

**Bylaws of the  
Maine Society for Respiratory Care  
Chapter  
Of the  
American Association for Respiratory Care**

**ARTICLE I - NATURE, PURPOSE, INTENT**

**Section 1. Name**

The name of this corporation is the "Maine Society for Respiratory Care", (hereinafter "Society"). It is a chapter of the American Association for Respiratory Care, (hereinafter "AARC" or "Association"). The Society shall use the acronym MeSRC when abbreviating the name of the Society.

**Section 2. Purpose**

The purpose of this Society is to support those of the Association and to encourage those Maine individuals who are involved in respiratory care to become members of the Society and the Association. The mission of this Society is through evidence based knowledge, the MeSRC commits to respiratory health and education for professionals, patients, families and the public throughout the state of Maine.

**Section 3. Intent**

No part of the net earnings of this Society shall inure to the benefit of any Director, Officer, Member or any private individual (except that reasonable compensation may be paid for services rendered to or for this Society in carrying out one or more of its purposes) and no Director, Officer, Member or other individual shall be entitled to share in the distribution of any of the Society's assets upon its dissolution. 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 chests, foundations, or other kindred institutions maintained and created for one or more of the foregoing purposes, if at the time of distribution the payee or distributees are exempt from income taxation, and if gifts or transfers to the payee or distributees are then exempt from taxation under the provisions of Sections 501, 2055, and 2522 of the Internal Revenue Code or changes which amend or supersede the said sections.

**Section 4. Term Dissolution**

This Society shall exist in perpetuity, but in the event of its dissolution or termination of its activities, whether voluntary or involuntary, all of its remaining assets shall be distributed in such a 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 the funds, income, and property of this Society upon the dissolution may be made available to any charitable, education, scientific, or religious corporations, organizations, community chests, foundations, or other kindred institutions maintained and created for one or more of the foregoing purposes, if at the time of distribution the payee or distributees are then exempt from income taxation, and if gifts or transfers to the payee or distributee are then exempt from taxation under the provisions of Sections 501, 2055 and 2522 of the Internal Revenue Code or changes which amend or supersede the said sections.

## **ARTICLE II – MEMBERSHIP**

### **Section 1. Eligibility**

An individual is eligible to be a member of this Society if he/she is a member of the AARC as specified in Article III of the AARC Bylaws and provided he/she resides or is employed within the State of Maine.

### **Section 2. Classification**

#### **Classes**

The membership of the Society shall include three (3) classes: Active Member, Associate Member, and Special Member as more fully described in Article III of the AARC Bylaws.

#### **Rights and Privileges**

Active members in good standing 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.

Associate members shall have all of the rights and privileges 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.

Special Members, consisting of Life Members, Honorary Members and General Members shall have the same rights and privileges as described in Article III of the AARC Bylaws.

## **ARTICLE III – OFFICERS AND DIRECTORS**

### **Section 1.**

**Officers** The elected officers of the Society shall be: a President, a President-Elect the Immediate Past President, a Secretary, and a Treasurer, all of whom shall be Directors. The President-Elect shall immediately succeed the President. No two offices may be held by the same person at one time.

### **Section 2. Directors**

There shall be no less than five (5) nor more than fifteen (15) Directors. Two (2) Directors shall be Delegates (hereinafter also referred to collectively as the "Delegation"). The remaining Directors shall be elected at large from the Active Members in good standing.

### **Section 3. Term of Office**

Terms shall be concurrent with the calendar year (January 1- December 31). The term for all Officers and Directors is as follows:

- A. The President-Elect, President, and Immediate Past-President are one (1) year terms, served in consecutive and progressive steps for a three (3) year commitment. The President-Elect immediately succeeds the President and the President immediately succeeds the Immediate Past-President.
- B. The two Delegates shall each serve for four (4) years with their terms staggered two (2) years apart.
- C. The Secretary and Treasurer shall each serve for two (2) years with their terms staggered one year apart.
- D. The eight (8) Board Members at Large will serve for two (2) years with four (4) of the terms staggered one year a part.
  - i. This transition to staggered terms will begin in the year 2020. Four (4) Board Members at Large will be elected to terms to two (2) years. The remaining four (4) Board Member at Large terms will remain one (1) year positions.

