

1 **ILLINOIS SOCIETY FOR RESPIRATORY CARE**

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3
4 **BYLAWS**

5
6 **Article I NAME & AFFILIATION**

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8 Section A NAME

9 This organization shall be known as the Illinois Society for Respiratory Care, herein referred to as the Society.

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11 Section B AFFILIATION

12 The Society shall be a chartered affiliate of the American Association for Respiratory Care, herein after referred
13 to as the Association, and shall abide by the rules and regulations of the Association as promulgated from time
14 to time.

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17 **Article II OBJECT**

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19 Section A PURPOSE

- 20 1. To encourage, develop and provide educational programs for those persons interested in the field of
21 Respiratory Care.
22 2. To advance the Science, technology, ethics and art of Respiratory Care through appropriate institutes,
23 meetings, lectures, preparation and distribution of a newsletter, and any additional materials and
24 procedures deemed suitable for this purpose.
25 3. To facilitate cooperation between Respiratory Care personnel and the medical profession, allied health
26 professions, hospitals, service companies, industry and other agencies within the state interested in
27 Respiratory Care; except that the Society shall not commit any act that shall constitute unauthorized
28 practice of medicine under the laws of the State of Illinois.
29 4. To provide education of the general public in pulmonary health promotion and disease prevention.
30 5. To insure strict adherence to the principles of the code of ethics of the Association.

31
32 Section B INTENT

- 33 1. No part of the net earnings of the Society shall inure to the benefit of any private member or
34 individual, nor shall the Society perform particular services for individual members thereof, other than
35 those usually and customarily performed by similar organizations.
36 2. The Board of Directors may provide for the distribution of funds, income and property of the Society to
37 charitable, educational, scientific or religious corporations, organizations, community chests,
38 foundations or other kindred institutions maintained and created for one or more of the foregoing
39 purposes if at the time of distribution the payee or distributees are exempt from income taxation under
40 the provisions of section 501, 2055 and 2522 of the Internal Revenue Code, or any later sections of
41 the Internal Revenue Code which amend or supersede the said sections.
42 3. In the event of dissolution of the Society, whether voluntary or involuntary, all its remaining assets
43 shall be distributed as specified in subsection 2 above, as authorized by the Board of Directors of the
44 Society.
45 4. The Society shall not commit any act, which shall constitute unauthorized practice of medicine under
46 the laws of the State of Illinois.

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49 **Article III BOUNDARIES**

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51 Section A SOCIETY BOUNDARIES

- 52 1. The area of Chapter I is the area included within the boundaries of the counties of Henderson, Knox,
53 Marshall, Mercer, Peoria, Rock Island, Stark, Tazewell, Warren, and Woodford.

- 54 2. The area of Chapter II is the area included within the boundaries of the counties of Cook, DuPage,
55 Grundy, Kane, Kankakee, Kendall, Lake, LaSalle, McHenry and Will.
56 3. The area of Chapter III is the area included within the boundaries of the counties of Champaign, Clark,
57 Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Macon, McLean, Moultrie, Piatt,
58 Shelby, and Vermillion.
59 4. The area for Chapter IV is the area included within the boundaries of the counties of Alexander, Clay,
60 Crawford, Effingham, Edwards, Fayette, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jaspar,
61 Jefferson, Johnson, Lawrence, Marion, Massac, Perry, Pope, Pulaski, Richland, Saline, Union, Wabash,
62 Wayne, White, and Williamson.
63 5. The area of Chapter V is the area included within the boundaries of the counties of Adams, Brown,
64 Cass, Christian, Fulton, Hancock, Logan, Mason, McDonough, Menard, Morgan, Pike, Sangamon,
65 Schuyler and Scott.
66 6. The area of Chapter VI is the area included within the boundaries of the counties of Boone, Bureau,
67 Carroll, DeKalb, Henry, JoDavies, Lee, Ogle, Putnam, Stephenson, Whiteside and Winnebago.
68 7. The area of Chapter VII is the area included within the boundaries of the counties of Bond, Calhoun,
69 Clinton, Greene, Jersey, Macoupin, Madison, Monroe, Montgomery, Randolph, St. Claire, and
70 Washington.
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73 **Article IV MEMBERSHIP**

