty in office).

The president-elect's responsibilities should include the following (if spelled out in the chartered affiliate's bylaws):

- I. Act on behalf of the president in his/her absence.
- II. Assume the office of president if such office is vacated.
- III. Become familiar with the chartered affiliate's needs, affairs and procedures.
- IV. Make committee appointments for the following year when serving as president (see "President - Section II").
- V. Meet with other new officers upon assuming the presidency to outline unfinished business, goals and objectives for the coming year; expectations, duties and responsibilities of the officers to both the chartered affiliate and the AARC (such as submission of minutes, forms, etc.).
- VI. Solicit ideas on committee appointments, membership drives, liaisons and future programs.
- VII. Serve as ex-officio member on several major committees.

VICE PRESIDENT

The vice president's responsibilities should include the following:

- I. Act on behalf of the president in his/her absence if there is no president-elect.
- II. Assume the duties and responsibilities, but not the office of the president if the presidency should be vacated.
- III. Serve as chair of the Program Committee.
 - A. Organize the educational programs for the chartered affiliate.
 - B. Act as moderator for each program.
- IV. Serve as ex-officio member of several major committees.
- V. Be available for special assignments to assist the president as such situations arise.

SECRETARY

The secretary has the responsibility of maintaining all chartered affiliate records, reports, membership lists and minutes of regular and special meetings, including the board of directors meeting. The secretary maintains contact with the Chartered Affiliates Committee liaison and promptly furnishes such reports and records to that office as might be required, primarily those enumerated or contained in this manual.

As the workload of the secretary will vary with the size and activity of the chartered affiliate, it might become necessary to employ paid clerical, secretarial services in larger chartered affiliates.

The duties and responsibilities should include the following:

- I. Maintain chartered affiliate records. These records should minimally include minutes of all chartered affiliate meetings and complete reports of special events as supplied by committee chairs.
- II. Record all chartered affiliate meeting minutes. Minutes should contain mainly a record of what was done at the meeting, not what was said by members. Copies of minutes should be distributed promptly (within thirty days) to all members of the chartered affiliate board of directors and a copy to the Chartered Affiliates Committee liaison in the Executive Office.
- III. Serve as the official correspondent for the chartered affiliate. In addition to normal correspondence with the chartered affiliate members and the AARC Executive Office, the secretary handles official communications as directed by the president, executive committee (if the chartered affiliate has one) and board of directors.
- IV. Maintain membership records. Every effort should be made to keep chartered affiliate membership records current at all times. The Executive Office supplies reports of national members added, dropped or lapsed. These reports should immediately be integrated in chartered affiliate membership record files. Changes in membership, including address changes, should be transmitted to the active mailing list to keep it current. Address changes, changes in status and other pertinent information received directly by the secretary should be forwarded immediately to the AARC Executive Office, c/o the Chartered Affiliates Committee liaison.
- V. Prepare the agenda for all chartered affiliate meetings.
- VI. Submit a copy of all chartered affiliate meeting minutes to the Chartered Affiliates Committee liaison within thirty days of the meeting.
- VII. Submit a copy of the mid-year activities report and annual activities report to the Chartered Affiliates Committee liaison in the Executive Office.
- VIII. Submit a copy of the "Officer's List Form" immediately following the chartered affiliate elections to the Chartered Affiliates Committee liaison in the Executive Office (see form at the back of this book).
- IX. Submit a copy of the "General Information Form" and "Annual Meeting Information Form" to the Chartered Affiliates Committee liaison in the Executive Office (see forms at the back of this book).
- X. Submit a copy of all other forms and reports to the Chartered Affiliates Committee liaison in the Executive Office as may be requested or required.

GENERAL INFORMATION

It has been noted that many new chartered affiliate secretaries need a model or guide for more accurate performance of their duties. Suggestions and samples of various forms, minutes, and agendas have been included in this section as well as throughout this manual. Please note that the sample agenda and minutes are specimens only and may be modified to meet the needs of statutes (for incorporated chartered affiliates) or other chartered affiliate requirements.

It is suggested that the secretary maintain the following records to assure the smooth yearly transition of chartered affiliate officers:

1. Previous secretary's reports.
2. Annual meeting minutes and agenda.
3. Executive Committee minutes and agenda (if there is an Executive Committee).
4. Board of Directors minutes and agenda.
5. Roster of officers, directors, standing and special committee chairs and members.

6. Membership roster and records (this is sometimes delegated to a membership committee).
7. Chartered affiliate bylaws, Articles of Incorporation (if incorporated), amendments, AARC Charter, etc.
8. AARC Bylaws.
9. Chartered affiliate contracts and agreements.
10. Standing rules of procedure for the Board and committees.

Equally important to the keeping of complete records is the accurate recording of all minutes. To aid in this task, sample minutes follow this set of guidelines.

