

**BYLAWS OF THE
MICHIGAN SOCIETY FOR RESPIRATORY CARE (MSRC)
A CHARTERED AFFILIATE OF THE
AMERICAN ASSOCIATION FOR RESPIRATORY CARE**

AS ADOPTED DECEMBER 1972
AND AMENDED JUNE 15, 1980
AND AMENDED JUNE 28, 1985
AND AMENDED NOVEMBER 16, 1990
AND AMENDED DECEMBER 5, 1991
AND AMENDED FEBRUARY 5, 1993
AND AMENDED JULY 23, 1996
AND AMENDED DECEMBER 3, 2004

ARTICLE I - NAME

This organization shall be known as the Michigan Society for Respiratory Care. It is incorporated under Public Act No. 327 of 1931 of the State of Michigan. It is a Chartered Affiliate of the American Association for Respiratory Care, hereinafter referred to as the AARC, which is incorporated under the General Not for Profit Corporation Act of the State of Illinois.

ARTICLE II - OBJECT

Section A - Purpose

1. To encourage and develop educational programs on a regional basis for those persons interested in the field of Respiratory Care.
2. To advance the science, technology, ethics and art of Respiratory Care, through meetings, lectures and the preparation and distribution of Society publications and other materials.
3. To facilitate cooperation between respiratory care personnel and the medical profession, hospitals, service companies, industry and other agencies within the State interested in respiratory care; except that this Society shall not commit any act which shall constitute unauthorized practice of medicine under the laws of the State of Michigan, the state in which the parent Society is incorporated, or any other state.
4. To ensure strict adherence to the principles of the Code of Ethics of the AARC.
5. To promote education of the general public on pulmonary health promotion and disease prevention.

Section B - Intent

1. No part of the net earnings of this Society shall benefit of any private member or individual, nor shall the Society perform particular services for individual members thereof, other than those usually and customarily performed by similar organizations.
2. Contributions of any kind, except as otherwise defined in this document, may be made only to such charitable or other organizations which operate from tax exempt contributions under the appropriate sections of the Internal Revenue Code. Such contributions must be authorized by a majority vote at any meeting of the House of Representatives.

ARTICLE III - MEMBERSHIP

Section A - Classification

The membership of this Association shall include the following classes: Active Member, Associate Member, Student Member, Life Member, Honorary Member, and Chartered Affiliate Member. The area included within the boundaries of this Society shall be the boundaries of the State of Michigan.

Section B - Active Member

An individual is eligible to be an Active Member of the MSRC if the member lives and/ or works in the defined boundaries of the State of Michigan, is an Active Member of the American Association for Respiratory Care, and chooses to follow the guidelines for Active MSRC membership as outlined by the MSRC Membership Committee.

Active members in good standing shall be entitled to all the rights and privileges of membership of the Society including: the rights to hold office, be a hold committee chair, and vote.

Section C - Associate Member

An individual will be classified as an Associate Member of the MSRC if the member wishes to be a member of the MSRC but does not qualify for Active Membership. Associate Members shall have all the rights and privileges of the Society except they shall not be entitled to hold office, vote, or serve as a chair of any standing committee of the Society.

This Membership classification would include, but is not limited to,

1. an individual who has the qualifications for Active Membership in the AARC but is not currently a member;
2. an individual who qualifies, but not necessarily is, an Associate Member of the AARC.

Section D - Student Member

An individual will be classified as a Student Member of the MSRC if the member is enrolled in a CoARC (Committee on Accreditation of Respiratory Care) accredited educational program in respiratory care or in an educational program in respiratory care in the process of seeking CoARC (Committee on Accreditation of Respiratory Care) accreditation. Student Members shall have all the rights and privileges of the Society except they shall not be entitled to hold office, vote, or serve as a chair of any standing committee of the Society.

Section E - Life Member

Life Members shall be members who have rendered outstanding service to the MSRC or the AARC. Life membership may be conferred by a majority affirmative vote of the House of Representatives. Life members of the AARC residing in the state of Michigan will automatically have life membership conferred upon them. Life Members shall have all the rights and privileges of membership of the Society, including the right to hold office, serve as committee chair, and vote. Life Members shall be exempt from the payment of dues.

