

**BYLAWS OF THE
MARYLAND - DISTRICT OF COLUMBIA SOCIETY
FOR**

RESPIRATORY CARE

**AS ADOPTED APRIL 1976
AND AMENDED APRIL 11, 1986
AND AMENDED APRIL 1990
AND AMENDED MAY 1996
AND AMENDED JANUARY 2005
AND AMENDED DECEMBER 2007
AND AMENDED DECEMBER 2008
AND AMENDED DECEMBER 2010
AND AMENDED JANUARY 2016**

ARTICLE I - NAME

This organization shall be known as the Maryland - District of Columbia Society for Respiratory Care incorporated under the General Not - For - Profit Corporation Act of the State of Maryland, hereafter referred to as the Society.

ARTICLE II - AFFILIATION

The Society shall be chartered affiliate of the American Association for Respiratory Care, hereafter referred to as the Association, and shall abide by the rules and regulations of the Association as promulgated from time to time.

ARTICLE III - BOUNDARIES

The area included within the boundaries of this Society shall be the boundaries of the Sate of Maryland and the District of Columbia.

ARTICLE IV - OBJECT

SECTION 1. PURPOSE

The Society is formed to:

- A. Encourage, develop, and provide on a regional basis educational programs for those persons interested in respiratory therapy and diagnostics, hereafter referred to as Respiratory Care.
- B. Advance the science, technology, ethics, and art of respiratory care through institutes, meetings, lecturers, publications, and other materials.
- C. Facilitate cooperation and understanding among respiratory care personnel and the medical profession, other allied health professions, hospitals, service companies, industry, governmental organizations, and other agencies interested in respiratory care.
- D. Provide education of the general public in pulmonary health promotion and disease prevention.

SECTION 2. INTENT

- A. No part of the monies of the Society shall inure to the benefit of any private member or individual, nor shall the Society perform particular services for individual members thereof.

- B. The Board of Directors shall provide for the distribution of the funds, income, and property of the Society to charitable, educational, scientific, or religious corporations organizations, community chest foundations, or other kindred institutions maintained and created for one or more of the foregoing purposes if at the time of distribution the payees or distributes are then exempt from taxation under the provisions of the Internal Revenue Co.
- C. In the event of the dissolution of the Society, whether voluntary or involuntary, all of its remaining assets shall be distributed in such manner as the Board of Directors of this Society shall by majority vote determine to be best calculated to carry out the objectives and purposes for which the Society is formed. The distribution of funds, income, and property of this Society upon dissolution may be made available to any similar charitable, educational, scientific, or religious foundations, or other kindred institutions maintained and created for one or more of the foregoing purposes if at the time of distribution the payees or distributees are then exempt from taxation under the provisions of the Internal Revenue Code.
- D. The Society shall not commit any act which shall constitute the unauthorized practice of medicine under the laws of the State of Maryland or the District of Columbia.

ARTICLE V - MEMBERSHIP

SECTION 1. CLASSES

The Membership of this Society shall include three (3) classes: Active Member, Associate Member, and Special Member.

SECTION 2. ELIGIBILITY

- A. Membership eligibility shall be considered without regard to race, religion, ethnic origin, national origin, age, or sex.
- B. **Active Members** in good standing of the Society shall be Active members in good standing of the AARC and shall be entitled to all the rights and privileges of membership of the Society including the right to hold office, hold committee chairs, and vote.
- C. **Associate Members** in good standing of the Society shall be Associate members in good standing of the AARC and shall be entitled to all the rights and privileges of membership of the Society except that they shall not be entitled to hold office, vote or serve as chair of any standing committee of the Society. Associate Members

will be designated to a sub-class of Associate membership (Foreign, Physician, and Industrial) corresponding to their AARC membership classification.

- D. **Student Members** shall be individuals who are enrolled in an educational program in respiratory care accredited by, or in the process of seeking accreditation from, an AARC-recognized agency. They shall be entitled to all the rights and privileges of membership of the Society except that they shall not be entitled to hold office, vote or serve as chair of any standing committee of the Society.
- E. **General Members** shall be individuals who have an interest in respiratory care and who do not qualify for other membership classifications. General members shall have all the rights and privileges of membership of the Society except that they shall not be entitled to hold office, committee chairs, or vote.