MINUTES:

The following are essential to the records and must be recorded in the minutes:

1. Kind of meeting (regular, special, adjourned regular, adjourned special).
2. Name of chartered affiliate and assembly (Executive Committee, Board of Directors).
3. Date, place and time of meeting.
4. Name of presiding officer.
5. Name of secretary or substitute.
6. Number present or absent or roll call listing members present or absent.
7. Disposition of minutes of previous meeting (approved or dispensed with).
8. All main motions (except those which were withdrawn), points of order and appeals; whether sustained or lost, and all other motions not lost or withdrawn. Generally, the name of the member introducing a main motion is recorded but not the name of the member who seconds it.
9. Action taken on recommendations or resolutions contained in reports of:
(a) Officers (b) Standing Committees (c) Special Committees
10. Corrections to published minutes (if any).
11. Report of action taken outside of meetings (mail votes, telephone polls, etc.).
12. Time of adjournment.
13. Date these minutes approved ("as read" or "as printed" or "as corrected" or approved" by committee).

At the meeting, the secretary should have all items of unfinished business listed. A copy should be supplied to the president. Unfinished business includes: motions referred to committees, motions postponed until later meetings, and motions tabled, as well as "unfinished business" which is the motion (if any) that was pending when the last meeting adjourned. The motions referred to committee may come back before the assembly as committee reports. The motions postponed until a later meeting may come before the assembly again as general or special orders.

Presidential committee appointments should be made at the meeting so they may be recorded in the minutes. Minutes may be approved by general consent or majority vote of the board of directors.

Corrections to the minutes are made:

1. At the time of reading;
2. If published - at the meeting following publication;
3. At any time - if amended or corrected at a later date, it requires a 2/3 vote of the board of directors.

Approval - When minutes are approved at the next meeting, this action should be recorded at the bottom of the minutes as follows:

"Approved as (read) (printed) (corrected)" _____
(Date)

Secretary

President

After the meeting, transcribe the minutes (notes) as soon as possible. Do not let them get cold and difficult to write.

Motions of a permanent nature (continuing action) should be listed in the STANDING RULES, together with date of adoption. If a STANDING RULE is rescinded, the secretary should go back to the minutes and mark the date of rescinding (marginal correction) as well as striking from the STANDING RULES and entering the date rescinded. It is suggested that the STANDING RULES be filed with a blank page between each written page to facilitate future notes related to particular RULES.

If the meeting is adjourned and an announcement or motion is made that had to do with the meeting did not occur during the meeting, but is important enough to appear in the minutes, it may be listed after the signature of the secretary in the minutes. An example of this might be where a motion was made to adjourn until a specific date. After adjournment, it was noted by a member that the date is a national holiday; thus, a new motion is introduced.

Write good minutes by avoiding lofty language. Do not show off literary abilities. Avoid adjectives except when necessary to make the meaning clear. Make short paragraphs and indent deeply. Ask that a motion be made in writing if it is long and rambling or difficult to record, or if there is apt to be comment later. Never keep minutes on loose sheets of paper. Original notes may be kept in a temporary notebook, but the minutes themselves should be in a permanent book (written or typed and pasted in). Always report some action or disposal of every motion recorded.

NOTE: Reports - The secretary should record on the reports of committees the date of their receipt, what further action was taken, and preserve them among the records for which he/she is responsible. It is not necessary to vote a report as "accepted" or "should be placed on file."

Agenda:

In most organizations, it is the responsibility of the secretary to prepare the agenda for the president. By so doing, the chairs of committees can anticipate the time for their reports; and, in general, the meeting may be conducted smoothly and professionally. It is strongly suggested that an agenda be prepared for all meetings, including committee meetings (agenda prepared by chairs), no matter how small or informal.

1. CALL TO ORDER: It is the duty of the presiding officer to promptly call the meeting to order at the specified hour. This time should appear in the heading of the agenda as well as in the prior meeting announcement(s).
2. CORRESPONDENCE: This item should appear on the agenda so the secretary may read relevant correspondence of interest to that meeting. Disposition of this correspondence is then ordered by the president (answer, to committee for study and/or action, and so forth).
3. BILLS: The treasurer or committee chair may, at this point in the agenda, present bills for approval of payment. This item need not normally appear on the agenda of regular or special meetings of chartered affiliate membership.

Annual Meeting Notice:

The bylaws of most chartered affiliates specify, in more or less general terms, the time of the annual meeting. The announcement of this meeting should be sent to the membership at least 30 days prior to the annual meeting unless otherwise specified in the bylaws. The secretary of an incorporated chartered affiliate is frequently required by statute to have on file and, in some instances, file with a agency, an affidavit of Notice of Annual Meeting.