74 75 Section A CLASSES

- 76 1. Three Association membership classes shall be recognized by the Society and shall include: Active,
77 Associate and Special Membership. The criteria for each of these classes shall comply with the
78 Association's current membership definitions.
79 2. The Society shall have five (5) classes of membership: Active, Associate, Special, Corporate and
80 Institutional. These members will have all the rights and privileges of the Society except that only
81 Active members of the Association shall be entitled to hold office or vote.
82 3. Corporate membership shall be open to any organization that is in business to make a profit.
83 4. Institutional membership shall be open to any organization that is not for profit or non-profit.
84

85 Section B ELIGIBILITY

- 86 1. Active, Associate and Special Members. Each applicant for membership shall meet all of the
87 qualifications of the class of membership for which s/he applies. Providing all qualifications are met
88 and Association or Society dues paid, the equivalent membership classification shall be granted in the
89 Society as has been granted by the Association.
90 2. Corporate and Institutional. Each applicant for membership shall meet all of the qualifications of the
91 class of membership for which s/he applies. Providing all qualifications are met and Society dues
92 paid, membership will be granted in the Society only.
93

94 Section C APPLICATION FOR MEMBERSHIP

95 Application for membership in the Society shall follow the procedure specified by the Board of Directors.
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98 **Article V OFFICERS & REPRESENTATIVES**

99 100 Section A OFFICERS

101 The Officers of the Society shall be a President; a President-Elect who automatically succeeds to the
102 Presidency when the President's term ends; a Vice President; a Secretary; a Treasurer and an Immediate Past
103 President.
104

105 Section B CHAPTER REPRESENTATION

- 106 1. Each chapter shall be represented on the Board of Directors by the Chapter Chairperson and by one
107 member for each thirty-five active members or major fraction thereof within the chapter, except that
108 no chapter shall have less than one (1) Chapter Chairperson, and no less than two (2) or no more than
109 a maximum of twenty (20) Chapter Representatives.

110 2. Each chapter shall be represented on the Executive Committee by the Chairperson of that chapter.
111

112 Section C TERM OF OFFICE

- 113 1. The term of office for President shall be for a period of two (2) years and no individual shall succeed
114 him/herself in office.
115 2. The term office for President-Elect shall be for a period of one (1) year immediately preceding
116 succeeding to the office of President, and no individual shall succeed him/herself in office.
117 3. The term of office for Immediate Past President shall be for a period of two (2) years immediately
118 following the term in the office of President.
119 4. The term of office for the Vice-President shall be for a period of two (2) years.
120 5. The term of office for Secretary and Treasurer shall be for a period of two (2) years.
121 6. The term of office for Chapter Chairpersons shall be for a period of two (2) years.
122 7. The term of office for members of the Board of Directors shall be for a period of two (2) years with the
123 exception of the office of President-Elect. There shall be no limit to the consecutive terms that may be
124 served as a member of the Board of Directors.
125

126 Section D MULTIPLE OFFICES

127 No officer or delegate shall hold more than one (1) Society office simultaneously.
128

129 Section E VACANCIES IN OFFICE

- 130 1. In the event of a vacancy in the office of President during the first year of the term of office, the
131 immediate Past-President shall resume the duties but not the office for the unexpired portion of the
132 first year of the term until a President-Elect has been sworn in. In the event of a vacancy in the Office
133 of President during the second year of the term of office, the President-Elect shall become Acting
134 President to serve the unexpired portion of the President's term, and shall serve his/her own, the
135 successive term, as President.
136 2. In the event of a vacancy of President-Elect, the Vice-President shall assume the duties, but not the
137 office, as well as his own until the next meeting of the Board of Directors, at which time the Board
138 shall fill the vacancy by appointment.
139 3. In the event of a vacancy in the office of Vice-President, Secretary or Treasurer, the Board of Directors
140 shall, at their next meeting, appoint a qualified member to fulfill the remainder of the unexpired term.
141 4. In the event of a vacancy in the office of Chapter Chairperson, a committee consisting of the members
142 of the Board of Directors of that chapter shall appoint an Acting Chairperson from the active
143 membership of that chapter for the remainder of the unexpired term, subject to an approving vote of
144 the active members of the Association within the chapter at their next regular meeting.
145 5. In the event of a vacancy in the office of Chapter Representative, The Chapter Chairperson shall
146 appoint a qualified member to serve the remainder of the unexpired term, subject to an approving
147 vote of the chapter membership at the next regular meeting. Individuals nominated but not elected to
148 the Board of Directors in the previous election shall have the first consideration in appointment.
149