F. **Special Members:**

1. **Life Members** shall be members who have rendered outstanding service to the Society as Active Members. This sub-classification of Special Membership may be conferred by a majority vote of the AARC Board of Directors. Life Members shall be entitled to all the rights and privileges of membership of the Society including the right to hold office, hold committee chairs, and vote. Life members shall be exempt from the payment of dues.
2. **Honorary Members** shall be persons who have rendered

ARTICLE VI - OFFICERS

SECTION 1. OFFICERS

The Officers of the Society shall consist of President, President-Elect, Immediate Past President, Secretary, and Treasurer.

SECTION 2. TERMS OF OFFICE

- A. The terms of office for the President will be two (2) years. The first term will begin immediately following the annual business meeting. The term of office for the President Elect will be one (1) year. The election for this office to be held every other year to coincide with the second (2nd) year of the term of the current President. The term will begin immediately following the annual business meeting. The term of office for the Past President will be one (1) year. The term will begin immediately following the annual business meeting.
- B. The term of office for Treasurer shall be two (2) years. The term shall begin immediately following the annual business meeting.
- C. The term of office for Secretary shall be two (2) years. The term shall begin immediately following the annual business meeting.
- D. The terms for the chapter representatives and the director at large will be two years. The term shall begin immediately following the annual business meeting.
- E. The President-elect shall complete immediate successive terms for the office of President-elect, President and Immediate Past President before being eligible to serve a successive term in any elected office, except the Past President may serve as Delegate.

SECTION 3. VACANCY IN OFFICE

distinguished service to the field of respiratory care. This sub-classification of Special Membership may be conferred by a majority vote of the AARC Board of Directors. Honorary Members shall all the rights and privileges of membership of the Society except that they shall not be entitled to hold office, hold committee chairs, or vote. Honorary Members shall be exempt from the payment of dues.

3. As a condition of membership, all Members shall be bound by the Bylaws, standing rules, code of ethics, and other rules, regulations, policies, and procedures adopted from time to time by the Society.

SECTION 2. CODE OF ETHICS

If the conduct of any member shall appear to be in violation of the Articles of Incorporation, Bylaws, Standing rules, Code of Ethics, of other regulations, policies or procedures adopted by the Association or the Society, or shall appear to be prejudicial to the interests of the Association or the Society, such member may be reprimanded, suspended, expelled, or have their membership status reclassified in accordance with the procedures set forth in the Association's policies and procedures.

- A. In the event of a vacancy in the office of President, the President-Elect shall become Acting President to serve the unexpired term and shall serve his/her own successive term as President.
- B. In the event of a vacancy in the office of the President Elect, the Past President shall assume the duties, but not the office of the President Elect as well as his own until the Active and Life Membership elects a qualified individual. Individuals so elected shall serve term as President and Past President.
- C. Any vacancy in the office of, Secretary, or Treasurer, shall be filled by the election of a qualified individual by the Board of Directors. Individuals so appointed shall serve until the next scheduled election.
- D. In the event of a vacancy of the office of Immediate Past President, the position shall remain vacant.

SECTION 4. DUTIES OF OFFICERS

- A. **President** - The President shall be the Chief Executive Officer of the Society. He/She shall establish the goals and objectives of the Society, preside at the Annual Business Meeting and all meetings of the Board of Directors; prepare an agenda for the Annual Business Meeting and submit it to the membership not fewer than (30) calendar days prior to such meeting in accordance with Article VIII, Section 3, of these Bylaws; prepare an agenda for each meeting of the Board of Directors and submit it to the members of the Board not fewer than fifteen (15) days prior to such meeting; appoint standing and special committees; assure that the annual external audit is performed; be an ex officio member of all committees except the Election and Nominating Committees; and present to the Board of Directors and membership an annual report of the Society. It shall be the final responsibility of the President to see that all reports are submitted and the Association requirements

are met by the Officers and Board of Directors, subject to the approval of the Board of Directors.

- B. **President-Elect** - The President-Elect shall become Acting President and shall assume the duties of the President in the event of the President's absence, resignation, or disability; shall be an ex officio member of all committees except the Election and Nominating committees; and shall perform such other duties as assigned by the President or the Board of Directors.
- C. **Treasurer** - The Treasurer shall have charge of all funds and securities of the Society, endorsing checks, notes, or other orders for the payment of bills; disbursing funds in accordance with the approved budget; and depositing funds as the Board of Directors may designate. He/She shall see that full and accurate accounts are kept, make a written quarterly financial report to the Board of Directors, and make a complete written yearly report at the Annual Business Meeting. At the expense of the Society, he shall be bonded in an amount determined by the Board of Directors for the Entire (2) year term of office.
- D. **Secretary** - The Secretary shall have charge of keeping the minutes of Board of Directors meetings and the Annual Business Meeting;; shall submit all forms and reports to the Association Director of Membership Series as may be requested or required in a timely fashion. He/she shall execute the general correspondence; attest to the signature of the officers of the Society; and, in general, perform all the duties as from time to time shall assigned by the President or the Board of Directors.
- E. **Past President** - The Past President shall perform such duties as assigned by the President or Board of Directors.