Special Meeting Notice:

For all special chartered affiliate meetings, it is wise to send the membership a meeting notice. If a program or agenda has been prepared, it should accompany the notice.

Waiver of Notice of Directors Meeting:

In the event the incorporated chartered affiliate's board of directors chooses to meet without benefit of advance notice, a waiver of notice should be executed.

Election Procedures:

The chartered affiliate secretary of an incorporated chartered affiliate may be required by law to swear to the mailing of ballots to the membership.

NOTE: Additional helpful suggestions will be found in the preface to Parliamentary Procedure at a Glance by O. Garfield Jones.

"SAMPLE MINUTES"
February 28, 2001
ASRT Board Meeting
Ramada Inn, Casa Grande

0905 - Meeting called to order with ten Board members present and one member absent.

Minutes of the previous meeting were approved.

Old Business and Committee Reports

Membership Committee:

The motion at the previous meeting on no dues for AARC members was amended to the following: AARC members do not pay dues to the ASRC, they are automatic members to the ASRC.

Licensure:

Paul Petrocci is drafting a letter to all department heads and other persons involved with respiratory therapy for a list of their respiratory personnel. This manpower list will be broken down into the following seven areas: registered, registry eligible, certified, certification eligible, on the job trained, and the prospective graduating students (yearly).

Review of the 2001 Budget:

The 2004 National Convention does not require that the ASRC put out an extra amount of cash. Money budgeted for that purpose would be re-allocated.

Education Committee:

Preliminary outline for the Management Seminar to be held in April was presented. The April date is a possibility. A two-day seminar is being planned with one day on management and the other on education, with the lectures relating to both subject matters. There may be workshops also to correlate with the lectures. The general outline is very comfortable with the Board. The two-day idea was to attract the members who cannot attend the Educational seminar in September.

"SAMPLE AGENDA"

3rd Quarterly Meeting
Executive Council
March 6, 2001
Champaign/Urbana, Illinois
9:00 a.m.

I.	Call to Order	Wm. Heidel
II.	Roll Call/Quorum	Judy Dodge
III.	Minutes (2nd Quarter)	Judy Dodge
IV.	Treasurer's Report	Tom Bainbridge
V.	Delegate's Report	Mike Mark
VI.	<u>Chapter Chairpersons' Reports:</u>	
	Chapter 1	Donna Graham
	Chapter 2	Jim Ludwig

- | | | |
|-------|--|------------------|
| | Chapter 3 | Don Lovasz |
| | Chapter 4 | Rick Schmirring |
| | Chapter 5 | Debbie Collier |
| | Chapter 6 | Clete Yoder |
| VII. | <u>Committee Reports:</u> | |
| | Membership | Debbie Collier |
| | Education | Terry DesJardins |
| | Publications | Rick Cerceo |
| | Licensure & Legislative Program | Clete Yoder |
| | Public Relations | George Kacmarek |
| | Ad Hoc Management | Ken Bartman |
| | Ad Hoc Purveyor | John Peterson |
| | Ad Hoc Admin. Services | Ken Bartman |
| VIII. | Speaker of the House Report | Judy Dodge |
| IX. | <u>Old Business:</u> | Robert Procknow |
| | A. Chapter Chairperson's responsibilities re-emphasized. | |
| | B. Distribution of ISRT "Monthly Chapter Report" forms. | |
| | C. Resignation of Robert Paul - Chapter 4. | |
| | D. Student representation in ISRT - John Peterson. | |
| | E. AARC Political Contact Network was utilized/discussed. | |
| | F. Betty Pendgraft Memorial Fund - Terry DesJardins. | |
| X. | <u>New Business:</u> | |
| | A. Nominations by chapter chairs for ISRT President's Award. | |
| | B. Program's Promotion Committee - George Kacmarek. | |
| | C. Open. | |
| XI. | Adjournment. | |
- NOTE: All committee chairs and chapter chairs must submit their Quarterly Reports to Judy Dodge at this March meeting.

TREASURER

The treasurer and other officers handling chartered affiliate funds must be covered by a surety protection bond maintained by the chartered affiliate. The treasurer's duties and responsibilities should include the following:

- I. Maintain accurate and true accounts of all financial transactions.
- II. Receive and deposit all funds paid to the chartered affiliate. Serve as custodian of chartered affiliate reserves in the form of savings or checking accounts, stocks, bonds or other securities.
- III. Disburse funds as authorized by the chartered affiliate Board of Directors. Disbursement should be only by check. Checks are to be signed by those officers (usually the president and treasurer) authorized by the chartered affiliate Board of Directors.
- IV. Assist the Budget and Audit Committee in developing the chartered affiliate budget.
 - A. Work with each committee to develop each separate budget.
 1. Require written approval from committee chairs for all committee expenditures.
 2. Keep each committee aware of its individual budget performance.
 - B. Perform quarterly internal audits. Prepare financial reports for the chartered affiliate board of directors' meetings in triplicate, one copy for the president, one for the board of directors, and one for the treasurer's records. The Budget and Audit Committee should act in a supervisory capacity to the treasurer by reviewing all financial reports and attesting to their accuracy. The treasurer is usually a member of this committee.
- V. Prepare annual financial reports for chartered affiliate records. The year-end audit should be performed by a CPA or private public accountant.
- VI. Should verify filing requirements for organization exempt from income tax with local Internal Revenue Service or state officials. Requirements may vary by state. Forms may be obtained from your local Internal Revenue Service which include specific instructions on completing the form.