150 Section F DUTIES OF THE OFFICERS OF THE SOCIETY

- 151 1. President
152 The President shall be the chief executive officer of the Society. S/he shall preside at the annual
153 business meeting and all meetings of the Board of Directors; prepare an agenda for the annual
154 business meeting and submit it to the membership not fewer than thirty (30) days prior to such a
155 meeting in accordance with Article VIII, Section C of the Bylaws; be an ex officio member of all
156 committees except the Elections and Nominations Committee; present to the Board of Directors and
157 membership an annual report.
158 2. President-Elect
159 The President-Elect shall become Acting President in the event of the President's absence, resignation
160 or disability; and shall perform such other duties as shall be assigned by the President or Board of
161 Directors.
162 3. Vice-President
163 The Vice-President shall assume the duties of the President-Elect in the event of the President-Elect's
164 absence, resignation or disability. The Vice-President shall act as a liaison between committees as
165 well as the general membership and the public, and carry out such other duties as shall be assigned
166 by the President or the Board of Directors.

- 167 4. Treasurer
168 The Treasurer shall have charge of all funds and securities of the Society; endorsing and depositing all
169 checks, notes and monies to the accounts of the Society, and shall disburse Society funds under
170 direction of the Board of Directors in accordance with the approved budget. At the expense of the
171 Society, s/he shall be bonded in an amount to be determined by the Board of Directors.
- 172 5. Secretary
173 The Secretary shall have charge of keeping the minutes of the Board of Directors and annual business
174 meetings; executing the general correspondence of the Society and maintaining the Standing Rules;
175 performing such other duties as from time to time may be assigned by the President or the Board of
176 Directors.
- 177 6. Immediate Past President
178 The Immediate Past President shall become Acting President in the event of the President and Vice-
179 President's absence, resignation or disability. S/he shall advise and consult with the President, serve
180 as a member of the Bylaws Committee, serve as a liaison to the Board of Medical Advisors, and
181 perform such duties as shall be assigned by the Board of Directors.
182
183

184 **Article VI NOMINATIONS & ELECTIONS**

185 Section A NOMINATIONS COMMITTEE

186 The President shall appoint a Nominations Committee each odd numbered year at the first quarter meeting.
187 The Chairperson of this committee shall report the slate of nominees to the Board of Directors at the second
188 quarter meeting of that year.
189

190 Section B NOMINATIONS

- 191 1. The Nominations Committee must place in nomination the name of at least one (1) person for the
192 offices of President-Elect, Vice-President, Treasurer, Secretary and the Association's Alternate
193 Delegate, and at least two (2) persons for the office of Medical Advisor. Additional nominations may
194 be made from the floor of the Board of Directors.
195
- 196 2. Only active members of the Association in good standing and who are licensed by the Illinois
197 Department of Financial and Professional Regulation (hereafter referred to as IDFP) and are a
198 current Board member or have served as a Board member within the last year shall be eligible for
199 nomination.
- 200 3. On written petition of ten (10) or more voting members or five (5) percent of the voting membership
201 (whichever is the greater number) filed with the President prior to the second quarter meeting, any
202 other member or members may be nominated. If a nominating petition is so filed, said nomination
203 shall be placed on the ballot.
204

205 Section C BALLOT

- 206 1. The Nomination Committee's slate shall be communicated to every active member in good standing
207 and eligible to vote.
- 208 2. The vote shall be by secret ballot. The deadline date shall be clearly indicated on the ballot.
- 209 3. Active membership, good standing, and eligibility to vote shall be determined by the most current
210 membership list obtainable from the Association.
211

212 Section D ELECTIONS COMMITTEE

213 The President shall appoint an impartial Elections Committee, which shall check the eligibility of each ballot
214 and tally the votes.
215