- ii. In 2021, the second phase of the transition to staggered terms will be implemented. Four Board Members at Large will be elected to serve terms of (2) two years.
  - iii. Each year after 2021, the election process will be to fill four (4) Board Member at Large positions.
- E. Terms shall begin on January 1st following the annual meeting at which the respective officers and board members are elected. The incumbents shall remain in office until such time as their respective successors assume office. The President and the President-Elect shall not serve more than one (1) consecutive term in the same office.

#### **Section 4. Duties of Officers**

##### **The President shall:**

1. Preside at all regular and special meetings, the annual meeting, and all meetings of the Board of Directors.
2. Prepare an agenda for each meeting at which he/she presides.
3. Appoint standing and special committees subject to the approval of the Board of Directors.
4. Be an ex-officio member of all committees.
5. Present to the Board of Directors an annual report of the Society.
6. Be bondable.

##### **The President-Elect shall:**

1. Become acting President and assume the duties of the President in the event of the President's absence, resignation, or disability.
2. Shall pre-scheduled Board of Directors meetings for the upcoming year and announce the dates at the annual meeting.
3. Be Chair of the Society Judicial Committee.
4. Be Chair of the Society Nominating Committee.
5. Be Chair of the Constitution and Bylaws Committee. Other Society duties as designated by the President.
6. Be Bondable.

##### **The Secretary shall:**

1. Keep the minutes of the Board of Directors and all regular or special meetings and shall keep a book for such purpose; Send to the Headquarters of the AARC a copy of the minutes of every Society meeting as defined in Article X, Section 4 of the AARC Bylaws.
2. Have custody of the seal of Society. Attest to the signature of all officers of the Society; Provide notices of all special and regularly scheduled meetings of The Society; Act as the Registered Agent of the Society should no third party be authorized to do so by the Board of Directors and as Registered Agent the duties shall include, but not be limited and perform all duties that may be assigned from time to time\_by the President or the Board of Directors.

##### **The Treasurer shall:**

1. Be responsible for oversight of all the financial functions of the Society and shall maintain the books of account and all financial records of the Society as well as all-corporate records, official documents, and proceedings of the Society.
2. Approve the payment of all bills and disburse funds under the direction of the Board of Directors in accordance with the approved budget;

3. Have signing authority of all checks and other financial documents of the Society in conjunction with the President; prepare a complete written report of the finances of the organization for the preceding year for the annual meeting and aid such other audits as may be directed by the Board of Directors and to prepare the Society's annual report that is to be filed with the Maine Secretary of State's office each year; and be bondable.
4. With the Budget Committee, oversee the development of an annual budget for the Society to be presented at the first Society board meeting of the year.
5. File 1099 and other IRS forms and documents as required by law.

**The Immediate Past President shall:**

1. Within the first month following elections, organize an orientation for all newly elected members or for those changing roles within the Society.
2. Advise and consult with the President; and perform such other duties as shall be assigned by the President or the Board of Directors.

**Section 5. Executive Committee**

The Executive Committee of the Board of Directors shall consist of the officers of the Society. 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.

**ARTICLE IV. - NOMINATIONS AND ELECTIONS**

**Section 1. Nominating Committee**

The President, with approval of the Board of Directors, may appoint a nominating committee each year at least sixty (60) days before the annual meeting to present a slate of nominees for the following year. The President-Elect as chair of this committee shall report the slate of nominees at a Chapter meeting at least thirty (30) days prior to the annual meeting.

**Section 2. Nominations**

- A. The nominating committee may place in nomination the names of at least (1) person for the office of President-Elect, Secretary, Treasurer, Delegate, and Board Members At Large. In the event of a vacancy in the office of President-Elect, nominations will be accepted for the office of President-Elect to replace the vacant office. Nominees for Officer or Delegate must have served a minimum of one term as a Board-Member-at- Large prior to accepting such nomination.
- B. The Nomination Committee will accept nominations from any member of the Society. Only Active members in good standing at the time of the nomination shall be eligible for nomination.
- C. The Board of Directors shall approve the slate of candidates and their biographical sketch prior to any balloting.

**Section 3. Ballot**

- A. The proposed slate of candidates, along with a short biographical sketch, will be distributed by mail or through a secure electronic voting program to every active member in good standing who is eligible to vote as of the first day of the month that ballots are sent out.
- B. Ballots must be distributed to all members in good standing who are eligible to vote at least thirty (30) days prior to the annual meeting.