1. Assign task of archiving information for new board members to an officer, standing committee, or new committee.
2. Start with the most current year and work backwards.
3. Have committee members review previous minutes and determine what issues to present. It is recommended to include the following:
 - a) Year
 - b) President for that year
 - c) Break into topic categories for example: AARC, Business, Education
 - d) Landmark issues (AARC and your affiliate)
 - e) Recurring issues
 - f) Major resolutions/decisions that affect your chartered affiliate
 - g) National awards received
 - h) Other pertinent information regarding your affiliate

INSURANCE COVERAGE

The AARC does not provide any insurance coverage for its chartered affiliates.

We strongly encourage chartered affiliates to obtain General Liability insurance, including coverage of special events. You may also want to consider directors' and officers' liability insurance. Any independent business insurance agent should be able to provide you with such coverage. Try to stick with top-rated insurers (the agent can tell you what the company's A.M. Best and Standard & Poor's ratings are), and get at least two to three competitive quotes.

OFFICERS' LIST FORM

SOCIETY: _____ **DATE:** _____

PRESIDENT:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

SECRETARY:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

PRESIDENT-ELECT:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

PAST PRESIDENT:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

DELEGATE:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

DELEGATE:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends _____

DELEGATE:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

EXECUTIVE OFFICE ADDRESS

(if applicable):

Phone number: _____

Fax number: _____

e-mail: _____

VICE PRESIDENT:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

TREASURER:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

PUBLICATIONS CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

NEWSLETTER EDITOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

LEGISLATIVE CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

NOMINATING CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

BYLAWS CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

MEMBERSHIP SERVICES CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

PUBLIC RELATIONS CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

PROGRAM CHAIR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

MEDICAL ADVISOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

MEDICAL ADVISOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

DIRECTOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

DIRECTOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

DIRECTOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

DIRECTOR:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

WEBMASTER:

Name: _____

(Preferred Mailing Address)

(City, State, Zip)

Work phone number: _____

FAX number: _____

e-mail: _____

Date term ends: _____

Please mail or fax this form to:
American Association for Respiratory Care
Attn: Chartered Affiliates Committee Liaison
9425 N. MacArthur Blvd., Ste. 100
Irving, TX 75063
Fax: (972) 484-2720

SOCIETY MEETING INFORMATION

Date: _____

1. Name of Society: _____

2. Contact Person (individual in your society you want the Executive Office to refer callers to):

Name: _____

Address: _____

Phone Number: (Do not provide these numbers if they are not to be given to callers).

Phone: (_____) _____

E-mail: _____

3. Date and location of society meeting in which exhibits will be accepted.

Date: _____

Location: _____

Please mail or fax this form to:

American Association for Respiratory Care
Attn: Chartered Affiliates Committee Liaison
9425 N. MacArthur Blvd., Ste. 100
Irving, TX 75063
Fax: (972) 484-2720

GENERAL INFORMATION FORM

Society: _____ Date: _____

1. Date of State Society Annual Meeting: _____
 2. Does the above date change significantly from year to year? If so, by how many weeks? _____
 3. Date(s) of State Society seminars:

 4. How often is your society newsletter and/or journal published? _____
 5. How often and when does your editor(s) change? _____
 6. Date the final State Society budget for the following fiscal year is available to the AARC:

 7. Corporate Status: Incorporated or Not Incorporated? _____
Please attach your Articles of Incorporation.
 8. Number and dates of society business meetings. Number: _____
Dates: _____

 9. Federal Income Tax Status: 501 C (3); or, 501 C (6)? _____
Please submit your IRS approval letter for permanent file.
 10. Attach proof of State and Federal tax exempt status.
 11. List all checking account signatories and provide proof of them being bonded.
 12. Do you charge dues separate from the AARC? _____
 13. Please submit a copy of your Insurance Bond Declaration.
 14. Permanent society mailing address (if any, or if applicable):

- Phone: (_____) _____

Please mail or fax this form to:

American Association for Respiratory Care
Attn: Chartered Affiliates Committee Liaison
9425 N. MacArthur Blvd., Ste. 100
Irving, TX 75063
Fax: (972) 484-2720