Section F - Honorary Member

Honorary Members shall be individuals who have rendered distinguished service to the field of Respiratory Care. Honorary membership may be conferred by a majority affirmative vote of the House of Representatives. Honorary members shall have all the rights and privileges of membership of the Society, except that they shall not be entitled to hold office, serve as committee chair, and vote. Honorary Members shall be exempt from the payment of dues for a period as determined by the House of Representatives.

Section G - Chartered Affiliate Member

An individual will be classified as a Chartered Affiliate Member of the MSRC if the member is an Active Member of the AARC, lives or works in Michigan, and chooses not to follow the guidelines for Active membership as outlined by the MSRC Membership Committee. Chartered Affiliate Members shall possess none of the rights and privileges of the society but will be able to vote for AARC Delegate and any other privileges required by the AARC bylaws.

Section H - Application for Membership

1. An applicant for membership shall submit a completed official application to the MSRC office.
2. The Chair of the Membership Committee shall assign the applicant a membership and district designation based upon the information provided and the qualifications for active, associate, honorary, life, or student membership.
3. The names and cities of residence of applicants accepted by the Membership Committee shall be submitted to the Chair of the Publications Committee for publication in the official Society publication.
4. Any member or members may object to approval of an applicant for membership by filing written objection with the Chair of the Membership Committee within thirty (30) calendar days after publication of the applicant's name. If an objection is received, the Membership Chair shall notify the President, the Chair of the Judicial Committee, the Membership Committee, and the applicant. Whenever there is an objection, the Judicial Committee shall reevaluate the application and make the final decision regarding admission.

Section I - Annual Registration

Each Society member must complete a questionnaire annually, reasserting the qualifications for membership, including membership in the AARC, if applicable. Membership shall not be renewed unless this is done.

Section J - Membership Specialty Sections

Specialty Sections representing particular areas of interest within respiratory care shall be made available to all MSRC members.

Section K - Dues

1. Annual Society dues for each category of membership shall be determined for the following year by the House of Representatives.
2. Dues shall be payable on a cyclic schedule determined by the Membership Committee Chairperson. Any member whose dues are not paid by that date shall be dropped from

membership after suitable notification. Any member who has been dropped may be reinstated during the calendar year by payment of current dues plus a reinstatement fee determined by the House of Representatives.

Section L - Suspension or Expulsion from Membership

If the conduct of any Active member shall appear, by the report of the Society's or AARC's Judicial Committee, to be in willful violation of the Bylaws, or standing rules of this Society or that of the AARC, or prejudicial to this Society's interest as defined in the AARC's Code of Ethics, the individual's name will be submitted to the AARC Judicial Committee for further action. If the conduct of any Associate, Chartered Affiliate, Student, Life or Honorary member shall appear, by the report of the Society's or AARC's Judicial Committee, to be in willful violation of the Bylaws, or standing rules of this Society or that of the AARC, or prejudicial to this Society's interest as defined in the AARC's Code of Ethics, the House of Representatives may, by two-thirds (2/3) vote of its entire membership, suspend or expel such a member. A motion to reconsider the suspension or expulsion of a member may be made at the next regular meeting of the House of Representatives. All such suspension or expulsion actions shall be reported immediately to the AARC Judicial Committee.

ARTICLE IV - OFFICERS

Section A - Officers

The officers shall be President, President-Elect, Immediate Past President, Treasurer, Secretary, and AARC Delegates. The officers of this Society shall be members at large of the House of Representatives with full voting privileges.

