

DATE 3-13-2025



# POLICY & PROCEDURE MANUAL

Policy Name	Policy #	Eff Date	Most Recent Date Reviewed/Revised
<b>BOARD OF DIRECTORS</b>			
Award Programs	BOD.001	Dec-99	Feb-25
Board of Director Liaisons to Committees, Ad Hoc Committee, Focus Groups, Panels, and Special Representatives	BOD.002	Dec-99	Feb-25
Use of AARC Corporate Credit Cards	BOD.003	Dec-99	Feb-25
Continuous Quality Improvement Plan	BOD.004	Dec-99	Nov-23
Oversight of Executive Director	BOD.005	Dec-99	Nov-12
Executive Session of the Board of Directors	BOD.006	Dec-99	Nov-23
Fiduciary Responsibilities	BOD.007	Dec-99	Nov-20
Joint Session with House of Delegates	BOD.008	Dec-99	Feb-25
Media Relations	BOD. 009	Dec-99	Apr-11
Parliamentarian	BOD.011	Dec-99	Nov-23
Ratification of Presidential Appointments, Goals, Charges	BOD.012	Dec-99	Mar-19
Professional Attire	BOD.013	Dec-99	Feb-25
Attendance at Receptions – <b>RETIRED</b>	BOD.014	Dec-99	Mar-19
AARC Stationery and Business Cards	BOD.015	Dec-99	Jun-16
Board of Director Votes on House of Delegates Resolutions	BOD.016	Dec-99	Nov-23
<b>BOARD OF DIRECTOR OFFICER POSITION DESCRIPTION / PROFILES</b>			
Board of Directors – Executive Committee	BOD.017	Dec-99	Mar-24
Vice President/Internal Affairs – <b>RETIRED</b>	BOD.018	Dec-99	Nov-20
Vice President/External Affairs – <b>RETIRED</b>	BOD.019	Dec-99	Nov-20
Secretary/Treasurer – <b>RETIRED</b>	BOD.020	Dec-99	Nov-20
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Board of Director Community (E-Voting)	BOD.023	Feb-04	Jul-20
Board of Directors Disaster Relief Fund	BOD.024	Dec-17	Sept-24
Board of Directors Convention and Meetings	BOD.025	Sep-05	Jul-13

Board of Directors Open Communication Policy	BOD.026	Jul-05	Mar-19
Policy for Surveys Conducted by the Association and AARC Community Rules	BOD.027	Mar-01	Oct-16
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Strategic Planning	BOD.030	Dec-18	Dec-18
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<b>BOARD OF MEDICAL ADVISORS</b>			
Medical Advisors	BA.001	Dec-99	Mar-18
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<b>CHARTERED AFFILIATES</b>			
Chartered Affiliate Bylaws	CA.001	Dec-99	Nov-20
Chartered Affiliate Requirements and Responsibilities	CA.002	Dec-99	Jul-19
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Revenue Sharing	CA.004	Dec-03	Apr-10
Chartered Affiliate Travel Grant	CA.005	Dec-03	Nov-19
Chartered Affiliate Consultant	CA.006	Jan-08	Apr-12
Chartered Affiliate Bylaws in Conflict with AARC Bylaws	CA.007	Nov-11	Apr-14
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<b>COMMITTEES</b>			
Committee Charges	CT.001	Dec-99	Jun-16
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Special Committees and Special Representatives	CT.004	Dec-99	Aug-24
Standing Committees	CT.005	Dec-99	Apr-12
Committee Travel Expenses – <b>RETIRED</b>	CT.006	Dec-99	Apr-13