- C. If the Society's Board of Directors specifies that the vote shall be by mail, the list of nominees shall be so designated as to be a secret mail ballot with provisions for write-in votes for each office. To be acceptable, ballots must be distributed on water mark paper or on paper embossed with the Society's seal. Photocopied ballots will not be accepted. Ballots must be postmarked by a date voted upon by the Board of Directors or at least five (5) days before the annual meeting. The deadline, time, and return address shall be clearly indicated on the ballot.
- D. If the Society's Board specifies that an electronic voting program is to be used, the list of nominees shall be submit through a secure and confidential program that provides for write-in votes for each office, doesn't allow multiple votes, and provides an accurate tally of the results.
- E. All election results, paper and/or electronic will be returned to the President-Elect by the voting Members. The returned ballots authorize the President-Elect to cast the ballots. Ballots will not be opened and tallied after the election deadline, but prior to the annual meeting by at least three (3) the members of the nomination committee or by a combination of the nomination committee members and Society Officers.
- F. In the event of a tie vote for President-Elect, Secretary, Treasurer, or Delegate, a run-off election will be held for the top two candidates who received the highest number of votes cast.. The run-off election will list the two (2) candidate names only; no write in votes will be accepted. Run-off ballots are a continuation of the original election and the same roll for the distribution of the original election will be used.
- G. In the event of a tie vote for the position of Board Member at Large, the names of the candidates who received the same number (tie) of fewest votes will be placed into a drawing and the name selected by the President or their designee during the annual meeting.

#### **Section 4. Election Committee**

The President may appoint an impartial election committee, which shall check the eligibility of each ballot and tally the votes at the annual business meeting. The results shall be announced at the annual business meeting. The President-Elect shall notify each candidate of the election results.

### **ARTICLE V- BOARD OF DIRECTORS**

#### **Section 1. Composition**

1. The Board of Directors shall consist of the Immediate Past President, President, President-Elect, Secretary, Treasurer, the two (2) Delegates, and three to eight (3 to 8) at large Directors to be elected annually.
2. The President shall be the Chairperson and Presiding officer of the Board of Directors. He/she shall invite in writing such individuals and guests to the meeting of the Board as deemed necessary.
3. The Board of Directors shall have power to declare an office vacant by a two-thirds (2/3) vote, upon refusal or neglect of any member of the Board to perform his/her duties of office, or for any conduct deemed prejudicial to the Society. Written notice shall be given to the member that the office has been declared vacant.

#### **Section 2. Duties**

1. Supervise all the business and activities of this Society pursuant to this Society's Bylaws.
2. Notify the Medical Advisor(s) of all such meetings and actions as are deemed pertinent.

#### **Section 3. Vacancies**

In the event any vacancy occurs in the Board of Directors with the exception of the President, President-Elect and the two (2) Delegates, an individual shall be appointed by the Board of Directors to serve out the remainder of that term of office of any other Officer or Board Member.

President - 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 also serve the successive term as President.

President-Elect - In the event of a vacancy in the office of President-Elect, the Treasurer shall assume the duties, but not the office, of the President-Elect.

Delegate - In the event of a vacancy in the Delegation, the Board of Directors shall appoint an Acting Delegate(s) until such time as a special election can be held to elect a new Delegate(s). The Board of Directors shall have the power to declare any position of the Delegation vacant upon refusal, neglect, or inability of a Delegate to properly perform the duties of office or for any other conduct

deemed prejudicial to the society or the Association. Written notice shall be given to that Delegate and to the Speaker for the House of Delegates that the office has been declared vacant.

Committees - In the event of vacancies occurring on any committee, the President shall appoint members to fill such vacancies subject to the approval of the Board of Directors.

#### **Section 4. Meetings**

The Board of Directors shall meet four (4) times per year.

Additional meetings of the Board of Directors shall be called by the President with the consent of two (2) other Board members at such times as the business of the Society may require, or upon written request of a majority of the members of the Board of Directors filed with the President.

### **ARTICLE VI - ANNUAL BUSINESS MEETING**

#### **Section 1. Date and Place**

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

The date and place of the annual business meeting shall be set in advance by the Board of Directors. The Board of Directors may cancel the scheduled meeting for a legitimate business reason and a new date and place shall be set, as soon as is feasible.

#### **Section 2. Purpose**

The annual business meeting shall be for the purpose of receiving reports of the officers and committees, the results of the election and for other business brought by the President.

Additional business meetings shall be for the purpose of receiving reports and for other business brought by the President.