SECTION 5. EXECUTIVE COMMITTEE

- A. The Executive Committee of the Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, Immediate Past President, and Medical Advisor as a non voting member.
- B. The Executive Committee shall have the power to act for the Board of Directors between meetings of the Board and such action shall be subject to ratification by the Board at its next meeting.
- C. The Executive Committee shall function as the Budget Committee.

SECTION 6. ELECTION

- A. The officers shall be elected by the active membership of the Society prior to the annual business meeting of the Society.
- B. Only active members in good standing shall be eligible to hold office.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1. COMPOSITION AND POWERS

- A. The Executive Government of the Society shall be Vested in active members consisting Of the Officers, (1) Director At Large,(2) Delegation

members, and (5) Chapter Representatives.
Director At Large, Delegate.

- B. The President shall be Chairperson and Presiding Officer of the Board of Directors and the Executive Committee. He/She shall invite such individuals to the meetings of the Board as he shall deem necessary, which shall have the privilege of voice but not vote.
- C. The Board of Directors shall have the power to declare an office vacant by a two-thirds (2/3) vote, upon the refusal, neglect, or inability of any member of the Board to perform the duties of office, or for any conduct deemed prejudicial to the Society. Written notice shall be given to the member and the Association Chartered Affiliates Committee that the office has been declared vacant.

SECTION 2. TERMS OF OFFICE

- A. The term of office for Directors-at-Large shall begin immediately following the Annual Business Meeting and shall be for two (2) years.
- B. No Director-at-Large shall serve more than two (2) consecutive terms.

SECTION 3. DUTIES

The Board of Directors shall:

- A. Supervise al the business and activities of the Society within the limitations of these Bylaws.
- B. Adopt and rescind standing rules, regulations, policies, and procedures of the Society.
- C. Grant chapter status and have the power to revoke chapter status.
- D. Perform such other duties as may be necessary or appropriate for the management of the Society.
- E. Accept the slate of officers presented by the Nominations Committee no fewer than 90 days prior to the Society's Annual Meeting.
- F. Employ a business counsel to be identified as the Executive Director, who shall manage the Executive Office from which the business of the Society is conducted.
- G. Govern the activities of the Executive Director, should the majority of the Board vote on the need to retain one.

SECTION 4. VACANCIES

- A. Any vacancies that occur in the office of Director-at-Large shall be filled by appointment by the Board of Directors.
- B. An appointed Director-at-Large shall serve until the next scheduled election, or until his successor is elected.

SECTION 5. MEETINGS

- A. The Board of Directors **shall hold its first Board meeting within five (5) Business days following Annual Installation Dinner and shall hold a minimum of 4 regularly scheduled meetings during the year.**
- B. Special meetings of the Board of Directors shall be called by the President at such times as the business of the

- Society may dictate.
- C. A majority of the Board of Directors shall constitute a quorum at any meeting of the Board.
 - D. Meetings of the Board of Directors may be in person, by telephone or video conferencing or other electronic means as shall be determined by the Board of Directors.

The Majority of (7) voting members present shall constitute a quorum at any duly called business meeting.

ARTICLE IX - REPRESENTATION IN THE ASSOCIATION HOUSE OF DELEGATES

SECTION 6. EMAIL VOTING

Whenever, in the judgement of the Board of Directors, it is necessary to present any business to the membership, prior to the next Annual Business Meeting, the Board of the Directors may, unless otherwise required by these Bylaws, instruct the Election Committee to conduct a vote of the membership by email. Such votes shall require approval of a majority of the valid votes received within thirty (30) days after date of submission to the membership. The result of the vote shall control the action of the Society.

SECTION 1. PURPOSE

1. The Delegate (s) , hereinafter referred to as the Delegation, shall serve as representatives of the general membership of the Society through the direction of the Board of Directors.
2. The president of the society will be seated as a third member of the delegation.

SECTION 7. MULTIPLE OFFICES

With the expectation of the President and Past President who may serve as a Delegate, no Officer, Director-at-Large, Delegate shall hold Chapter Office simultaneously except for the Past President who may serve simultaneously.