Judicial Committee Procedure for Processing Complaints	CT.007	Dec-80	Jan-23
Position Statement Committee	CT.008	Jun-16	Dec-18
AARC Fellowship Selection Committee	CT.009	Jun-11	Mar-20
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<b>FISCAL MANAGEMENT</b>			
Accounting Systems	FM.001	Dec-99	Mar-19
Annual Independent Audit – <b>RETIRED (combined with FM.018)</b>	FM.002	Dec-99	Oct-14
Annual Budget	FM.003	Dec-99	Mar-19
Transfer of Assets	FM.004	Dec-99	Dec-06
Independent Auditors and Audit Subcommittee – <b>RETIRED (combined with FM.018)</b>	FM.005	Dec-99	Oct-14
Capital Equipment Fund	FM.006	Dec-99	Dec-06
Change in Membership Classification	FM.007	Dec-99	Dec-08
Contribution Solicitation	FM.008	Dec-99	Dec-08
Employee Profit Sharing	FM.009	Dec-99	Dec-08
Fiscal Year	FM.010	Dec-99	Dec-08
Investments and Banking	FM.011	Dec-99	Dec-08
Over-budget Expenditures	FM.012	Dec-99	Dec-08
Fiscal Policies and Procedures	FM.013	Dec-99	Dec-08
Project Funding	FM.014	Dec-99	Dec-08
Approval of Budget	FM.015	Dec-99	Apr-13
Travel Expenses Reimbursement	FM.016	Dec-99	Oct-17
Presidential Stipend	FM.017	Dec-99	Nov-13
Audit and Oversight Standards (combined with FM.002 and FM.005)	FM.018	Apr-04	Oct-14
Fiscal Policies – Investment	FM.019	Jul-05	Jul-13
Guidelines for Funding State Legislative Activities	FM.020		Jul-15
Outstanding Affiliate Checks	FM.021	Jul-07	Mar-18
Capital Purchase Approval	FM.022	Jul-07	Oct-17
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HOUSE OF DELEGATES			
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Procedures – Rules <b>RETIRED (combined with HOD.001)</b>	HOD.002	Jun-02	Jan-24
MEMBERSHIP			
General Operating Policies	MP.001	Dec-99	Mar-18
Membership Change Policy	MP.002		Mar-18
SPECIALTY SECTIONS			
Specialty Section Operations	SS.001	Dec-99	Jul-11
Formation, Dissolution, and Conversion of Specialty Sections	SS.002	Dec-99	Jul-15
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Medical Advisors	SS.004	Dec-99	Aug-24
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Business and Membership Meetings <b>RETIRED</b>	SS.006	Dec-99	Mar-24
Section Chairpersons Membership on Program Committee	SS.007	Dec-99	Aug-24
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Purpose and Role	SS.009	Dec-99	April-24
AARC Communities			
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APPENDIX			
Attachment “A” Conflict of Interest Statement	APP A		
Attachment “B” Tobacco Free Pledge	APP B		
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**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.001

SECTION: Board of Directors  
SUBJECT: **Awards and Recognition Program**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: January 2025  
DATE REVISED: February 2025  
REFERENCES:

**Policy Statement:**

The AARC Executive Committee will be responsible for the establishment and maintenance of AARC awards, and the AARC Board of Directors will be responsible for submitting nominations on behalf of the organization for awards as directed.

**Policy Amplification:**

1. The AARC Executive Committee will serve as the central review body for considering and establishing new AARC awards and maintaining or revising currently existing awards. Revisions to current award and recognition programs, such as Fellow of the AARC, Specialty Practitioner of the Year, Apex, Zenith, International Fellows, etc., are subject to Board approval.
2. The Board of Directors will be responsible for:
  - a. Submitting nominations for AARC Life and Honorary membership awards to the President's Council.
  - b. Submitting nominations for awards as requested by related organizations, such as the American Respiratory Care Foundation (ARCF).
  - c. Submitting nominations for the Legends of Respiratory Care award.

**Definitions:**

**Attachment:**

- Attachment D – AARC Award Guidelines

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.002

SECTION: Board of Directors

SUBJECT: **Board of Directors Liaisons to Committees, Ad Hoc Committees, Task Forces, Focus Groups, and Special Representatives**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: January 2025

DATE REVISED: February 2025

REFERENCES: Position Descriptions / Profiles for the offices of Vice President of Internal and External Affairs

**Policy Statement:**

The Vice President for External Affairs will serve as liaison to the BOD for all Special representatives and Specialty Sections, while the Vice President for Internal Affairs will serve as liaison to the BOD for Standing and Special Committees. Additional Board liaisons may be assigned to AARC Committees, Ad Hoc Committees, Task Forces and Focus Groups. The President may reassign committee members as needed unless otherwise specified by the Bylaws.

**Policy Amplification:**

1. When Board liaisons are assigned by the President, the responsibilities of the liaison and the group(s) to which the liaison is assigned will be as contained within this policy.
2. It will be the joint responsibility of the liaison and the Committee/Ad Hoc Committee/Focus Group/Task Force Chair or Special Representative to assure that regular communication is maintained.
3. Board Members appointed as liaisons will be directed to develop and maintain clear lines of communication between the Board and Committees, Ad Hoc Committees, Focus Groups, Task Forces, and Special Representatives.
  - a. The objective will be to identify an individual in addition to the President whose primary function is to serve as a resource to Committees, Ad Hoc Committees, Focus Groups, Task Forces, and Special Representatives.
  - b. The Vice Presidents for Internal and External Affairs will serve as a spokesperson during Board discussions and/or deliberations with comments solicited from Board members. Board liaisons to a committee may speak on behalf of a committee at the request of the VP for Internal Affairs.