Section B - Nominations and Election of Officers

1. The tabulation of all ballots and election of all officers and Medical Advisors will occur on the first Monday of November of each year.
2. The Nominations and Elections Committee shall place in nomination, the names of one (1) or more persons for the offices of President-Elect, and Medical Advisors annually and the names of one (1) or more persons for the offices of Secretary, Treasurer, AARC Delegate biennially at least sixty (60) days before the election. Additional nominations may be made from the floor of the House of Representatives at the time of the Nominations and Elections Committee's report. Only Active Members in good standing of both the AARC and the MSRC shall be eligible for nomination.
3. The Nominations and Elections Committee shall provide a pertinent biographical sketch of each nominee's professional activities and services to the organization. This written biographical sketch shall be distributed with the slate of nominees to all voting members.
4. The Nominations and Elections Committee's slate, and the House of Representatives' nominees for Officers and Medical Advisors shall be mailed to each Active Member eligible to vote, at least thirty (30) days prior to election. The list of nominees shall be designed to be secret mail ballot with provisions for write-in votes for each office. Ballots, to be acceptable, must be postmarked at least five (5) business days before the election. The deadline date shall be clearly indicated on the secret ballot.
5. Only Active Members of the MSRC shall be eligible to vote for Officers and Medical Advisors. Only Active AARC members within the state will be eligible to vote for the AARC Delegate.
6. Elections shall be held as outlined in the MSRC Special Rules of Order. The Nominations and Elections Committee shall check validity of each ballot and tally the

votes at the time of the Election. The results of the elections shall be announced at a General Society meeting provided that such meeting would take place within forty-five (45) days of the election and/or be published in the official publication of the Society.

Section C - Term of Office

The term of office shall begin January 1 of the fiscal year following the election. The incumbent officers shall remain in office until such date and until their respective successors assume office.

Section D - Succession

No officer may serve more than two (2) consecutive terms in the same office. The President, President-Elect, and Past President shall not consecutively serve more than one (1) term in the same office.

Section E - Duties of Officers

1. President - The President shall be the Chief Executive Officer of the Society; shall serve as Speaker of the House of Representatives; preside at all general Society meetings; appoint chairs of all standing committees subject to House approval; be an ex-officio member of all committees except the Nominations and Elections Committee; present an annual report to the House and general membership; direct and administer the business of the Society as its Chief Executive Officer; serve a term of one (1) year.
2. President-Elect - The President-Elect shall become the President pro tem and shall assume the duties of the President in the event of the President's absence, resignation or disability; be an ex-officio member of all Committees; the term of office shall be one (1) year, after which President-Elect will assume the responsibilities and duties of the President as described in Article IV, Section E, Subsection 1 of these MSRC Bylaws.
3. Immediate Past President - The Immediate Past President shall serve a term of one year immediately following the term as President and shall carry out duties as directed by the House of Representatives.
4. Treasurer - The Treasurer shall account for the monies of the Society and disburse funds in accordance with the budget approved by the House of Representatives; be responsible for the continuing record of all income and disbursements; prepare and submit in writing, an annual report of the finances of the Society for the preceding year to the House of Representatives within thirty (30) days of the end of fiscal year; be an ex-officio member of the Budget Committee. The term of office shall be two (2) years.
5. Secretary - The Secretary shall keep the minutes of the meetings of House of Representatives; attest to the signatures of the officers of this Society and, in general, perform all duties assigned by the President; submit a copy of the minutes of every meeting of the House and other business of the Society to the members of the House and the Director of Membership Services of the AARC within ten (10) days following the meeting. The term of office shall be two (2) years.
6. AARC Delegates - The Delegates shall represent the MSRC in the AARC House Delegates according to the instructions given to them by a quorum of the House of Representatives of the MSRC; shall attend all meetings of the MSRC House of Representatives; and will perform other duties as assigned by the MSRC House of Representatives. The terms of office of the AARC Delegate shall be four years with one delegate being elected every two years.
7. In addition to the foregoing specific duties, the duties of the officers shall be such as

stated in Robert's Rules of Order Newly Revised except when in conflict with the Bylaws of the AARC or MSRC.

Section F - Vacancies in Office

The House of Representatives shall fill any vacancy that occurs in an officer's position for the unexpired term of said vacancy, unless a specified provision is made in these Bylaws in such an event.