SECTION 2. DUTIES

- A. The Delegate shall:
 1. Attend all meetings of the House of Delegates, vote as directed by the Board of Directors and report activities to the Board of Directors and the general membership.
 2. Attend the Annual Business Meeting of the Association as the representatives of the Active Members of the Society.
 3. Furnish the Association Nominating Committee with the names of qualified Active Members for nomination to office.
 4. At the direction of the Board of Directors, present proposed Amendments to the Association Bylaws Committee.
 5. Perform such other duties of office as may be required.

SECTION 8. ELECTION

- A. The members of the Board of Directors shall be elected by the active membership of the Society prior to the Annual Business Meeting of the Society.
- B. Only active members in good standing shall be eligible to hold office.

ARTICLE VIII - ANNUAL BUSINESS MEETING

SECTION 1. DATE AND PLACE

- A. The Society shall hold an Annual Business Meeting each Calendar year.
- B. The date and place of the Annual Business Meeting and additional meetings shall be decided in advance by the Board of Directors. In the event the Board of Directors may cancel the scheduled meeting, set a new date and place if feasible or conduct the business of the meeting by mail provided the material is sent in the same words to the membership.

SECTION 3. ELECTION

- A. A Delegate shall be elected by the Active Members of the Society not fewer than ninety (90) calendar days prior to the Annual Business Meeting of the Association.
- B. Only Active Members in good standing of the Society who are not on the AARC Board of Directors shall be eligible to be a Delegate.
- C. The Board of Directors shall have the power to declare the office of Delegate or Alternate Delegate vacant by a two-thirds (2/3) vote, upon refusal, neglect, or inability of the Delegate (s) to perform the duties of office, or for any conduct deemed prejudicial to the Society or to the Association. Written notice shall be given to the Delegate or Alternate Delegate and the Chartered Affiliates Committee of the Association that the office has been declared vacant.
- D. In the event of a vacancy in the position of Delegate, the board of Directors's shall wait to the next scheduled election to replace the vacant delegate position. The president, being a seated member of the delegation will fulfill the delegate duties until the next scheduled election.

SECTION 2. PURPOSE

The Annual Business Meeting shall be for the purpose of receiving reports of officers and committees, the results of the elections, and for other business brought by the President.

SECTION 3. NOTIFICATION

Written notice of the time and place of the Annual Business Meeting shall be sent to all members of the Society not less than five (5) or more than sixty (60) calendar days prior to the meeting. An agenda for the annual business meeting shall be sent to all members not fewer than **fifteen (15) calendar days prior to the Annual Business Meeting.**

SECTION 4. TERM OF OFFICE

SECTION 4. QUORUM

- A. The term of office for Delegate shall be four (4) years, with the exception of the president who serves as the third delegate and whose term is defined by these bylaws. The delegate term shall begin immediately following the

Annual Business Meeting.

- B. No person shall serve in the House of Delegates more than two (2) consecutive terms, or eight (8) years.

ARTICLE X - COMMITTEES

SECTION 1. STANDING COMMITTEES

The standing Committee of the Society shall be: Budget, Bylaws, Education, Election, Membership, Nominating, Public Relations, Publications, and Symposium. With the exception of the Budget Committee, the Chairpersons and members of Standing Committees shall be appointed by the President, subject to the approval of the Board of Directors. Committee terms shall be one (1) year.

SECTION 2. COMPOSITION AND DUTIES OF COMMITTEES

A. Budget Committee

1. The Committee shall be composed of the Executive Committee of the Board of Directors, with the President serving as Chairperson.
2. The Committee shall propose an annual budget to the Board of Directors.
3. The Committee shall review all written external auditors reports and report to the Board of Directors.

B. Bylaws Committee

1. The Committee shall consist of the Immediate Past President and three (3) additional Active Members.
2. Proposed amendments to the Bylaws may be submitted by any Active Member through the Board of Directors, to the Committee. The Committee shall review the proposed amendments and shall submit their recommendations to the Board of Directors at least sixty (60) calendar days prior to the meeting in which they are to be reviewed. Upon receipt of such recommendations, the Board of Directors

F. Nominating Committee

1. The Committee shall consist of one (1) Active Member from each Chapter.
2. The Committee shall attempt to place in nomination at least two (2) Active Members who have been recommended by the Board of Directors or the general Membership for each of the offices of President-Elect, Secretary, Treasurer, Director-at-Large, Delegate, and for each office of Chapter Representative.
3. The Chairperson of the Committee shall report the slate of nominees to the Board of Directors not later than October 15.
4. The Committee shall prepare a pertinent biographical sketch of each nominee's professional services and activities in the Society and Association, which shall be a part of the ballot.