4. The Vice Presidents for Internal and External Affairs, as well as appointed liaisons, will contact the committee chair or special representative as soon as assignments are made and explain the role of the liaison.
  - a. Board liaisons to committees do not have the authority to issue committee charges, authorize changes in committee reporting schedules, approve committee member appointments, or represent the Board or President.
  - b. Liaisons, other than members of the executive committee, will not represent the Committees, Ad Hoc Committees, Focus Groups, Task Forces, or Special Representatives without permission of the Committee/Ad Hoc Committee/Focus Group/Task Force Chair or the Special Representative.
5. Each Committee/Ad Hoc Committee/Focus Group/Task Force Chair or Special Representative will keep the Vice Presidents for Internal and External Affairs informed of the progress in completing charges and seek assistance as to methods of operations and project completion which conforms to existing policies and procedures.
  - a. The Vice Presidents for Internal and External Affairs will review reports from assigned Committees, Ad Hoc Committees, Focus Groups, Task Forces, or Special Representatives to assure clarity, completeness, and consistency of construct, as well as compliance with the approved format.
6. Communication between Committees, Ad Hoc Committees, Focus Groups, Task Forces, Special Representatives, and liaisons will be critical to the discussion and deliberations of the Board.
  - a. The Vice Presidents for Internal and External Affairs and liaisons must assure that they are fully informed of the activities of their assigned Committees, Ad Hoc Committees, Focus Groups, Task Forces, or Special Representatives and be prepared to represent both the word and the intent of the group(s) they represent to the Board.
  - b. The Vice Presidents for Internal and External Affairs should also be prepared to informally advise the President of the performance of the Committee/Ad Hoc Committee/Focus Group/Task Force Chair and Special Representatives.

**Definitions:**

**Attachment:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.003

SECTION: Board of Directors  
SUBJECT: **Use of AARC Corporate Credit Card**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: January 2025  
DATE REVISED: February 2025  
REFERENCES:

**Policy Statement:**

This policy applies to all individuals who are eligible to use a corporate credit card.

Corporate credit cards may be assigned to the following individuals:

- a. President
- b. President-Elect
- c. Past President
- d. Selected Executive Office personnel

**Policy Amplification:**

1. Use of Association corporate credit cards require proper detailed reports and receipts.
2. The Executive Director will determine which members of the Executive Office may use Association corporate credit cards.
  - a. Corporate credit card holders should use these cards for ALL business-related expenses without exception.
  - b. Credit card expenses should be reconciled in a timeframe as defined by the CFO.
  - c. Monthly "reconciliation" includes sending receipts and accounting charge codes/departments to the accounting department at the Executive Office.
3. The CFO or their designee will be responsible for monitoring the use of the corporate credit cards and ensuring that use is properly reported.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.004

SECTION: Board of Directors  
SUBJECT: **Continuous Quality Improvement Plan**  
EFFECTIVE DATE: December 1999  
DATE REVIEWED: July 2023  
DATE REVISED: November 2023  
REFERENCES:

**Policy Statement:**

The Board of Directors shall continually evaluate its effectiveness as the governing entity of the Association.

**Policy Amplification:**

1. As part of this process, the Board of Directors shall review planning, operation, and service delivery to assure quality performance of the Association based upon key quality precepts.

**Quality Performance:**

The Board of Directors is responsible for the efficient use of available resources to operationalize the mission statement and attain the strategic objectives of the AARC. Quality performance occurs through the continuous improvement of key processes and activities that contribute to the advancement of the art and science of respiratory care, irrespective of venue.

**Quality Precepts:**

1. Continuous improvement of every process of planning operation and service delivery.
2. Elimination of barriers which have the effect of adding costs through waste reduction and simplification.
3. Alignment with outside organizations as partners.
4. Management practices that focus on improvement of the systems in which members work.
5. Emphasis on continuous process improvement rather than periodic inspection.
6. Continuous evaluation and improvement of working relationships with related organizations.
7. Promotion of member understanding of their jobs and individual roles in providing quality services.

8. Creation of a caring organizational environment that is characterized by trust and integrity and strives to drive out fear and frustration for optimal performance; encourages suggestions for improvement and innovation and promotes sharing of ideas.
9. Communication about organizational goals and progress as essential for enlisting effective participation.
10. Creation of budgets and performance management each year for monitoring progress internally.
11. Improvement in statistical processes and planning, and application of quantitative methods for continued improvement.

**Addendum:**

The Executive Director will provide a report to the BOD to summarize the progress and outcomes of the chosen quality management projects as assigned by the BOD. Updates will be a standing agenda item at the following meetings to facilitate a seasoned board reviewing and providing input/guidance:

1. First BOD Meeting (immediately after Congress)
  - a. Consent forms competed (every year prior to first meeting): Conflict of Interest and Tobacco Disclosure.
  - b. Mailing addresses, contact information up to date (every year prior to first meeting): This is needed for Officiary
2. Last BOD Meeting (in Fall – last BOD meeting)
  - a. Check list for items that need to be done yearly with a deadline of the Fall meeting as an update – example resolutions, evaluation of Executive Director, dashboards updates, orientation, etc.
  - b. Outstanding goals or updates
  - c. Updates on sponsors and their commitments for the year
  - d. Goals with no movement either eliminated or changed
  - e. Outstanding complaints unresolved (members and sponsors)
  - f. ARCF follow up on funds donated by AARC and members
  - g. Update on any new policies that are relevant to operations.