#### **Section 3. Notification**

**Notification** of the time and place of the annual business meeting shall be sent to all members of the Society not less than forty-five (45) days prior to the annual business meeting. An agenda for the annual business meeting shall be sent to all members not less than thirty (30) days prior to the annual business meeting. The date of record to be considered eligible to vote shall be, the last day of the month prior to the distribution of the ballots. The ballots returned by the members give the President-Elect the authorization to cast the ballots.

#### **Section 4. Quorum**

A simple majority of the Society Board of Directors at any duly called meeting shall constitute a quorum.

### **ARTICLE VII - DELEGATES**

#### **Section 1. Election**

Delegates of this Society to the House of Delegates of the AARC shall be elected as specified in Article VII of the National Bylaws.

#### **Section 2. Duties**

The duties of the Delegates shall be as specified Article VII, Section 3 in the Bylaws of the AARC.

### **ARTICLE VIII- MEDICAL ADVISORS**

#### **Section 1. Composition**

The Society shall have at least one (1) Medical Advisor, who shall be an interested physician who is a member of the American College of Chest Physicians (ACCP), or of the American Thoracic Society (ATS), or the American Society of Anesthesiologists

(ASA), and/or a Medical Director of Respiratory Care. The name(s) of all Medical Advisor(s) shall be provided to the AARC Board of Medical Advisors.

## **Section 2. Duties**

The Medical Advisor shall:

1. Be welcome at all Board meetings
2. Consult on all matters of medical policy; and
3. Advise committees regarding education and publication.

## **ARTICLE IX- COMMITTEES**

### **Section 1. Standing Committees**

The members of the following standing committees may be appointed by the President, subject to approval by the Board of Directors, to serve for a term of one (1) year, except as otherwise specified in the Bylaws.

1. Membership
2. Nominating and Elections
3. Program and Education
4. Judicial
5. Bylaws
6. Finance and Budget
7. Communications

### **Section 2. Duties of Committees**

#### **Membership Committee**

1. This committee shall consist of at least three (3) Active Members, one of who is a member of the Board of Directors, who will each serve for a one year-term.
2. This committee shall act as a liaison between the Board of Directors and the general membership. It shall also act as a liaison to the non-member Respiratory Care Practitioners in the State of Maine.

#### **Nominations and Elections Committee**

This committee shall consist of the President-Elect, who shall act as chair, at least three (3) members of the Board of Directors, who will each serve for a one (1) year term.

This committee shall prepare a slate of officers and directors for the annual election.

It shall be the duty of this committee to make the final critical appraisal of candidates including but not limited to:

1. Consideration of each candidate's personal qualifications
2. Geographic representation to assure that the nominations are in the best interests of the Association and the Society.
3. This committee shall prepare, receive, verify and count all ballots.

#### **Judicial Committee**

This committee shall consist of the President-Elect, who shall act as chair, one of the Delegates, and one (1) member at large appointed by the Board of Directors. The term of each member shall be one (1) year.



This committee shall review formal, written complaints against any individual Society member charged with any violation of the Society's Bylaws or otherwise with any conduct which is detrimental to the Society or the Association. Complaints or inquiries may be referred to this committee by the Judicial Committee of the AARC.

If the committee determines that the complaint justifies an investigation, a written copy of the charges shall be prepared for the Medical Advisor.

A statement of charges shall then be served upon the member and an opportunity given that member to be heard before the committee. The complainant must be permitted to be present.

After careful review of the results of the hearing conducted with benefit of legal counsel, when the chairman of the committee deems counsel to be necessary or desirable, the committee shall make recommendations for action to the Board of Directors and shall forward a complete report, including copies of all documents to the chairman of the Judicial Committee of the AARC.

### **Finance and Budget Committee**

This committee shall consist of at least three (3) members of the Board of Directors: the Treasurer who shall be chair, the President Elect, President, immediate Past President, along with the Chair of the Membership Committee and the Chair of the Program and Education Committee. The term of each member shall be one (1) year or so long as they shall serve in their designated office. This committee shall propose a budget for the coming year and be responsible for the auditing of the present year's budget. They are to insure that no category of the budget is exceeded without the consent of the committee, and a two-thirds (2/3) vote of approval of the Board of Directors.

### **Program and Education Committee**

The committee shall consist of not fewer than four (4) active members. The term of each member shall be one (1) year. The committee shall promote, organize, and conduct continuing education programs and education projects, as directed by the President.

