

Chartered Affiliate Handbook

(Updated 1/10)

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.

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2010 CALENDAR OF EVENTS
(Dates may vary slightly)

1/29 Request articles for the AARC Record
1/29 Request for submission of applications for Summit Award
2/28 Articles for the AARC Record due
3/4 Request delegate funding applications
3/4 Request Credentials of Delegate forms for summer HOD meeting
3/4 Request resolutions to be considered at the summer, HOD meeting
3/19 Request nominees for Life and Honorary Memberships
3/19 Request nominees for Outstanding Affiliate Contributor Award
3/20 The Record #1 put on line
3/31 Deadline for submission of material for the Summit Award
4/23-24 AARC Board of Directors spring meeting - Irving, TX
4/25-26 Leadership Workshop - Irving, TX
4/30 Nominees due for Life and Honorary Memberships
5/1 Delegate assistance applications due
5/6 Credentials of Delegate forms due
5/3 Request articles for The Record
5/18 HOD resolutions for summer meeting due
5/20 Nominees due for Outstanding Affiliate Contributor Award
5/25 Request reports for the Agenda Books for the summer HOD meeting
6/2 Articles due for the Record
6/8 HOD resolutions for summer meeting put on the list serve
6/22 Reports due for the Agenda Books for the summer HOD meeting
6/23 The Record #2 put on line
7/6 Mail HOD Agenda Books
7/16-18 Summer Forum, Marco Island, FL
7/19-20 HOD meeting, Marco Island, FL
7/19-20 BOD meeting, Marco Island, FL
7/23 Request delegate funding applications
7/23 Request HOD resolutions for fall meeting
7/23 Request Credentials of Delegate forms
8/3 Recipient of Summit Award notified
7/28 Request information form from HOD officer nominees
9/1 Request articles for The Record
9/3 Delegate assistance applications due
9/10 HOD resolutions for fall meeting due
9/23 Credentials of Delegate forms due
9/24 Information forms due from HOD officer nominees
10/1 Articles for the Record due
10/8 Request reports for the Agenda Books for the fall HOD meeting
10/8 HOD resolutions for fall meeting put on the list serve
10/24-30 Respiratory Care Week
10/22 The Record #3 put on line
11/5 HOD reports due for the Agenda Books for the fall meeting
11/19 Agenda Books mail for the fall HOD meeting
12/4-5 HOD meeting, Las Vegas
12/4-5 BOD meeting, Las Vegas
12/6-9 International Congress, Las Vegas

GENERAL INFORMATION

Membership Billing

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

Dues

In general, these are the dues options for AARC members:

Regular (2 publications) \$90.00
AARC Choice - AARC Times - \$78.50
AARC Choice - Respiratory Care - \$78.50
AARC Plus - (one section included) - \$125
International - \$125
Student - \$50

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. The amount of \$12.00 is paid for each Active or Associate member in the state society. If a member pays by voucher, a reduced rate will be noted signifying the percentage discount of that membership.

Vouchers

Many state societies buy bulk vouchers to offer discounts to their members. Read more on this benefit at: <https://secure.aarc.org/membership/group.asp>

Web Student Memberships

Free web-based memberships are offered to students if all faculty are members of the AARC. There are several important caveats and deadlines to follow. See:

https://secure.aarc.org/membership/web_student.asp

Specialty Section Newsletters

Newsletters from the Specialty Membership Sections will be e-mailed on a monthly basis to section members; additionally, 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@aarc.org).**

IMPORTANT DOCUMENTS OF YOUR ORGANIZATION

The following are important documents that every non-profit association must have.

Articles of Incorporation:

An organization's articles of incorporation can be thought of as the organization's contract with the state. The information included should reflect the minimum required by respective state law. The articles generally identify the organization's name, legal purpose and the disposition of its assets upon dissolution. This document spells out if the organization is considered to be a non-for-profit entity in each respective state, the date the organization became a legal corporation and the date that the affiliate filed articles of incorporation with the state.

Questions to consider:

- **Do you know where your organization's Articles of Incorporation are?**
- **Does the AARC have a copy of your Articles of Incorporation for safe-keeping?**

Bylaws:

The bylaws are more specific than the articles. Moreover, the association's practices must match its bylaws. If they do not, either the bylaws or the organization's practices must be amended to be consistent with each other. See below for more information on amending bylaws.