Section G - Resignation

Whenever a member of the House of Representatives is recorded absent without excuse by the President for three (3) consecutive regular meetings of the House of Representatives, the Judicial Committee will be charged with investigating the cause. If the Judicial Committee finds no apparent reason for the absenteeism, they shall recommend "Resignation" as follows:

- a. The Judicial Committee with approval of 2/3 of the House members present, will send a letter to the member involved requesting resignation by a specific time.
- b. When the resignation is received and accepted by the House of Representatives, the vacancy will be handled as outlined above.
- c. If the member does not resign, the Judicial Committee shall proceed to Impeachment as outlined below.

Section H - Impeachment

Impeachment proceedings may be initiated by any MSRC Active Member for officers who fail to perform their duties in the best interest of the MSRC, or for performance in a manner to bring discredit to the MSRC by submitting written request of such to the Chair of the MSRC Judicial Committee. In the case of the AARC Delegate, the request may be submitted by any Active AARC member residing in the boundaries of the state of Michigan. Impeachment hearing shall be undertaken as outlined in the Judicial Committee Handbook and removal from office must be approved by a four-fifths (4/5) of the entire House of Representatives. The procedure for processing impeachment proceedings will comply with provisions as outlined by the MSRC Judicial Committee.

ARTICLE V - HOUSE OF REPRESENTATIVES

Section A - Composition and Power

1. The government of this Society shall be vested in the House of Representatives. The president shall serve as Speaker of the House of Representatives. The House Rules shall govern the organization and operation of the House of Representatives, provided they are not in conflict with these Bylaws or with the Bylaws of the AARC.
2. The boundaries of each House of Representative district shall be as follows:
 - a. District One (1) will comprise following counties: Gogebic, Ontonagon, Houghton, Keweenaw, Baraga, Iron, Marquette, Dickinson, Menominee, Alger, Delta, Schoolcraft, Luce, Mackinac, and Chippewa.
 - b. District Two (2) will comprise the following counties: Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Oscoda, Alcona, Manistee, Wexford, Missaukee, Roscommon, Ogemaw, Iosco, Mason, Lake, Osceola, Clare, Gladwin, and Arenac.

- c. District Three (3) will comprise the following counties: Oceana, Newaygo, Mecosta, Muskegon, Montcalm, Ionia, Kent, and Ottawa.
- d. District Four (4) will comprise the following counties: Huron, Sanilac, Tuscola, Saginaw, Bay, Midland, Gratiot, and Isabella.
- e. District Five (5) will comprise of the following counties: Barry, Allegan, Van Buren, Kalamazoo, Calhoun, Branch, St. Joseph, Cass, and Berrien.
- f. District Six (6) will comprise of the following counties: Shiawassee, Clinton, Eaton, Ingham, and Livingston.
- g. District Seven (7) will comprise of the following counties: Jackson, Washtenaw, Hillsdale, Lenawee, and Monroe.
- h. District Eight (8) will comprise of the following counties: Genesee, Lapeer, and St. Clair.
- i. District Nine (9) will comprise Wayne County.
- j. District Ten (10) will comprise Macomb and Oakland Counties.
- k. Additional districts or changes in boundaries of existing districts may be established on petition of active members within affected areas and as approved the House of Representatives.

Section B - Nomination and Election of Representatives

1. The tabulation of all ballots and election of all Representatives will occur on the first Monday of November of each year.
2. Only the Active members within a district can be nominated to the House of Representatives. The Nominations and Elections Committee shall place in nomination the appropriate number of names for representatives of each district, as provided in Article V, Section C, and subsection 1 of these Bylaws. Additional nominations may be made from the floor of the House of Representatives at the time of the Nominations and Elections Committee's report. Only Active Members in good standing of the MSRC shall be eligible for nominations.
3. The Nominations and Elections Committee shall provide a pertinent biographical sketch of each nominee's professional activities and services to the organization. This written biographical sketch shall be distributed with the slate of nominees to all voting members.
4. The Nominations and Elections Committee's slate for District Representative and any House of Representatives' nominees shall be mailed to each Active member eligible to vote within that district at least thirty (30) days prior to election. The list of nominees shall be designed as to be secret mail ballot with provisions for write-in votes for each office. Ballots, to be acceptable, must postmarked at least five (5) business days before the election. The deadline date shall be clearly indicated on the ballot.
5. Only Active Members the MSRC shall be eligible to vote for District Representatives and Representatives shall be elected by a plurality of eligible members of their respective districts.
6. All even numbered Districts shall elect their Representatives on even numbered voting years. All odd numbered districts shall elect their Representatives on odd numbered

years.