NOTE: The Board of Director's Handbook will be updated with information about these agenda items.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.005

SECTION: Board of Directors  
SUBJECT: **Executive Director Oversight**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: August 2020  
DATE REVISED: August 2020  
REFERENCES:

**Policy Statement:**

1. The Executive Director is a business counsel, employed by the Board of Directors, who shall manage the Executive Office and conduct the business of the Association.
2. The Executive Director reports to the President/CEO of the Association.
3. The Board of Directors shall govern the activities of the Executive Director.

**Policy Amplification:**

1. These duties and responsibilities shall not be altered, except by a majority vote of the Board of Directors, any alterations made must comply with the AARC Bylaws.
2. Individual officers or directors shall neither cause nor direct a change in Executive Office operations.
3. The Executive Committee shall review and approve the details of the Executive Director contract annually.
4. The Executive Director's performance will be formally evaluated on an annual basis by the Executive Committee with input from board members, staff, and others in and outside the Association. The goal of this evaluation will be to:
  - a. Provide the Executive Director and Board the opportunity to reflect on the performance of the Executive Director and the organization as a whole.
  - b. Provide a basis for compensation.
  - c. Determine whether or not the Association retains or terminates the Executive Director.
  - d. Provide alignment with the Association's Horizon Goals and clarifies work expectations for the next fiscal year.

**Definitions:**

**Attachments:**

- Executive Director Performance Evaluation Template

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.006

SECTION: Board of Directors  
SUBJECT: **Executive Session of the Board of Directors**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: November 2023  
DATE REVISED: November 2023  
REFERENCES: AARC Bylaws; Robert's Rules of Orders

**Policy Statement:**

All Executive Sessions of the Board of Directors shall be held in strict accordance with Association policy, and Robert's Rules of Order.

The Parliamentarian is responsible for reaching the Rules for Executive Session.

- The script is located in the Parliamentarian book.

**Policy Amplification:**

1. Executive session shall be an important mechanism for conducting confidential business of the Board of Directors.
2. All items discussed in executive session shall be held in strict confidence by all who are in attendance and may not be divulged to individuals other than the Board.
  - a. The AARC President decides which members, in addition to the Board of Directors, are allowed to be present during a specific executive session.
3. The Board of Directors shall review the actions of a member of the Board who is suspected of violating this policy in accordance with the due process provisions of AARC policy.
4. A member of the Board found to be in violation of this policy shall be subject to disciplinary action up to and including removal of office.
  - a. The Board shall also file a complaint with the Judicial Committee regarding such member found in violation of this policy.
5. Any executive session information that is germane to the effective functioning of the Board of Directors shall be disseminated to all board members in the timeliest fashion possible (e.g., Executive, Budget, and other special committees' business and rough drafts of proposed documents).

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 4  
POLICY: BOD.007

SECTION: Board of Directors  
SUBJECT: **Fiduciary Responsibility**  
EFFECTIVE DATE: December 1999  
DATE REVIEWED: August 2020  
DATE REVISED: June 2022  
REFERENCES: Larry Wolfish, Education to the AARC Board of Directors, March 2020

**Purpose:**

To ensure the Board of Directors is run effectively, lawfully, and in the best interest of the AARC's mission.

**Policy Statement:**

Directors and Officers will adopt sound, ethical, and legal governance and financial policies that ensure adequate resources to advance the mission and goals of the AARC.

**Responsibilities:**

1. AARC Board of Directors – Act as trustees of the Association's assets and must exercise due diligence and oversight to ensure sound management of the Association's financial situation.
2. Directors and Officers – Shall not serve as voting members of a national organization addressing respiratory care credentialing exams and accreditation of respiratory care educational programs.
3. Directors and Officers – Shall not serve as voting members of a Chartered Affiliate or serve as an employee of a Chartered Affiliate.

**Specific Policy Information:**

1. **LEGAL DUTIES** – The Board of Directors collectively has a fiduciary duty to the members of the Association who elected them, as does each individual director. These three primary legal duties are known as the "duty of loyalty," "duty of honesty", and "duty of care". If this trust is violated, then Directors may be personally liable for the breach. In other words, in the case of a nonprofit corporation, a director must always act for the benefit of the Association's members.