G. Public Relations Committee

1. The Committee shall consist of at least four (4) Members, at least one (1) of which shall be a member of the Board

may, but shall not be obligated to, withdraw the proposed amendments from further consideration. Such amendments must receive an affirmative vote of two-thirds (2/3) of the Board of Directors before being sent to the Association Board of Directors and then to the membership.

C. Education

1. The Committee shall consist of one (1) Active Member from each Chapter.
2. The Committee shall concern itself with continuing education programs, special education programs, and other projects as directed by the President or the Board of Directors.

D. Election Committee

1. The Committee shall consist of one (1) Active Member from each Chapter.
2. The committee shall prepare, distribute, receive, and verify all ballots. At least sixty (60) calendar days prior to the Annual Business Meeting, the Committee shall mail a ballot setting forth the slate of nominees to each Active Member in good standing, at the last address on record with the Society. Ballots shall be returned enclosed in the special envelopes provided to the Chairperson of the Election Committee, and must be postmarked at least ten (10) calendar days prior to the Annual Business Meeting. The deadline date shall be clearly indicated on the ballot.
3. Elections shall be determined by a plurality of the vote cast. **A tie vote shall be decided by lot.**

E. Membership Committee

1. The Committee shall consist of at least three (3) Members.
2. The Committee shall review and evaluate membership services and benefits.
3. The Committee shall be responsible for the recruitment and retention of members.

of Directors.

2. The Committee shall concern itself with relations of the Society with the public, hospitals, health care institutions and associations, regulatory agencies, and other organizations, through the dissemination of information concerning respiratory care.

H. Publications Committee

1. The Committee shall consist of at least three (3) Members.
2. The Committee shall concern itself with the production of a newsletter and any other publications as directed by the President or the Board of Directors.

I. Symposium Committee

1. The Committee shall consist of at least four (4) Members, one of which **shall be the Chairperson of the Education Committee, one of which shall be the Treasurer.**
2. The Committee shall plan and organize the Annual Symposium as directed by the President and the Board of Directors.

quarterly report of Chapter activities to the President.

SECTION 3. COMMITTEE CHAIR'S DUTIES

- A. The **Chairperson** shall perform those duties specified by the President or the Board of Directors to carry out the objectives of the Society.
- B. The **Chairperson** of each committee shall promptly appoint and confer with the members of his committee on work assignments.
- C. The **Chairperson shall** submit a written quarterly report of Committee activities to the President.
- D. Members of any membership class, as well as non-members, may be appointed as consultants to a committee.

SECTION 4. SPECIAL COMMITTEES AND OTHER APPOINTMENTS

- A. Special committees may be appointed by the President, subject to the approval of the Board of Directors.
- B. Representatives of the Society to such external organizations as may be required shall be appointed by the President with the approval of the Board of Directors.

SECTION 5. VACANCIES OF COMMITTEES

- A. In the event of vacancies occurring in any committee, the President may appoint Members to fill such vacancies, subject to the approval of the Board of Directors.

ARTICLE XI - CHAPTER ORGANIZATION

SECTION 1. REQUIREMENTS

- A. Ten (10) or more Active Members in good standing of the Society may become a Chapter of the Society.
- B. The minimum geographical boundaries of an applicant for chapter status shall encompass entire states, cities, or counties, except that the District of Columbia shall be considered a state for the purpose of this section.

SECTION 2. ADMISSION PROCEDURE

- A. The formal application for Chapter status shall be sent to the President and shall consist of a list of officers, membership, and minutes of the organizational meeting.
- B. The granting of Chapter status is contingent upon a two-thirds (2/3) affirmative vote of the Board of Directors.

SECTION 3. OFFICERS

A **Chapter Representative** shall be elected by the Active Members in good standing employed within the boundaries of the Chapter and shall serve for two (2) year term but no more than three (3) consecutive terms. Other officers shall be elected as circumstances may require.

SECTION 4. DUTIES

- A. The Chapters shall provide on a regional basis educational programs and such other activities as is consistent with the purpose of the Society.
- B. The **Chapter Representative** shall serve as a voting member of the Board of Directors and shall represent the interests of the members of the Chapter.
- C. The **Chapter Representative** shall submit a written

SECTION 5. SUSPENSION OR REVOCATION OF CHAPTER STATUS

The Board of Directors may suspend or revoke Chapter status of any Chapter with due and sufficient cause or upon the failure of a Chapter to maintain a membership of at least ten (10) Active Members in good standing of the Society, upon a two-thirds (2/3) affirmative vote of the Board of Directors.