7. The Nominations and Elections Committee shall check validity of each ballot and tally the votes at the time of the Election. The results of the elections shall be announced at a General Society meeting provided that such meeting would take place within forty-five (45) days of the election and/or be published in the official publication of the Society.

Section C - Term of Office

1. Each District shall be represented in the MSRC House of Representatives by at least two (2) representatives or one (1) representative for each fifty (50) active and associate members or major fraction thereof, for a term of two (2) years and until their successors are elected. The membership rolls as of December 31 of each preceding year shall determine the apportionment of the House of Representatives. Membership in a District shall be determined by place of employment or if not applicable, then by the district in which they reside.
2. Each District shall have two (2) alternate representatives. The President, subject to approval of a majority of the House of Representatives, shall appoint alternate representatives.

Section D - Duties

1. Duties of Representatives and Alternate Representatives shall be to represent their constituency to the best of their ability. Alternate representatives shall have full voting privileges in the absence of the elected Representatives. If an elected district representative is also an elected Membership Section Chair, the alternate district representative will assume voting privileges if present.

Section E - Membership Section Representation

1. Each Membership Section Chair shall be a member at large of the House of Representatives with full voting privileges.
2. The Chair-elect shall be elected by the members of the individual sections and shall serve a two-year term as Chair-elect and a two-year term as Chair.
3. If the Chair is not present at any House of Representatives meeting, the Chair-elect if present, will assume voting privileges.

Section F - Medical Advisors

1. There shall be at least two (2) Medical Advisors elected each election year for a term of one year, the exact number to be determined annually by the House of Representatives.
2. The Medical Advisors shall have only such powers as are granted to them in these Bylaws.
3. A Medical Advisor should attend the meetings of the House of Representatives as a non-voting member.

Section G - Vacancies in Office

Any vacancy that occurs in a House member's position shall be filled by appointment by the President with approval of a majority of the House of Representatives for the unexpired term of said vacancy.

Section H - Resignation

Whenever a member of the House of Representatives is recorded absent without excuse by the President for three (3) consecutive regular meetings of the House of Representatives, the Judicial Committee will be charged with investigating the cause. If the Judicial Committee finds no apparent reason for the absenteeism, they shall recommend "Resignation" as follows:

- a. The Judicial Committee with approval of 2/3 of the House members present, will send a letter to the member involved requesting resignation by a specific time.
- b. When the resignation is received and accepted by the House of Representatives, the vacancy will be handled as outlined below.
- c. If the member does not resign, the Judicial Committee shall proceed to Impeachment as outlined above.

Section I - Impeachment

Impeachment proceedings may be initiated by any MSRC Active Member for Representatives for failure to perform their duties in the best interest of the MSRC, or for performance in a manner to bring discredit to the MSRC by submitting written request of such to the Chair of the MSRC Judicial Committee. Impeachment hearings shall be undertaken as outlined in the Judicial Committee Handbook and removal from office must be approved by a four-fifths (4/5) of the entire House of Representatives. The procedure for processing impeachment proceedings will comply with provisions as outlined by the MSRC Judicial Committee.

ARTICLE VI - MEETINGS

Section A - Regular Meetings

1. The House of Representatives shall meet on the first Friday of the even-numbered months, unless otherwise approved of by a two-thirds affirmative vote at a regular meeting.

Section B - Special Meetings

1. Additional meetings of the House of Representatives may be called by the President or at the request of a majority of the total membership of that body.

Section C - Annual Business Meetings

1. Not less than sixty (60) days prior to the Annual Business Meeting, written notice of the time and place of Meeting shall be sent to all members of the Society.
2. The purpose of this meeting is to report to the general membership the activities of the MSRC government.