I. In general, Bylaws of an AARC affiliate should contain:

1. The official name.
2. The purpose.
3. The rights and duties of the organization's members (criteria for membership; voting rights; termination of membership).
4. Foundation for the composition and responsibilities of the board of directors and officers, (number; method for election; removal from and filling of vacancies; terms of office).
5. Names of standing committees established by the board of directors (BOD) and/or bylaws.
6. Established procedure for the manner in which the bylaws may be amended.

II. Things to consider when writing or revising Bylaws:

1. Don't be overly restrictive in bylaws; spell out specifics in policies and procedures.
2. Chartered affiliates and their respective BOD must adhere to whatever the bylaws state; board members take an oath to uphold the bylaws
3. Each Chartered Affiliate must review their Bylaws periodically, every 5 years.
4. All bylaws changes must be reviewed and approved by the AARC Bylaws Committee prior to final approval by the affiliate's BOD and submission to the affiliate's membership for approval.
5. All chartered affiliates should operate under bylaws that are consistent with the AARC Bylaws and have been approved by the AARC Board of Directors.
6. Questions to consider when reviewing your Bylaws:

- a. Does the BOD and its policies & procedures fully adhere to each tenet of the current Bylaws?
- b. Is there a copy of the current Bylaws readily available?
- c. Are the Bylaws up to date or in need review in accordance with current operations of the affiliate and/or the review schedule determined by the AARC?

III. Procedure for Amending Bylaws:

The AARC Bylaws Committee is responsible for ensuring that 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.

The following procedure should be followed when amending chartered affiliate bylaws.

- 1. A copy of the affiliate's revisions are sent to the AARC Bylaws Chair, c/o the AARC Executive Office (Tina Sawyer).**
 - a. A cover letter that describes the reasoning for the proposed revisions is included along with the set of proposed bylaws changes. This explanation should be sufficient for the AARC Bylaws Committee to understand the intent of the proposed changes. The affiliate must provide a full copy of their bylaws with additions **underlined** and **bold** and with deletions appearing as **strikeouts**.
- 2. The Bylaws Committee will review the proposed revisions.**
 - a. This process may take approximately one month for completion. The AARC Bylaws Committee Chair will communicate directly with each state's contact to rectify deficiencies in the draft of proposed changes, if any.
- 3. The Bylaws Committee will recommend approval by the AARC Board**
 - a. Once the Bylaws committee is satisfied that the proposed changes in the bylaws do not conflict with the AARC's, they will send the bylaws to the AARC Board and recommend their approval.
- 4. The AARC Board acts.**
 - a. In most cases, the Board will act on the Committee's recommendation to approve the proposed bylaws. However, in some cases, they may send the bylaws back through the AARC Bylaws Committee to the state affiliate's contact requesting clarification or revision.
- 5. Once the AARC Board approves, the affiliate follows established procedure for getting state membership approval of the new bylaws.**

For more information: Online Bylaws Amendment Chart

http://www.aarc.org/state_society/aarc_hod/bylaws_status.html

Policies and Procedures:

Further levels of specificity should be contained in a policy and procedure manual detailing the rules governing the association's operations. Membership processes, administrative rules, financial policies, parliamentary procedures, etc. should be outlined in policies rather than incorporated in the bylaws.

Questions to consider:

- **Does the Chartered Affiliate have a state Policy and Procedure Manual?**
- **Could there be benefit from having one?**

For more information on Policies and Procedures: Best Practices Presentation on having a Policy and Procedure Manual for your State http://www.aarc.org/state_society/aarc_hod/ (See Fall 2008 HOD Meeting)

Minutes:

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 be available to the Chartered Affiliates Committee liaison, AARC, 9425 N. MacArthur Blvd., Ste. 100, Irving, TX 75063 upon request

Questions to consider:

- **Is there a permanent file where all minutes of meetings are kept?**
- **Does more than one person know where this file is?**
- **Is there a system for backing up of the file?**

Financial Records:

Affiliates should have regular (monthly or quarterly) accurate financial reports compiled by your Treasurer (see more information under "Treasurer"). Affiliates should strongly consider having an annual audit performed by an outside auditor. Affiliates should keep financial reports on file in accordance with generally accepted accounting principles. Affiliates should consider bonding at least the Treasurer, the President and/or whoever else is designated to have access to the Affiliate's accounts.