ARTICLE XII - SOCIETY MEDICAL ADVISOR

- A. The Society shall have a least one (1) Medical Advisor who Shall be appointed by the President, approved by the Board of Directors, and approved by the Board of Medical Advisors.
- B. The Board of Directors and any Committees may consult With the Medical Advisor in regard to any matter. The Medical Advisor shall assist the appropriate committees Regarding educational programs, publication, and other Matters.
- C. The Medical Advisor shall be invited to attend all regular Meetings of the Board of Directors and shall have the Privileges of voice but no vote.

ARTICLE XIII - FISCAL YEAR AND BUDGET

- A. The Fiscal Year shall begin on January 1 and end on December 31.
- B. The annual budget, proposed by the Budget Committee, shall be approved by the Board of Directors before implementation.

ARTICLE XIV - PARLIAMENTARY PROCEDURE

The rules contained in the most current edition of Robert's Rules or Order shall govern whenever they are not in conflict with the Bylaws of the Society.

ARTICLE XV - AMENDMENT

The Bylaws may be amended in accordance with Article X, Section 2.b.2. The Election Committee shall conduct a mail vote to amend the Bylaws, provided the proposed amendment is sent in the same words to each Active Member in good standing at the last address on record with the Society. Ballots shall be returned enclosed in the special envelopes provided to the Chairman of the Election Committee and must be postmarked on or before the date indicated. Not fewer than sixty (60) calendar days shall be allowed for return of the ballots. A two-thirds (2/3) affirmative vote of the valid ballots returned shall be required for adoption. The Election Committee shall cause the ballots to be tallied and the presiding officer shall declare and announce the result to the membership.

MD/DC SOCIETY FOR RESPIRATORY CARE
STANDING RULES
APPROVED BY BOD
03/30/89
AMENDED BY BOD
06/26/90
AMENDED BY BOD
05/13 / 96
AMENDED BY BOD
JANUARY/2001

1. The Society hereby adopts a Board of Director's Operational Manual to serve as a guide to Board members. Further, a Structure Section be maintained to assure a consistent transition between society fiscal years.
2. All Standing Rules will be consecutively numbered and become a part of the Standing Rules section of the Board of Director's Operational Manual.
3. All motions must be accompanied by a "Motion Form" given to the Society Secretary.
4. **Any member of the BOD of this Society who misses four consecutive scheduled meetings of this Board without justification maybe removed from office at the discretion of the Board of Directors. A two-third (2/3) affirmative vote is necessary to declare position vacant.**
5. The Board of Directors may reimburse any Board of Director member who travels one way for more than 150 miles for one night's lodging while attending Board of Director's meetings. Reimbursement requires pre-authorization by President.
6. Individuals performing official Society business may request automobile travel mileage at 20 cents per mile for distances greater than 40 miles round trip. Authorization may be requested of the President prior to disbursement.
7. A per diem of \$25.00 per day will be given to an individual performing official Society business as determined by the Board of Directors or President.
8. The Finance Committee will review the cost of airfare and motel accommodations and recommend a maximum rate to be paid to the Delegate, Alternate Delegate, President or other duly authorized person for attendance of BOD approved AARC meetings. The BOD must approve this rate prior to any disbursements. Extra expenses incurred for R & R must be paid by the individual. Expense requests will not be issued sooner than 30 days prior to the meeting.
9. All Board reports, committee reports, and recommendations should be prepared in advance and forwarded to the Society Secretary at least 15 working days prior to the Board meeting.

MD/DC Society

Standing Rules

01/ /2001

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The Secretary will send out an agenda with these reports 10 working days prior to the Board meetings.