Section D - Quorums

1. Quorum at a regularly called meeting is 12 voting members of whom 3 are officers as listed in Article IV, Section A of these bylaws. Any Specially Called Meetings requires 50% of those eligible (by the Bylaws) to vote be present.

ARTICLE VII - COMMITTEES

Section A - Standing Committees

The standing committees of the MSRC shall be:

- a. Awards and Scholarships Committee
- b. Audit Committee
- c. Budget Committee
- d. Bylaws and House Rules Committee
- e. District Affairs Committee
- f. Professional Development Committee
- g. Industrial Relations Committee
- h. Judicial Committee
- i. Legislative Committee
- j. Membership Committee
- k. Nominations and Elections Committee
- l. Political Action Committee
- m. Professional Practices Committee
- n. Program Committee
- o. Publications Committee
- p. Public Relations Committee
- q. Research Committee

The Chair of each of these Standing Committees shall be appointed by the President, with House approval by simple majority vote, to serve a term one (1) year. All Chairs must be Active members of the Society. They need not be members of the House of Representatives. Duties and composition of each of the committees are as follows:

1. Awards and Scholarship Committee

- a. The Committee shall be composed of three individuals whose duty it shall be to administer, by using objective criteria, the granting of awards and scholarships.

2. Audit Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to ensure, by at least quarterly review of the accounts, that the Treasurer does not exceed the budget in any account, without approval of the House of Representatives.

3. Budget Committee

- a. The Committee shall be composed of the Treasurer and at least three individuals whose duty it shall be to propose an annual budget for approval by the House of Representatives prior to the beginning of the fiscal year.

4. Bylaws and House Rules Committee

- a. The Committee shall be composed of the Clerk Parliamentarian (as defined in the Standing Rules of Order) and three other individuals whose duty it shall be to review and properly prepare all proposed amendments to these Bylaws and House Rules.

5. District Affairs Committee

- a. The Committee shall be composed of at least three individuals. The Committee shall have the duty of coordinating the activities of the MSRC Districts and the Committee Chair will act as an advisor and liaison for the District Representatives.

6. Professional Development Committee

- a. The Committee shall be composed of at least three individuals whose duty it shall be to design and plan the educational activities of the Society. In addition the Committee shall administer funds designated for education and research, and for procuring and maintaining educational materials for the MSRC.

7. Industrial Relations Committee

- a. The Committee shall be composed of at least three members, with the Program Committee Chairperson acting as an ex-officio member. The duty of the committee shall be to solicit exhibit hall booth sales, sponsorships and outside support funding for the Annual MSRC Convention and other programs and activities in conjunction with the President and respective chairpersons of committees and membership sections. The Committee will also coordinate exhibit hall set-up and operation, ensuring compliance with appropriate regulations.

8. Judicial Committee

- a. The Committee shall be composed of three members. The Committee shall have the duty of reviewing formal, written complaints against any individual charged with any violation of the Society's Bylaws, AARC Code of Ethics, or otherwise with any conduct deemed detrimental to the Society or the AARC and any written requests for impeachment. All complaints regarding MSRC Active or Life Members are to be directed to the AARC Judicial Committee for resolution. All complaints regarding all other MSRC members are to be handled by the MSRC Judicial Committee.
- b. If the Committee determines that the complaint justifies an investigation, a written copy of the charges shall be prepared with benefit of legal counsel if deemed advisable. A statement of charges shall then be served upon the member and an opportunity given that member to be heard before the Committee.
- c. After careful review of the results of the hearing conducted with benefit of legal counsel, when the Chairperson of the committee deems counsel to be necessary or desirable, the Committee may, by two-thirds (2/3) vote of its entire membership, recommend expulsion to the MSRC House of Representatives. Counsel shall be retained only to advise the MSRC and not for purpose of representing the individual whose membership is being reviewed.

9. Legislative Committee

- a. The Committee will be composed of three members and shall have the duty of concerning itself with legislation and government regulations pertaining to health care or the profession of respiratory care. The Committee shall participate with State government agencies as needed and prepare statements of the Society's position with regard to legislation or regulations subject to approval of the House of Representatives.

10. Membership Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to monitor a roster of members, bill and collect dues and forward monies to the Treasurer. They shall issue certificates of membership annually.