Questions to consider:

- **Is there a permanent file where all financial records of the affiliate are kept?**
- **Does more than one person know where this file is?**
- **Is there a system for backing up of the file?**

Committees:

It is up to each Affiliate to determine what committees are needed to assist the operations of the organization effectively. Some committees are standing committees while others may be appointed on an interim or ad hoc basis. Standing committees function in an ongoing fashion every year. Other committees may be needed for a short term and specific purpose and can be considered Ad Hoc committees. The President can appoint Committees that she/he deem necessary for the work of the BOD / affiliate. The Board of Directors should review the charter of each committee annually to ensure that the committee is still needed. 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.

IMPORTANT DOCUMENTS TO FILE WITH AARC

In addition to ensuring that the AARC has a current copy of each affiliate's bylaws (or allows a link to a current copy on the affiliate's website), the following information should be submitted to the AARC.

Annual contract

The AARC and its affiliates sign a contract agreeing to work in concert with one another and not to engage in competitive activities. This will be sent by the AARC Executive Office to the affiliate's president when it is time to be signed/renewed.

List of officers

The AARC needs to communicate in an ongoing fashion to the affiliate's president, delegates, and sometimes other officers and committee chairs. The names and roles of state affiliate's elected and appointed officials is reported to the AARC as soon as each office is filled and/or when the officials changes through attrition or other reasons. A form for reporting this information at least annually is at:

http://www.aarc.org/state_society/officers_list_form.pdf

Educational Meetings

The Affiliates are asked to provide information on their Annual Educational Meeting and a contact person to refer exhibitors to in reference to the meeting.

Meeting minutes

You are expected to maintain file copies of your meeting minutes that would be available upon request to the AARC. The minutes would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.

Financial Statement

You are expected to maintain file copies of your annual financial report summary that would be available upon request to the AARC. The report would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.

OFFICERS

Below are suggested job descriptions for the officers in each state affiliate/society.

PRESIDENT

The President's responsibilities should include but are not limited to 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, assure certain individuals involved are available and/or present.
 4. Briefly review activities of all committees.
 5. In the absence of the secretary, delegate another member of the Board the responsibility of 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 essential business items. Remember - members and guests are attending the meeting to hear the guest speaker(s).
 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 and/or arrange for telephone or internet conferencing so that 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, in addition to other information necessary for a smooth transition and effective running of the committee.
 - C. Request annual reports which include 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 Executive Office and AARC activities and policies. When pertinent, the complete membership should receive information of this nature through announcements and bulletins and/or posted on affiliate websites.
- IV. Provide supporting assistance in pursuing overall objectives. From time to time, there will be programs and activities vital to the continued progress of the Association and 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 to the AARC 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. Consider incentives 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 except under the following conditions:

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

The president-elect's responsibilities should include but not be limited to 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 but not be limited to 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. Take on other duties as directed by the President, i.e.:
 - A. Communicate with the District or Chapter Leaders, when applicable, on a monthly basis, providing direction and support for all District or Chapter activities.
 - B. Assist the affiliate and/or District or Chapter Leaders, when applicable, in the development of educational or social events in each District or Chapter.
 - C. Insure that program chairpersons and/or District or Chapter Leaders, when applicable, submit a report of all activities in their District or Chapter on at least a quarterly basis to their Board of Directors, on their web site or the AARC web site.
- IV. Serve as Chair or ex-officio member of several major committees, such as Program Committee, Public Relations Committee and Membership.
- 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 meetings. 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. See Appendix A for samples and more suggestions for carrying out the role of secretary. 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 but not be limited to 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 a synopsis of discussions, action items assigned and decisions made at the meeting, but not what was said by members. Copies of minutes should be distributed promptly (within thirty days) to all members of the chartered affiliate BOD members and a copy, if requested, 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 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) and/or when other changes in BOD/committee composition occurs.
- VII. 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).
- VIII. 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.

TREASURER

Whenever possible, the treasurer and other officers handling chartered affiliate funds are to be covered by a surety protection bond maintained by the chartered affiliate. A surety bond protects the affiliate in the case of fraud. This protection is not available through the AARC. See samples of financial reports in Appendix B.

The treasurer's duties and responsibilities should include but not be limited to 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 in conjunction with the Audit Committee Chairperson, as applicable. Prepare financial reports for the chartered affiliate board of directors', distribute as directed by the president, and retain permanently in 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 hired and contracted with by the affiliate/society.
- 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 includes specific instructions on completing the form.
- VII. Submit a copy of the chartered affiliate's annual financial summary report to the Chartered Affiliates Committee liaison at the Executive Office, if requested.