### **Political Action Committee**

Members of the Political Action Committee will be appointed by the President. Additional members of this committee will be appointed as necessary by the President. The duties of this committee shall include but are not limited to:

1. Represent the Society in supporting and advancing the interests of the profession through AARC political action activities such as Virtual Lobby campaigns and AARC Hill Day meetings.
2. The committee shall make recommendations for action to the Board of Directors and shall forward an annual report of all political action activities and the impact any proposed legislation may have on the State Society.

### **Bylaws**

The Bylaws committee shall consist of the President-Elect and at least two Active members. The term of each member shall be one (1) year.

Proposed amendments to the Bylaws may be originated by the Bylaws Committee or submitted to the Bylaws Committee only by the Board of Directors. The committee shall review the amendments proposed and submit its recommendations to the Board of Directors. Upon receipt, the Board may, but shall not be obligated to, withdraw the proposed amendments from further consideration.

Proposed amendments approved by the Board of Directors will be forwarded to the AARC Bylaws Committee for approval and/or recommendations.

Amendments that have been approved by the AARC Bylaws Committee shall be forwarded to AARC Board of Directors for approval. Once the AARC Board of Directors has approved the amendments, the proposed amendments shall be mailed to all active members of the Society for approval. Final approval of proposed Bylaws changes requires a two-thirds majority of returned ballots from Active Members of the Society, as specified in Article XIII of these bylaws.

- A. **Communications**The Chair of the Communications Committee will be appointed by the President. Additional members of this committee will be appointed as necessary by the President. The term of the Chair and other members of this committee shall be one (1) year.
- B. Issues of the Newsletter will be published and distributed at least twice yearly. Additional issues may be published as necessary or desirable. All Members shall be provided copies of each newsletter through the mail or through an electronic format. Additional copies shall be provided to groups or individuals deemed appropriate by the Board of Directors.
- C. The Communications Committee will share information about the Society's activities through a variety of social media websites including AARC Connect, Facebook, the Maine Society website and through other media sites deemed appropriate by the Board.

### **Section 3. Special Committees**

Special committees may be appointed by the President, subject to approval by the Board of Directors.

### **ARTICLE X - FISCAL YEAR**

The fiscal year of this Society shall be from January 1 through December 31.

### **ARTICLE XI - LIABILITY AND INDEMNIFICATION**

#### **Section 1. Exculpation**

No Officer, Director, Delegate or Committee Member shall be liable for any act or default of any other Officer, Directors, Delegate, Committee Member or other member of the Society for any loss sustained by the Society or any Officer, Director, Delegate, Committee Member or other member of the Society or for any other liability of the Society, unless the same has resulted from his or her own willful misconduct, gross negligence or criminal action.

#### **Section 2. Indemnification**

Every Officer, Director, Delegate and Committee Member shall be indemnified by the Society against all costs, expenses, and liabilities (including reasonable attorney's and paralegal's fees) actually and necessarily incurred by or imposed upon him/her in connection with any claim, action, suit, proceeding, investigation or inquiry of whatever nature by a third party in which he/she may be involved as a party or otherwise by reason of his/her having been an Officer, Director, Delegate or Committee Member whether or not he/she continues to be such at the time such costs, expenses and liabilities are incurred or imposed, except in relation to matters as to which he/she shall be finally adjudged to be liable for willful misconduct, gross negligence or criminal action toward the Society in

the performance of his/her duties. The foregoing indemnification shall be in addition to and not in limitation of all rights to which such persons may be entitled as a matter of law.

### **Section 3. Insurance**

The Board of Directors will purchase and maintain insurance on behalf of any person who is or was an Officer, Director, Delegate or Committee Member against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such. The Society and President and Treasurer shall be bonded at the Society's expense.

### **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Revised shall govern whenever they are not in conflict with the Bylaws of this Society or of AARC.

### **ARTICLE XIII- AMENDMENTS**

These Bylaws may be amended in accordance with Article IX, Section 2g, at any regular or called meeting or by mail vote. The Bylaws Committee may 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 his/her last address on the records of the Society. Votes shall be returned to the President-Elect and postmarked on or before the date indicated. Not fewer than thirty (30) days shall be allowed for return of the votes. A two-thirds (2/3) vote of the valid votes returned shall be required for adoption. The Elections Committee shall cause the votes to be tallied and the presiding officers shall announce the result to the membership.