10. **All disbursements requested as part of conducting Society business will be accompanied with a receipt and “Check Request Form” signed by the member and countersigned by the Treasurer. Presidential approval will be obtained for checks greater than \$500.00.**
11. Once a year the Society Secretary will update the Regional rapid response network and disburse copies to each hospital, Board Member in the state and two copies to the AARC Charter Affiliates Committee.
12. It shall be the responsibility of the Budget and Audit Committee to see the annual audit of the financial books of the Society be completed within 6 months of the years end.
13. The President Elect shall determine to what extent the institution for which he/she works will cover phone, photocopying and/or postage costs during his/her Presidency. This is to be reported to the Budget and Audit Committee prior to the development of the Budget.
14. The President may request up to \$50.00 to be disbursed to his/her secretary as a token of appreciation for services rendered during his/her Presidency.
15. Available scholarship funds to be recommended by the Finance Committee at the beginning of each operating year, pending Board approval. Board approved scholarship funds to be placed in a separate line account.
16. Financial Co-sponsorship of educational activities are to be reviewed by the Finance Committee and approved by the Board prior to commitment to the activity.
17. The President, upon approval of the executive committee, may establish a specific noncash incentive for individuals who provide an extraordinary amount of time and energy in accomplishing a previously agreed upon goal to the advancement of the MD/DC Society for Respiratory Care.
18. All committee chairman and committee members shall be current members of the AARC and the MD/DC Society, of either active associate, student, life or status. Non members may serve as consultants to the Committee but shall not be granted membership to a MD/DC standing or special committee.

**POSITION DUTIES - BOARD OF DIRECTORS
MD/DC SOCIETY, AARC**

SUMMARY OF DUTIES

Supervises all business and activities of the Society within the Bylaws and State and Federal laws.

1. Supervise execution of all responsibilities outlined in the Bylaws.
2. Attend all Board meetings (**can be expelled from office if attendance falls below 50%**) of **all scheduled Board Meetings. Any member who misses 4 consecutive scheduled meetings without justification may be removed from office at the discretion of the Board of Directors. A two-third (2/3) affirmative vote is necessary to declare position vacant.**
3. Adopt and rescind rules and policies of the Society.
4. Review and adopt budget for the current fiscal year.
5. Attend Society and Chapter business and educational meetings.
6. Review and approved geographical distribution and organization of chapters.
7. May chair or supervise the specific activities of a committee and report activities of assigned committee to the Board of Directors.
8. Adhere to parliamentary procedure as contained in Robert's Rules of Order Revised.
9. Fulfill other duties and responsibilities as assigned by the President and/or the Board of Directors.

ALL OFFICERS:

1. Adhere to the duties outlined in the Position Description Board of Directors.
2. Serve as the Executive Committee of the Board of Directors.

PRESIDENT

1. Serve as the chief executive officer of the Society.
2. Preside at the Annual Business Meeting and at all meetings of the Board of Directors.
3. Prepare and send to the members an agenda for the Business Meeting not fewer **than 15 days** before the meeting.
4. Prepare and send to the Board of Directors an agenda not fewer than 10 days before each

meeting.

5. Appoint standing and special committees subject to the approval of the Board. Committee appointments should be submitted to the Board at the meeting immediately following the Annual Business Meeting.
6. Serve as chair of the Executive Committee and the Budget and Audit Committee.
7. Serve as an ex-officio member of all committees except the Nominations and Elections Committees.
8. Prepare charges for each committee and officer position for submission to the Board at the meeting immediately following the Annual Business Meeting.
9. Supervise in the activities of all Society committees and officers in the completion of assigned charges and duties.
10. Assure that all reports are submitted and association requirements are met by officers and board members.
11. Assure that all external audit is performed of previous year by the first quarter of the year in which he/she is President.
12. Prepare and annual report of Society activities and present to the Board of Directors and the membership at large in the newsletter and at the annual business meeting.

PRESIDENT-ELECT

1. Serve as Acting President in the event of the President's absence, resignation or disability.
2. Member of the Executive Committee and Budget Committee.
3. Prepare committee appointments and charges for submission at the first Board Meeting of his/her term of office as President.
4. Work with Budget and Audit Committee to prepare and propose a balanced budget at the first scheduled Board meeting of his/her term of office as President.
5. Sets each BOD meeting, date, time, and location prior to installation as President.

Position Duties - Board of Directors

6. Complete other duties as assigned by the President and or the Board of Directors.

TREASURER

1. Shall have charge of all funds and securities of the Society.
2. Disbursing funds as authorized by the Board and/or in accordance with adopted budget and established policy.
3. Maintain accurate and up-to-date Society accounts.
4. Submit monthly trial balance within 20 days of the end of the month to the Executive Committee.
5. Prepare quarterly and annual financial reports for submission to the Board of Directors.
6. Coordinate performance of the external audit within three months of the end of the fiscal year.
7. Serve as Secretary of the Budget and Audit Committee and a member of the Executive Committee as required.
8. Complete other duties as assigned by the President and the Board of Directors.