- a. Duties of Loyalty – The duty of loyalty for an AARC Director requires that he or she not exploit Association opportunities, or misuse inside information, or cast a vote on a matter in which a director has an adverse interest. This Duty of Loyalty is generally regarded as encompassing three related areas: (i) corporate opportunities, (ii) conflict of interest, and (iii) confidentiality.
- b. Corporate Opportunity: Where a business opportunity is consistent with the Association's activities and is one in which the Association has a legitimate interest or expectancy, the opportunity belongs solely to the Association. A director who diverts the opportunity and embraces it as his own will be considered a constructive trustee for the benefit of the Association and will be required to hold all of the profits and benefits received from that opportunity for the benefit of the Association. Simply stated, a director is prohibited from allowing his personal interests to interfere with the organization's corporate opportunities.
- c. Use of Inside Information: A Director who acquires special knowledge or information by virtue of his or her fiduciary relationship with the AARC is not free to exploit that knowledge or information for his or her own personal benefit. Just as a trustee has no right to retain for himself the profits yielded by property placed in his possession but must account to his beneficiaries, and AARC Director who is entrusted with or obtains potentially valuable information may not appropriate that asset for his own use. A Director may also be held accountable if he or she discloses such information to another person who then gains an advantage over members of the general public or over the Association and its members.
- d. Conflict of Interest: A conflict of interest is defined as any situation in which a director has a direct or indirect outside personal interest that has the potential of being contrary to the best interests of the Association. Any questions that might arise with regard to potential conflicts should be discussed with the Board of Directors. In the event, any Director of the Association should ever have any direct or indirect interest in, or relation with, any individual or organization which has entered, or proposes to enter, into any transaction with the Association, such Director must (i) notify the Board of Directors of such interest or relationship and (ii) must thereafter refrain from discussing or voting on the particular transaction in which he has an interest. This Director must also refrain from otherwise attempting to exert influence on the Association, its officers, Board of Directors, or employees, to affect its decision to participate, or not participate, in such an actual or proposed transaction. These types of transactions include, but are not limited to, transactions involving:
  - i. The sale, purchase, lease, or rental of any property, supplies or other asset(s) between a Director and the Association.
  - ii. Employment or the rendition of services.
  - iii. The award of any grant, contract, or subcontract; or



- iv. The investment or deposit of any funds of the Association.
- v. Appointment as an advisory director or employee of a competing organization. When and if the particular transaction is discussed in a meeting, then the minutes of that meeting must reflect that a disclosure was made by the interested Director. Furthermore, a director must not in any direct or indirect manner compete with the Association or secretly act on behalf of creditors.

Each Board member shall complete a "Conflict of Interest" statement as directed by the President.

- e. Confidentiality: Directors and Officers are under a duty to treat as confidential that organization's internal activities, without regard to whether the Board is or is not in Executive Session, unless there has been general public disclosure, or information is a matter of public record or public knowledge. This means that the decisions of the Board should be released as part of its official Minutes, not dispersed by email or texts by Directors to members.
- f. Duty of Honesty/Obedience: The duty of honesty for an AARC Director requires that he or she ensure that the Association obeys applicable laws and regulations, follows the Bylaws, and adhere to our stated mission.
- g. Duty of Care: The duty of care requires that AARC Directors exercise reasonable care and good faith in carrying out their responsibilities. A Director should exercise the same care and skill that an ordinarily prudent person would exercise under similar circumstances in his or her own personal affairs. By accepting the office, Directors implicitly undertake to give their best judgement to the AARC and may be held liable for negligent or unauthorized acts.

2. **MANAGEMENT DUTIES** – the Board of Directors has a responsibility to oversee the management of, and ensure accountability, to the Association.

Directors and Officers are responsible for adopting the Bylaws to govern the corporation. The Bylaws discuss, in detail, the management and regulation of the Association. The process for amending the Bylaws is outlined in Article XV of the Bylaws.

Directors and Officers must monitor and evaluate the Association's financial performance and legal obligations. This includes:

- a. Establishing financial and accounting procedures
- b. Examining monthly financial statements
- c. Analyzing and approving the annual budget
- d. Ensuring that external audits are completed and reviewed by the Board

- e. Ensuring all required taxes are paid in a timely manner and that all required annual state and federal tax returns are examined, approved, and filed by the established deadlines.

The Board of Directors assists the President/CEO with governance of the activities and performance of the Association's Executive Director.

3. In addition to their management responsibilities, each Director is responsible for a working knowledge of:
  - a. Their own role and responsibilities as a member of the Board
  - b. The state statutes which relate to all nonprofit corporations
  - c. The books and records of the organization
  - d. The status of the organization, which can be obtained only by active participation at meetings, review of written materials generated by the Association (e.g., meeting minutes, financial reports), and an understanding of the views and opinions of members.
4. Finally, the Directors are responsible for seeking out expert opinion in any area in which their own knowledge needs to be supplemented in order to establish the fact that they have carried out their duties prudently.