11. Nominations and Elections Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to present each year the slate of nominees to the House of Representatives at least ninety (90) days prior to the election. The Committee will send ballots to all eligible members of the MSRC and/or AARC as described in Article IV, Section B and Article V, Section B of these Bylaws. The Committee will further tabulate ballots and announce Election Results as noted in Article IV, Section B and Article V, Section B of these Bylaws.

12. Political Action Committee

- a. The Committee shall be composed of at least three individuals whose duty it shall be to collect and distribute monies donated for political purposes and to file the proper paperwork with the State of Michigan. Those people or causes to which money is donated must be in keeping with the mission and goals of the MSRC.

13. Professional Practices Committee

- a. The Committee shall be composed of three members whose duty it shall be to review and guide the adherence to the MSRC Mission Statement.

14. Program Committee

- a. The Committee shall be composed of at least five members whose duty it shall be to plan, implement and coordinate the Annual Society Educational Program.

15. Publications Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to ensure the production and distribution of publications intended to meet the educational and informational objectives established by and for this Society.

16. Public Relations Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to concern itself with the relations of the Society with the public, hospitals and other organizations through the dissemination of information concerning respiratory care.

17. Research Committee

- a. The Committee shall be composed of at least three individuals whose duty it shall be to promote and support research efforts and activities of members of the society.

18. Other special committees may be created and/or chairs appointed by the President with House of Representatives approval. Duties of these committees will be as designated by the President.

Other standing committees may be created by revision of these Bylaws.

19. The Chairs of Standing and Special Committees shall select the members of their committees within thirty (30) days of assuming the position, from the current membership rolls of the Society.
20. The Chair of each committee shall submit a written report to the President and Secretary prior to each meeting of the House of Representatives.
21. The Chair of each committee shall confer promptly with the members of the committee or membership section on work assignments.
22. Each committee requiring operating expenses shall submit a budget for the fiscal year to the Budget and Audit Committee.
23. All committee members must be MSRC members (Active, Associate, Affiliate or Student).

Section B - Membership Sections

Membership sections shall be established by approval of two-thirds of the MSRC House of Representatives present and voting at any regular or specially called meeting. The Chair shall be nominated and elected by those MSRC members who have designated themselves members of the respective Membership Sections. The Chair of these sections shall be Active Members of the MSRC and members-at-large of the House of Representatives with full privileges.

Chairs of these Membership sections shall submit a written report to the President and Secretary prior to each meeting of the House of Representatives. Each membership section requiring operating expenses shall submit a budget for the fiscal year to the Budget and Audit Committee.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the bylaws of the AARC and any special rules of order the Society may adopt.

ARTICLE IX - AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or specially called meeting of the MSRC House of Representatives, by approval of two-thirds of those members present and voting. The two-thirds affirmative vote must be repeated at a separate meeting held at least 30 days after the first, provided that prior notice of all proposed changes to all members of the Society has been made. All amendments to these Bylaws shall be submitted to the AARC for adjudication as provided in its Bylaws. The Bylaws or amendments thereof, do not become effective until ratified by the Board of Directors of the AARC.

MICHIGAN SOCIETY FOR RESPIRATORY CARE SPECIAL RULES OF ORDER

As adopted August 18, 1989
Amended January 2, 1990
Amended February 6, 1998

All Committee chairs shall submit a detailed annual budget of expenses and revenues. Such budget must contain explicit information regarding procurement, disbursement and spending of funds. The Audit Committee shall review expenditures:

1. In excess of \$1,000.00.
2. In excess of \$250.00 of approved amount.
3. Upon request of the Treasurer.

If an expenditure by any Committee Chair is considered to be wrongfully dispersed, the Audit Committee shall direct the matter to the Judicial Committee for review.

If nominated for an office, the Chair of the Nominations and Elections Committee cannot retain both the position of chair and the nomination. If the Chair accepts the nomination for office, the President will appoint a new chair, subject to approval of the House of Representatives.

The annual MSRC elections (i.e. the counting of the ballots) will be done on the first Monday of November.