216 **Article VII GOVERNANCE**

217 Section A STRUCTURE

218 The governance of this Society shall be vested in the Board of Directors.
219

220 Section B BOARD OF DIRECTORS 221 222

- 223 1. Composition and Powers
 224 a. The Board of Directors shall consist of the President, President-Elect or Immediate Past
 225 President, Vice-President, Treasurer, and Secretary, the Society's Delegates to the
 226 Association, Chapter Chairpersons and the duly elected Representatives from each chapter.
 227 b. The Executive Committee of the Board of Directors shall consist of the officers of the Society,
 228 Chapter Chairpersons and the Society's Delegates to the Association as voting members.
 229 c. The President shall be the Chairperson and presiding officer of the Board of Directors and the
 230 Executive Committee. S/he shall invite in writing such individuals to the meeting of the Board
 231 as s/he shall deem necessary, who shall have the privilege of voice but not of vote.
 232 d. The Board of Directors shall have the power to declare an office vacant by a two-thirds (2/3)
 233 vote, upon refusal or neglect of any member of the Board to perform the duties of office, or
 234 for any conduct deemed prejudicial to the Society. Written notice shall be given to the
 235 member that the office has been declared vacant.
- 236 2. Duties
 237 a. The Board of Directors shall supervise all the business activities of the Society within the
 238 limitations of these Bylaws.
 239 b. The Board of Directors shall adapt and rescind Standing Rules of the Society.
 240 c. The Executive Committee shall have the power to act for the Board of Directors between
 241 meetings of the Board and such activities shall be in concert with the goals of the Society and
 242 subject to ratification by the Board at its next meeting.
- 243 3. Vacancies
 244 Any vacancy that occurs on the Board of Directors shall be filled as specified in Article V Section E of
 245 these Bylaws.
- 246 4. Meetings
 247 a. The Board of Directors shall meet immediately preceding and immediately following the
 248 annual business meeting of the Society and shall hold not fewer than two (2) regular and
 249 separate meetings during the course of the year.
 250 b. Special meetings of the Board of Directors shall be called by the President at such times as
 251 the business of the Society shall require, or upon written request of ten (10) members of the
 252 Board of Directors filed with the President and Secretary.
 253 c. A majority of the Board of Directors shall constitute a quorum.
- 254 5. Special Election
 255 Whenever, in the judgment of the Board of Directors, it is necessary to present any business to the
 256 membership prior to the next regular or annual business meeting, the Board of Directors may, unless
 257 otherwise required by these Bylaws, instruct the Elections Committee to conduct a vote of the
 258 membership. The questions thus presented shall be determined according to a majority of the valid
 259 votes returned within thirty (30) days after the date of such submission, except in the case of an
 260 amendment to the Bylaws when a two-thirds (2/3) majority of the valid votes received is required. Any
 261 and all action approved by the members in accordance with the requirements of this Article shall be
 262 binding upon each member thereof. Any amendment to the Bylaws of this Society shall be presented
 263 to the membership at least sixty (60) days prior to a vote, as provided in Article XVIII Section A of these
 264 Bylaws.
 265
 266

267 **Article VIII MEETINGS**

268
 269 Section A DATE & PLACE

270 The Society shall hold an annual business meeting each calendar year. Additional meetings may be held as
 271 required to fulfill the objectives of the Society.
 272

273 Section B PURPOSE

- 274 1. The annual business meeting shall be for the purpose of receiving reports of officers and councils, the
 275 results of the election and for other business brought by the President.
 276 2. Additional business meetings shall be for the purpose of receiving reports and other business brought
 277 by the President.
 278

279 Section C NOTIFICATION
280 Written notice of the time and place of the annual business meeting shall be sent to all members of the Society
281 not fewer than ninety (90) days prior to the meeting. An agenda for the annual business meeting shall be sent
282 to all members not fewer than thirty (30) days prior to the annual business meeting.
283

284 Section D QUORUM
285 A majority of the voting members registered at a duly called business meeting shall constitute a quorum.
286

287 Section E ATTENDANCE
288 All meetings called to conduct official business will be open to the membership-at-large.
289
290

291 **Article IX SOCIETY DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES**

292

293 Section A ELECTION
294 1. The Society shall elect an Alternate Delegate to the Association's House of Delegates in accordance
295 with the Association's Bylaws in each even number year.
296 2. The candidates for election to this office may not be from the same chapter as the then incumbent
297 Alternate Delegate.
298