**Definitions:**

- **Conflict of Interest** – A conflict of interest is defined as any situation in which a director or Officer has a direct or indirect outside personal interest which has the potential of being contrary to the best interest of the Association.
- **Fiduciary Duty** – A fiduciary duty is the highest form of legal duty owed by one person to another. It requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board members must always act for the good of the organization, rather than for the benefit of themselves. They need to exercise reasonable care in all decision making without placing the Association at unnecessary risk.

**Attachments:**

- AARC Conflict of Interest Statement

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.008

SECTION: Board of Directors  
SUBJECT: **Joint Session with House of Delegates**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: January 2025  
DATE REVISED: February 2025  
REFERENCES:

**Policy Statement:**

Joint Session of the Board of Directors with the House of Delegates will be planned and conducted by the President during the summer and fall meetings each year.

**Policy Amplification:**

1. The President, in consultation with the Speaker of the House of Delegates, will determine those items to be addressed in joint session prior to each summer and fall meeting.
2. The Annual Budget will be addressed in joint session at the fall meeting.
3. Other items which will facilitate functioning of the Association should also be presented in joint session. The Board of Directors may or may not vote on items presented in joint session, in accordance with direction from the President.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.009

SECTION: Board of Directors  
SUBJECT: **Media Relations**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: April 9, 2011  
DATE REVISED: July 2005  
REFERENCES: GP.1168

**Policy Statement:**

All Officers and Directors shall handle relations with the media in an appropriate and professional manner, and in accordance with policy.

**Policy Amplification:**

1. Any Board member submitting or co-submitting an article or letter on any topic other than a technical paper on some aspect of respiratory care clinical practice, education, management, or research shall have the article or letter reviewed and approved by the President and Executive Director prior to submission.
2. Any article submitted to a trade publication which has been written by an AARC representative, either in his/her capacity as that representative or having consented to be identified as an agent of the AARC, must be reviewed by the Executive Director prior to submission.
3. All requests initiated by the trade press to interview, quote, or paraphrase any officers, directors, or other agents of the AARC shall be subject to the following conditions.
  - a. The Publication shall allow the AARC agent to review and approve the final written copy of the article or feature in its entirety.
  - b. In the case of interviews, the person being interviewed shall be provided beforehand with a complete, written list of questions to be posed in the interview.
4. The AARC logo is limited to national and affiliate use only, and the official log may not be used by any member or group without the expressed consent of the Board of Directors.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.011

SECTION: Board of Directors  
SUBJECT: **Parliamentarian**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2023  
DATE REVISED: November 2023  
REFERENCES:

**Policy Statement:**

The Parliamentarian is appointed by the President.

**Policy Amplification:**

1. Within 3 months of their election, the President-Elect will appoint a candidate for Parliamentarian.
  - a. The early appointment will provide the incoming Parliamentarian with the opportunity to familiarize themselves with the role, and to transition into the position during the President-Elect's term, as well as working with the President-Elect to plan and prepare for the role.
  - b. During this time, the incoming Parliamentarian will attend the summer and fall meetings to better prepare themselves for the role. By observing the meeting and the current Parliamentarian duties, a learning opportunity is provided that may prove helpful for incoming Parliamentarian, especially if they have not previously attended a BOD meeting.
2. The Parliamentarian shall:
  - a. Assist the President by ensuring adherence to Robert's Rules of Order during official meetings of the Association
    - i. read the rules for the Executive Session
  - b. Coordinate schedules for joint sessions with the House of Delegates' Parliamentarian
  - c. Assist the President and President-elect in coordination of schedules for meetings.
  - d. Coordinate, in cooperation with Executive Office staff, on-site support

- e. Provide logistical support for meeting
- f. Assists with Presidential transitions
- g. Assists with orientation of new Board Members
- h. Sign and submit Conflict of Interest and Tobacco Free Pledge to the President
- i. Attend regularly scheduled meetings of the Executive and Finance Committees
- j. Attend Awards Ceremony at the Annual International Respiratory Congress and Annual Business Meeting
- k. Attend receptions when invited
- l. Perform other duties as directed by the President

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.012

SECTION: Board of Directors  
SUBJECT: **Ratification of Presidential Appointments, Goals, Charges**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2019  
DATE REVISED: March 2019  
REFERENCES:

**Policy Statement:**

All goals, charges, and appointments made by the President shall be approved by the Board of Directors before being considered official.

**Policy Amplification:**

1. At the Board of Directors meeting following the Annual Meeting of the Association, the President shall submit:
  - a. Appointments of individuals to serve on Special Committees and Panels, and as representatives to other organizations, as applicable.
  - b. Charges to Special Committees, Ad Hoc Committees, Specialty Sections, and representatives, as applicable.
2. Any other appointments made by the President during his/her term shall also be submitted to the Board of Directors for approval prior to being considered official.
3. Only the President may notify committee chairs and committee members of their appointment.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.013

SECTION: Board of Directors  
SUBJECT: **Professional Attire**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: January 2025  
DATE REVISED: February 2025  
REFERENCES:

**Policy Statement:**

All AARC representatives and guests will adhere to designated attire requirements when attending business meetings and social gatherings.