Other Information that can help an Affiliate run more smoothly

This is a compilation of information created over the years based on questions to the Chartered Affiliates Committee and Executive Office of the AARC. It contains helpful advice and commonly asked questions.

ORIENTATION OF NEW BOARD MEMBERS

An orientation for new Board members acquainting them with their roles and responsibilities should be developed and maintained. Orientation may include but certainly is not limited to the following:

1. All new officers should be required to read the Chartered Affilaites Handbook and they should each sign off that they have read the book.
2. Assign task of archiving information for new board members to an officer, standing committee, or new committee.
3. Start with the most current year and work backwards.
4. 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. Affiliates should bond at least the Treasurer and the President or whoever has access to the Affiliate accounts with a surety bond. A surety bond protects the affiliate in the case of fraud. This protection is not available through the AARC. We strongly encourage chartered affiliates to obtain General Liability insurance, including coverage of special events. Affiliates may also want to consider directors' and officers' liability insurance. These types of coverage are generally available through independent business insurance agents. Agents should be able to provide information regarding top-rated insurers (A.M. Best and Standard & Poor's ratings); it is suggested that affiliate's obtain multiple competitive quotes.

TRAVEL FUND

The AARC maintains a grant fund to help bring AARC Executive Office staff or AARC officers to your state society meetings. It provides partial funding for speakers coming to your conferences to present on AARC topics. Please call AARC's Controller, 972-243-2272) to get the appropriate forms.

AFILIATE MEMBERSHIP LIST

The Membership List provided to you monthly by the AARC is the property of the AARC. This list may be utilized for official state society business only. Affiliate's are not permitted to sell, rent, or otherwise share the names and addresses to any entity or individual without

the express consent of the AARC Executive Office. Affiliates are expected to maintain the confidentiality of this list at all times.

EMAILS

The AARC does not share or release the email addresses of its members to any entity or individual, including its state societies. The AARC will email notifications to your members on your behalf at the request of the affiliate's President or designee. Please follow the instructions at: http://www.aarc.org/state_society/emails.html

SUMMIT AWARD

The Summit Award is given to the outstanding chartered affiliate each year. Information on that award is at: http://www.aarc.org/state_society/summit_award/

Appendix A

Suggestions for Performance of the Secretarial Role

Resources are available to chartered affiliate secretaries as a model or guide for more accurate performance of their duties. Suggestions and samples of various forms, minutes, and agendas are included at the end of this section. Please note that the sample agenda and minutes are examples only and may be modified to meet the needs of statutes (for incorporated chartered affiliates) or other chartered affiliate requirements.

I. RECORD-KEEPING

As noted above, it is suggested that the chartered affiliate maintain records to assure the smooth yearly transition of chartered affiliate officers. This duty often falls to the secretary. As a recap, documents that should be retained include but may not be limited to:

1. Previous secretary's reports.
2. Annual meeting minutes and agenda.
3. Executive Committee minutes and agenda, if applicable.
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.

II. MINUTES

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. 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 each BOD 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, the minutes (notes) should be transcribed as soon as possible so that important discussion and decisions are easily recalled. Copies of minutes should be distributed promptly (within thirty days) to all members of the chartered affiliate board of directors and a copy, if requested, to the Chartered Affiliates Committee liaison in the Executive Office.

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 of basic construct and by avoiding lofty language. 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 or difficult to record, or if there is apt to be comment later. Whenever possible, do not 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."

III. 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. The following are elements that minimally should be included in the agenda:

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. ROLL CALL: This is done by the secretary to identify who is present for the meeting and to determine if there is a quorum present.
3. CORRESPONDENCE: This item should appear on the agenda so the secretary and/or other members of the BOD 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).
4. TREASURER'S REPORT: The treasurer will give a report on the Affiliate's financial transactions for the last period.
5. OFFICER REPORTS: The officers will give a report of their activities during the last period.
6. COMMITTEE REPORTS: Committee Chairpersons will report on their activities during the last period and offer any recommendations or motions that need to be acted on.
7. GUESTS: At this time you may have a guest at the meeting who may be asked to give a report.
8. OLD BUSINESS: At this time the Presedinet can entertain any Old Business.
9. NEW BUSINESS: At this time the President may entertain any New Business.
10. ADJOURNMENT: Need a motion to adjourn.