299 Section B DUTIES
300 The duties of the Delegates shall be as specified in the Bylaws of the Association.
301

302 Section C TERM OF OFFICE
303 The candidate elected to the office of Alternate Delegate shall serve for a term of four (4) years, the first two
304 (2) of which will be served as Alternate Delegate, and the remaining two (2) years as Delegate.
305

306 Section D SUCCESSION
307 No person may serve more than two successive terms in the House of Delegates.
308

309 Section E VACANCIES IN OFFICE
310 1. In the event of a vacancy in the office of Delegate, the Alternate Delegate shall become Delegate to
311 serve the unexpired portion of the Delegate's term, and shall then serve his/her own, the successive
312 term, as Delegate.
313 2. In the event of a vacancy in the office of Alternate Delegate, an election shall be held to fill the
314 vacancy. Candidates for this election may not be from the same chapter as the then incumbent
315 Delegate.
316
317

318 **Article X COMMITTEES**

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320 Section A STANDING COMMITTEES
321 The chairpersons and members of the following standing committees shall be appointed by the President,
322 subject to an approving vote of the Board of Directors, to serve for a term of one (1) year except as specified in
323 Article XI Section A subsection 3 of these Bylaws.
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|-----------------------------|----------------|------------------------|
| 325 1. Budget and Audit | 5. Elections | 10. Public Relations |
| 326 2. Bylaws | 6. Legislative | 11. Publications |
| 327 3. Chapter Chairpersons | 7. Membership | 12. Strategic Planning |
| 328 4. Education | 8. Nominations | 13. Student |
| 329 | 9. Program | |
- 330

331 Section B SPECIAL COMMITTEES AND OTHER APPOINTMENTS
332 Special committees or personnel may be appointed by the President as the business of the Society requires,
333 subject to an approving vote of the Board of Directors.
334

335 Section C REMOVAL OF A COMMITTEE CHAIRPERSON
336 Involuntary removal of a committee chairperson requires a two-thirds (2/3) approving vote of the Board of
337 Directors.
338
339

340 Article XI COUNCILS & DUTIES OF COMMITTEES

341 Section A PURPOSE AND DUTIES OF COUNCILS

342 In order to facilitate effective oversight and establish an accountability mechanism, the committees of the
343 Society shall be organized into four functional groups or councils. The leadership of each council shall be
344 appointed by the President. The composition of the councils may be modified at the discretion of the President
345 to best achieve the goals of the Society.
346

347 1. Fiscal Responsibilities
348 This council shall be responsible for the fiscal oversight of the Society, including but not limited to
349 assuring the development, implementation of and assurance of compliance with the annual budget,
350 as well as making appropriate arrangement for the long-term financial viability of the Society.

351 2. Governmental Affairs
352 This council shall be responsible for the governing of the Society and shall be a liaison between the
353 Society and any local, state or federal government activities that could potentially impact the
354 profession of Respiratory Care as it is practiced in Illinois.

355 3. Professional Development
356 This council shall be responsible for the development and implementation of programs to
357 facilitate recruitment, retention and education of Respiratory Care Professionals and
358 members of this Society.

359 4. Strategic Communication
360 This council shall be responsible for communication within the Society, and communication
361 between the Society and the public at large. This council shall also be responsible for the
362 development of the Strategic Plan of the Society, as well as on-going guidance toward achieving the
363 goals stated therein, or when appropriate, modification thereof.

364 Section B DUTIES AND COMPOSITION OF COMMITTEES

365 1. Budget and Audit Committee
366 a. This committee shall be composed exclusively of members of the Board of Directors.
367 b. This committee shall submit a proposed annual budget to the Board of Directors at the
368 second quarter meeting of that body. The Board's approved budget, with revisions, shall then
369 be presented in writing to the general membership.
370 c. This committee shall verify that the Society's officers and committee chairpersons not exceed
371 the budget in any category without the consent of the Budget and Audit Committee and an
372 approving vote of two-thirds (2/3) of the Board of Directors.