**Policy Amplification:**

1. Unless otherwise determined by the President, the following dress is required at meetings:
  - a. Business casual dress will be worn at the Finance and Executive Committee meetings at the Summer Board of Directors meeting, and the second day of the Spring Board of Directors meeting.
  - b. Business attire will be worn at the Fall Board of Directors meeting and the first day of the Spring Board of Directors meeting.
  - c. This requirement will also apply to invited guests.
2. Attire worn to receptions and other social gatherings sponsored by other professional organizations (NBRC) will be identified by the sponsoring group, unless otherwise defined by the President.

**Definitions:**

**Attachments:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.015

SECTION: Board of Directors  
SUBJECT: **AARC Stationery, Business Cards**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: November 2012  
DATE REVISED:  
REFERENCES: AARC Bylaws

**Policy Statement:**

Only authorized personnel shall use Association stationery and receive Association business cards.

**Policy Amplification:**

1. Officers and directors may be supplied with business cards indicating their positions with the AARC, and their business title and contact information subject to approval of the President.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.016

SECTION: Board of Directors  
SUBJECT: **Board of Directors Votes on House of Delegates Resolutions**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2023  
DATE REVISED: November 2023  
REFERENCES:

**Policy Statement:**

Resolutions brought by the House of Delegates to the Board of Directors shall be submitted, considered, and voted upon in an appropriate and timely manner.

**Policy Amplification:**

1. All resolutions from the House of Delegates shall be presented to the Board of Directors by the Immediate Past Speaker and/or a designee identified by the Speaker of the House of Delegates and approved by the President.
2. For a HOD resolution to be acted upon by the Board during the same meeting at which it is considered by the House, it shall be submitted in written form, including the House-assigned resolution number by 12:00 noon on the final day of the Board of Directors' Meeting.
3. The author, or designee, of the resolution shall
  - a. Be invited to the BOD meeting at which the resolution will be considered.
  - b. Present the resolution to the BOD, provide any clarification that is needed, and answer questions regarding the resolution.
  - c. Consider critiques/concerns of the BOD related to improving the resolution.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 7  
POLICY: BOD.017

SECTION: Board of Directors  
SUBJECT: **Board of Directors – Executive Committee**  
EFFECTIVE DATE: December 1999  
DATE REVIEWED: March 2024  
DATE REVISED: July 2024  
REFERENCES: AARC Bylaws, November 2019. Article IV and Article V.

**Purpose:**

Define the term of office, elections, position vacancies, and officer duties for the Executive Committee of the Board of Directors.

**Policy Statement:**

The Executive Committee shall consist of the President/CEO, President-Elect, Vice President for Internal Affairs, Vice President of External Affairs, Secretary-Treasurer, and Immediate Past President.

**References:**

AARC Bylaws, November 2019. Article IV and Article V.

**Responsibilities:**

Members of the Executive Committee shall adhere to and observe the AARC Bylaws related to their office.

**Specific Policy Information:**

1. Term of Office – as described in Article IV; section 2 of the AARC Bylaws.
2. Election of Officers – as described in Article XII; section 2b of the AARC Bylaws.
3. Vacancies in Office – as described in Article IV; section 3 of the AARC Bylaws.

**Duties of Executive Committee:**

1. The President / CEO shall:

- a. Preside at the Annual Business Meeting and all meetings of the Board of Directors
- b. Call special meetings of the BOD for Daedalus Enterprises, Inc. (Article III, section 8 of the DEI Bylaws)
- c. Prepare an agenda for the Annual Business meeting and submit it to the membership not fewer than thirty (30) days prior to such meeting in accordance with Article VI of the Bylaws.
- d. 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.
- e. Oversee the performance of the Executive Office of the AARC through direct supervision of the Executive Director. This includes regular communication with the Executive Director, problem resolution, performance evaluation, and other management responsibilities.
- f. Appoint standing and special committees subject to the approval of the Board of Directors.
- g. Be an ex-officio member of all committees except the Elections Committee.
- h. Present to the Board of Directors and membership an annual report of the Association.
- i. Shall be the Chair and Presiding Officer of the Board of Directors and the Executive Committee.
- j. Shall invite such individuals to the meeting of the Board as deemed necessary, who shall have the privilege of voice but not vote.

2. The President-Elect shall:

- a. If sitting, perform duties as assigned by the President or Board of Directors.
- b. Within 3 months of their election, the President-Elect will appoint a candidate for Parliamentarian.
- c. Minimum requirements for the position:
  - i. Must be an active member of the AARC.
  - ii. Must have served at least one full term as a member of the Board of Directors of the Association (Director, Executive Officer, or Immediate Past Speaker of the House of Delegates).