SECRETARY

1. In conjunction with president prepare and distribute agenda of BOD meetings fewer than ten (10) days prior to the scheduled meeting to all BOD members and Committee chairs.
2. Prepare and distribute minutes of BOD meetings within ten (10) working days.
3. Submit the minutes within the same time period to the AARC Executive Office.
4. Maintain Society records.

Position Duties - Board of Directors

5. Distribute other correspondence as required to the Society Board and the AARC (see Chartered Affiliate Handbook).
6. Complete other duties as assigned by the President and Board of Directors.

7. Serve on the Executive Committee as required.
8. Update Regional Rapid Response Network and disperse copies to each hospital Board member and two (2) copies to the AARC Chartered Affiliates Committee during the first quarter of the year.

PAST PRESIDENT

1. Serve as Chair of the Bylaws Committee and a member of the Executive Committee as required.
2. Complete duties as assigned by the President and Board of Directors.

OTHER MEMBERS:

DELEGATE

1. Attend all meetings of the House of Delegates and report activities of the Society to the House.
2. Attend all meetings of the Society Board of Directors and reports activities of the House and AARC.
3. Prepare reports as outlined in the AARC Bylaws and House of Delegates Rules.
4. Submit name (s) to the AARC Nominating Committee.
5. Makes recommendations to membership at large regarding candidates for AARC office.
6. Present Society resolutions as directed by the Society Board of Directors to the House of Delegates.
7. Prepares article for society newsletter immediately following each House of Delegates meeting.

Position Duties - Board of Directors

8. Complete other duties as assigned by the President and or the Board of Directors and the House of Delegates.

CHAPTER REPRESENTATIVE

1. Supervise all Chapter activities.

2. Serve as a member of the Society Board of Directors and represent the chapter at these meetings.
3. Assist the Directors Committees and/or Society Educational Program Committees in providing CEU approved clinical education to Chapter Membership.
4. Submit a written report to the Secretary at least 15 days before each Board of Directors meeting.
5. Submit chapter news/reports for publication in each society newsletter.
6. Perform other duties as assigned by the Society President and/or Board of Directors.
7. Each **Chapter Representative** or designee will serve on the nominations committee and will submit names for nomination to Society and Chapter elected positions.

MEDICAL ADVISOR

1. A member of the AARC and demonstrates an active interest in Respiratory Care.
2. Serve on the Board of Directors and Executive Committee with the privilege of voice but not vote.
3. Advises the Society Board of Directors in matters relating to the professional practice of Respiratory Care and the practice of medicine.
4. Act as a liaison between the Society and Physician community.
5. Recommend services, seminar topics, and educational methods which the society could use to meet the needs of its members.

Position Duties - Board of Directors

6. Provides editorial assistance to society newsletter.
7. Other duties as requested by the Board of Directors.

JOB DESCRIPTION

CHAPTER REPRESENTATIVE

Purpose: The Chapter Representative is the liaison between the membership of the chapter and the BOD and the coordinator of all society activities within the chapter. As such they will bring to the attention of the BOD the special views and opinions of their chapter. Furthermore, they will communicate to the membership the decisions of the BOD and the role of the society to the best of their abilities.

Specific Duties:

1. Supervise all Chapter activities.
2. Serve as a member of the Society Board of Directors and represent the chapter at these meetings.
3. Serve or appoint a member of the membership committee and plan activities to promote society membership.
4. Serve as a member of the nominations committee. Will submit appropriate names for nomination to Society and Chapter elected positions.
5. Submit chapter news/reports for publications in society newsletter.
6. As appropriate and as necessary may establish a Chapter Education Committee whose purpose is to plan one hour (1) CEU classes in and around each chapter.
7. Perform other duties as assigned by the Society President and/or Board of Directors.

Be it resolved the MD/DC Society President appoint and Ad Hoc Committee to report back to the Board of advantages and disadvantages of establishing seven (currently four) Chapters within the MD/DC Society of Respiratory Care

	Western	Central	Northern	City	Eastern	Southern	Capitol
Counties	Allegany Garrett Washington	Carroll Frederick Howard Montgomery	Baltimore Cecil Harford	Baltimore City	Caroline Dorchester Kent Somerset Talbot Worcester Wicomico	Ann Arundel Charles Calvert Prince Georges St. Mary's	District of Columbia
Hospitals	6	10	9	23	5	12	16
Schools	1 ACC	2 FCC Columbia U	1 Essex	1 BCCC	1 Salisbury Sate	1 Prince Georges County Comm.	1 University District of Columbia
Number Of Practitioners							

Not Affiliated with Hospitals