373 2. Bylaws Committee
374 a. This committee shall consist of a Chairperson and at least four (4) additional members from
375 the Board of Directors.
376 b. This committee shall receive proposed amendments to these Bylaws from members of the
377 Board of Directors and shall edit such amendments prior to their submission to the Board of
378 Directors.
379 c. This committee will provide to the Board of Directors interpretation and recommendations on
380 Bylaws questions.

381 3. Chapter Chairpersons' Committee
382 a. This committee shall be composed of all incumbent Chapter Chairpersons of the Society.
383 b. The Chairperson of this committee will be elected from the membership of the committee.

384 4. Education Committee
385 a. This committee shall consist of a Chairperson and not less than four (4) additional members.
386 b. This committee shall assist in designing and planning the educational activities for the Society
387 and the Chapters.

388 5. Elections Committee
389 a. This committee shall consist of a Chairperson and not less than four (4) additional members.
390 Candidates listed on the Election Committee's ballot may not be members of this committee.

- 391 b. This committee shall prepare, distribute, receive, verify and count ballots for all elections or
 392 actions requiring a general membership vote for approval.
 393 6. Legislative Committee
 394 a. This committee shall consist of a Chairperson and at least six (6) members.
 395 b. This committee shall review proposed legislature that impacts the field of respiratory care.
 396 c. This committee shall provide the Board of Directors with interpretation and recommendations
 397 on legislative activity.
 398 7. Membership Committee
 399 a. This committee shall consist of a Chairperson and at least six (6) members.
 400 b. This committee is responsible for membership services and recruitment.
 401 8. Nominations Committee
 402 a. This committee shall consist of at least one (1) member from each chapter.
 403 b. This committee shall prepare for review by the Board of Directors a slate of candidates. It will
 404 be the responsibility of this committee to place at least one (1) name per office on the ballot.
 405 9. Program Committee
 406 a. This committee shall consist of a Chairperson and not less than six (6) additional members.
 407 b. This committee shall be responsible for the planning and implementation of the Society's
 408 annual convention.
 409 10. Public Relations Committee
 410 a. This committee shall consist of a Chairperson and at least four (4) additional members.
 411 b. This committee shall maintain such liaison as has been established by the Board of Directors
 412 with other organizations whose activities may be of interest to the members of this Society.
 413 This shall include the preparation of exhibits, programs and other items to bring the message
 414 of Respiratory Care and the Association to the medical, nursing and hospital groups, as well
 415 as educational facilities where use of such material can be expected to recruit new people to
 416 the field of Respiratory Care.
 417 11. Publications Committee
 418 a. This committee shall consist of a Chairperson and not less than four (4) additional members.
 419 b. This committee shall concern itself with the execution of a Society newsletter and all other
 420 publications of the Society with the public, hospitals and other organizations through
 421 dissemination of information concerning Respiratory Care.
 422 12. Strategic Planning Committee
 423 a. This committee shall consist of a Chairperson and at least three (3) members.
 424 b. This committee will formulate five-year strategic plans for the Society, to be submitted
 425 annually.
 426 13. Student Committee
 427 a. This committee shall ideally consist of one (1) primary and one (1) alternate representative
 428 from each Respiratory Care educational program in the State and an active member of the
 429 Society who will function as a liaison to the Board of Directors.
 430 b. The purpose of the committee is to actively integrate students into the Society's systems and
 431 committees in order to establish knowledge of the Society and express concerns of the
 432 student population.
 433
 434

435 **Article XII CHAPTER ORGANIZATION**

436
 437 Section A BOUNDARIES OF CHAPTERS

438 The boundaries of each chapter shall be prescribed by the Board of Directors. (Refer to Article III, Section A.)
 439

440 Section B ORGANIZATION

441 The internal organization, except where in conflict with these Bylaws, shall not be the concern of this
 442 document.
 443

444 Section C OFFICERS AND CHAPTER REPRESENTATION

- 445 1. Each chapter shall be represented on the Board of Directors by one member for each thirty-five (35)
 446 active members or major fraction thereof within the chapter, except that no chapter shall have less