IV. ANNUAL BUSINESS MEETING NOTICE

The bylaws of most chartered affiliates specify, in more or less general terms, the time of the annual business 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 an affidavit of Notice of Annual Meeting with an agency.

V. 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.

VI. 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.

VII. 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.

Appendix B

“SAMPLE MINUTES”

February 6, 2009
OSRC Board Meeting
Salem Convention Center

The regular meeting of the Board of Directors of the OSRC was called to order February 6th, 2009 at 9:10 a.m. in Salem, Oregon. Marilyn Barclay, OSRC President, was presiding. Will Lutsock, OSRC Secretary, recorded minutes of the meeting. 10 board members were present, 2 were absent. Quorum was confirmed.

Minutes of the December 3rd, 2008 board meeting were reviewed and approved as submitted without corrections.

Committee Reports

Management Committee:

Committee chairwoman, Manya Kanavalov, presented the preliminary outline for the management seminar scheduled for the third week of August. Manya requests that members submit suggestions for speakers prior to the next board meeting.

Membership Committee:

Committee chairwoman Carol Hardisty, provided results of our recent membership drive. OSRC membership has increased by 45 in the last quarter, which represents a 10% increase overall. Board members are encouraged to continue efforts contacting department managers who are not currently members.

Treasurers Report:

Jeff Beebe, OSRC Treasurer, presented a financial report detailing YTD budget statistics. Postage for the recent mailing to OSRC members to inform them of proposed Bylaw changes has resulted in a line item overage of \$140.00.

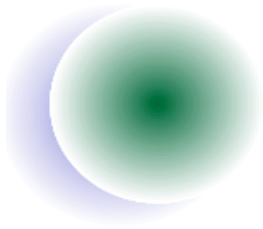
A motion was made by Norm Kerr, and seconded, to approve the line item overage of \$140.00. President Barclay called for discussion, and a vote on the motion. The motion passed.

Adjournment:

The meeting was adjourned at 1:00 p.m. by President Marilyn Barclay.

Appendix C

“SAMPLE AGENDA”



Respiratory Care Society of Washington, Inc.

A Chartered Affiliate of the American Association for Respiratory Care

Visit us on the Web at www.RCSW.org

Board of Director's Meeting

April 25th, 2009

Call to Order: 6:30 PM	President
Roll Call:	Secretary
Opening Remarks	President
Welcome and thank you,	
Reading of the minutes and approval	
Treasurer's Report	Treasurer/President
Budget Proposal/ Finance	
Membership	Membership Committee Chair
Program	Program Chair
Scholarship/Continuing Education	Scholarship Committee Chair
Bylaws	Bylaws Committee Chair
Communications/Webmaster	Web Master
Chapter Affairs	Past President
Eastern Chapter	Eastern Chapter President
Puget Sound Chapter	Puget Sound Chapter President
Cascade Chapter	Cascade Chapter President
Mt Rainier Chapter	Mt. Rainier Chapter President
Central Chapter	Central Chapter President
Nominations/Elections	Nominations Committee Chair
Legislative	Legislative Committee Chair
Delegates Report	Delegate
Strategic Planning	President Elect
Sleep	Nicki Bly
Unfinished Business	E-voting
New Business	
Adjourn	

Appendix D

"SAMPLE TREASURER'S REPORT"

March 4, 2009
February Treasurer's Report

Balance last ment:

Checking Account	\$ 1,441.88
Savings Account	5,738.39
Money Market Certificate	10,000.00
TOTAL	\$17,180.27

Income:

Advertising:	\$ 90.00
Dues	30.00
TOTAL	\$ 120.00

Expenses:

McDonough District Hospital postage (executive)	\$ 6.15
U.S. Post Office stamps (executive)	15.00
Holiday Inn meeting expense (program)	19.52
AARC labels (publications)	30.19
KAP Graphics 6 stats (program)	30.00
M. Jarotkiewicz postage (program)	217.00
U.S. Post Office P. O. Box rental (Administrative services)	56.00
TOTAL	\$ 373.86

Cash on hand as of 3/01/2009:

Checking Account:	\$ 1,188.02
Savings Account:	5,738.39
Money Market Certificate:	10,000.00
TOTAL	\$16,926.41

Betty Pendgraft Memorial Fund \$ 166.55