- 447 than one (1) Chapter Chairperson, and no less than two (2) or no more than a maximum of twenty (20)
448 Chapter Representatives.
- 449 a. Membership in a chapter shall be determined by the member's mailing address.
 - 450 b. The membership rolls as of March of each year shall determine the appointment of the Board
451 of Directors.
 - 452 c. Only active members of the Association in good standing within a chapter and who are
453 licensed by the IDFPR may be nominated and elected by members of the chapter to represent
454 them on the Board of Directors.
 - 455 d. An active member may opt to transfer his chapter affiliation to a chapter other than the one
456 that has been designated by his/her mailing address.
 - 457 e. An active member who wishes to transfer chapter affiliation must make a written declaration
458 to the Society's Membership Committee in January of each year.
 - 459 f. The member's letter of declaration must contain:
 - 460 i. the chapter s/he is currently assigned through his/her mailing address
 - 461 ii. the chapter to which s/he wants to transfer
 - 462 g. The Membership Committee will confirm in writing the new chapter affiliation to the member,
463 the chairperson of the old chapter and the chairperson of the new chapter.
 - 464 h. Transfer of chapter affiliations must be renewed in January of each year.
 - 465 i. Transfer members will have all rights and privileges of a regular chapter member.
 - 466 j. The chapters' representatives to the Board of Directors shall be elected no less than thirty
467 (30) days prior to the annual business meeting and shall take office at the first quarter
468 meeting.
 - 469 k. Vacancies shall be filled by appointment of the chapter chairperson subject to an approving
470 vote by the chapter's active membership at their next regular meeting. Individuals nominated
471 but not elected to the Board of Directors in the previous election shall have first consideration
472 in appointment.
 - 473 l. Chapter representatives to the Board of Directors will serve a term of two (2) years and may
474 succeed themselves indefinitely.
 - 475 m. A seat may be declared vacant by a simple majority of the chapter membership present at any
476 regular business meeting.
 - 477 n. If a member's mailing address is outside of Illinois, the member should select the chapter to
478 which s/he wishes to belong. If no selection is made, the chapter affiliation will be selected
479 by the membership committee, using a procedure approved by the Board of Directors.
- 480 2. Each chapter will be represented on the Executive Committee of the Board of Directors by one (1)
481 chapter chairperson.
- 482 a. Only the active members of the Association in good standing within the chapter and who are
483 licensed by the IDFPR may be nominated and elected by the members of the chapter to the
484 office of Chapter Chairperson.
 - 485 b. The Chapter Chairperson shall be elected no less than thirty (30) days prior to the annual
486 business meeting
 - 487 c. A committee of the Chapter Representatives will appoint a Chapter Chairperson in the event
488 of a vacancy, subject to an approving vote by the chapter membership at their next regular
489 business meeting.
 - 490 d. The Chapter Chairperson will serve a term of two (2) years and may succeed his/herself
491 indefinitely.
 - 492 e. The office may be declared vacant by a simple majority of the active members of the
493 Association within the chapter at a regular business meeting.

494
495 Section D ACTIVITIES

496 Each chapter organization shall be encouraged to expand the membership of the chapter and to develop
497 educational activities and such other activities as is consistent with the Articles of Incorporation and these
498 Bylaws.

499
500 Section E CHAPTER ADMISSION REQUIREMENTS

- 501 1. A chapter will be bounded by county lines.
- 502 2. There will be seven chapters within the state.

- 503 3. Chapters must have a minimum of fifty (50) active members from one (1) or more adjacent counties; a
504 new chapter of the Society may be organized by written petition of no less than fifty (50) active
505 members in a given geographical area.
506 4. The petition will then be presented to the Board of Directors for review and shall consist of a list of
507 memberships, officers, minutes of the organizational meeting, chapter Standing Rules and
508 geographical locations (by counties).
509 5. Approval of the petition will be granted by a two-thirds (2/3) vote of the assembled Board of Directors.
510

511 Section F CORRESPONDENCE

- 512 1. A copy of the minutes of the governing body and business meetings of the chapter shall be sent to the
513 Society's office.
514 2. The names and addresses of chapter officers shall be sent to the Society's office.
515

516
517 **Article XIII BOARD OF MEDICAL ADVISORS (BOMA)**

518
519 Section A COMPOSITION

520 The Society shall have four (4) Medical Advisors. Candidates for Medical Advisor must be physicians who have
521 an identifiable role in clinical, organizational, educational or investigational Respiratory Care.
522

523 Section B TERM OF OFFICE

524 Each member shall serve for a term of four (4) years, two members to be elected each even numbered year by
525 active members of the Association within the Society. The term of office shall commence immediately
526 following the annual business meeting of the Society.
527

528 Section C DUTIES

- 529 1. The Board of Directors and all committees shall consult the BOMA in regard to all matters of medical
530 policy. The BOMA shall assist the appropriate committees or chapters regarding educational
531 programs and publications. The Chairperson of the BOMA or his/her delegate shall attend all regular
532 meetings of the Board of Directors and shall have privilege of voice but not vote.
533 2. The Chairperson of the Society's BOMA shall submit in writing the names of all its members to the
534 Association's BOMA for approval.
535 3. The Chairperson or his/her delegate shall report all activities to the Board of Directors of the Society at
536 its regular meetings.
537 4. Charges to the BOMA shall be made from the Board of Directors of the Society.
538 5. The BOMA shall elect their own officers and be responsible for such organizational policies as they
539 may otherwise require.
540 6. Funds that may be required for the BOMA activities should be budgeted within the Executive
541 Committee's budget request.
542

543 Section D VACANCIES

- 544 1. Any vacancy that occurs on the BOMA shall be filled by appointment of the President of the Society
545 and ratified by the Board of Directors at their next regularly scheduled meeting.
546 2. The appointed member will fulfill the remainder of the unexpired term.
547 3. The term of office of a Medical Advisor may be terminated at any time by a two-thirds (2/3) vote of the
548 Board of Directors. Notification of this action shall be submitted to the Medical Advisor and the
549 Chairperson of the Society's BOMA.
550

551 Section E MEETINGS

552 An annual meeting of the BOMA shall be held at the time and place of the annual business meeting of the
553 Society, and other meetings shall be held at such times and places as shall be determined by the BOMA.
554
555

556 **Article XIV FISCAL POLICY**

557 Section A FISCAL YEAR
558

559 The fiscal year of the Society shall be from January 1st through December 31st.
560

561 Section B FISCAL ACTIVITIES

562 All fiscal activities shall be in accordance with the Society's Standing Rules.
563
564

565 **Article XV DUES AND ASSESSMENTS**
566

567 Section A PAYMENT OF DUES

568 Each member of the Society shall pay annual dues in such amounts and in such manner as may be
569 established on an annual basis by the Board of Directors.
570

571 Section B ASSOCIATION MEMBERS

572 Society dues shall be considered paid in full upon payment of the Association's dues.
573

574 Section C ASSESSMENTS

575 The Society shall have the right to assess the membership.
576
577

578 **Article XVI ETHICS**
579

580 If the conduct of any Society member shall appear to be in willful violation of the Bylaws or Standing Rules of
581 this Society or prejudicial to this Society's interests as defined in the Association's Code of Ethics, the matter
582 will be referred to the Association's Judicial Committee and/or the Society's Board of Directors as determined
583 by membership designation.
584
585

586 **Article XVII PARLIAMENTARY PROCEDURE**
587

588 Section A PARLIAMENTARIAN

589 The Delegate of the Society will serve as Parliamentarian of the Board of Directors during his/her term.
590

591 Section B PROCEDURE

592 The rules contained in Robert's Rules of Order (Revised) shall govern whenever they are not in conflict with the
593 Bylaws of the Society or the Association.
594
595

596 **Article XVIII AMENDMENTS**
597

598 Section A RATIFICATION

599 These Bylaws may be amended at any regular meeting of the Society with provisions for absentee ballot or by
600 vote of the Society by a two-thirds (2/3) majority of those voting, provided the proposed amendment has
601 received an approving vote of two-thirds (2/3) of the assembled Board of Directors and has been presented to
602 the membership in writing not less than sixty (60) days prior to the vote.
603
604

605 **Article XIX INTENT**
606

607 No provisions of the Bylaws of the Illinois Society for Respiratory Care shall be interpreted to conflict with the
608 provisions of the Bylaws of the Association. Notwithstanding provisions of Article XVIII, these Bylaws may be
609 amended by the Board of Directors at any time they are found to be in conflict with the Bylaws of the
610 Association. They may also be amended by the Board when a correction for clarity, conformity or simple name
611 change is deemed necessary by the Board.
612
613