- iii. Must have demonstrated timely and effective communication skills and the resources to maintain them.
- iv. Will be required to be present and Chair the Board of Directors meetings and the Annual Business Meeting yearly. Other meetings may be needed as the officer's schedule permits.
- v. Must be able to commit a minimum of 8 hours per week to Association business.
- vi. Must have demonstrated the ability to appropriately conduct a business meeting.
- vii. Must project a professional image that is reflective of the Association.
- viii. Must be able to analyze and respond to a wide variety of situations and/or matters.
- ix. Must be knowledgeable of the Association's mission and policies.
- x. Must be knowledgeable of the duties of the various committees of the Association.
- xi. Must have demonstrated effective leadership skills through the development, execution, monitoring, and follow-up of multiple projects.
- xii. Must have had service on the Board of the Association within the past five years at the time of nomination.

d. Preferred Characteristics

- i. Should have a history of active participation in his/her chartered affiliate, preferably as President and/or Delegate.
- ii. Should have served on one or more AARC committees. Preferably should have served as chair of one or more AARC Committees.
- iii. Should have had prior experience on the Executive Committee of the Association.

3. The Vice President for Internal Affairs shall:

- a. Serve as a member of the Executive and Finance Committees.
- b. Serve as a liaison to the AARC's internal committees and groups as designated by the President. Presents reports and recommendations of the AARC's Board on behalf of these designated groups and communicates actions taken by the Board of Directors, as appropriate.
- c. Perform such other duties as shall be assigned by the President or the Board of Directors.
- d. Assume the duties, but not the office, of the President-elect in the event of the President-elect's absence, resignation, or disability, but will also carry out the duties of the office of the Vice President for Internal Affairs.

- e. Minimum requirements for the position:
  - i. Must be an active member of the AARC.
  - ii. Must have served at least one full term on the Board of Directors or Executive Committee.
  - iii. Must be able to be away from his/her place of employment for a minimum of 14 days during the term of office and have flexibility for additional travel as authorized by the President.
  - iv. Must have the resources to maintain timely communication with the designated groups and with the President.
  - v. Must be knowledgeable of the AARC's mission and policies.
  - vi. Must have demonstrated timely and effective communication skills.
  - vii. Must have demonstrated the ability to conduct business meetings in an appropriate manner.
  - viii. Must project a professional image that is reflective of the AARC.
  - ix. Must have served in a leadership role at the Affiliate level.
- f. Preferred Characteristics
  - i. Should have demonstrated leadership skills through the implementation of multiple projects.
  - ii. Should have served on one or more AARC committees. Preferably should have served as chair of one or more AARC Committees.

4. The Vice President for External Affairs shall:

- a. Serve as a member of the Executive and Finance Committee.
- b. Serve as a liaison to the AARC's external committees and groups as designated by the President. Presents reports and recommendations to the AARC's Board on behalf of these designated groups and communicates actions taken by the Board of Directors, as appropriate.
- c. Perform such other duties as shall be assigned by the President or the Board of Directors.
- d. Minimum requirements for the position:
  - i. Must be an active member of the AARC.
  - ii. Must have served at least one full term on the Board of Directors or Executive Committee.
  - iii. Must be able to be away from his/her place of employment a minimum of 14 days during the term of office and have flexibility for additional travel as authorized by the President.

- iv. Must have the resources to maintain timely communication with the President and the designated external groups
  - v. Must be knowledgeable of the AARC's mission and policies.
  - vi. Must have demonstrated timely and effective communication skills.
  - vii. Must project a professional image that is reflective of the AARC.
  - viii. Must have served in a leadership role at the Affiliate level.
- e. Preferred Characteristics:
- i. Should have demonstrated leadership skills through the implementation of multiple projects.
  - ii. Should have served one or more AARC Committees. Preferably, should have served as Chair of one or more AARC Committees.

5. The Secretary-Treasurer shall:

- a. Serve as a member of the Executive and Finance Committee.
- b. Assures that full and accurate accounts are kept.
- c. Assures that the Executive Office submits monthly financial statements to the Board of Directors, House of Delegates Officers, and the Finance Committee within a reasonable period of time after the monthly closing of the books.
- d. Make a complete written yearly report at the Annual Business Meeting.
- e. Keep complete and accurate minutes of meetings of the Board of Directors, Executive Committee, Finance Committee, the Annual Business Meeting, and any other meeting as directed by the President.
- f. Present a report on finances to the House of Delegates during Joint Sessions.
- g. Perform such other duties as shall be assigned by the President or the Board of Directors.
- h. At the expense of the Association, be bonded in an amount determined by the Board of Directors.
- i. Serve as a non-voting member on the Audit Subcommittee of the Finance Committee (Article XII; Section 2d.2 of the AARC Bylaws).

- j. Minimum requirements for the position:
  - i. Must be an active AARC member of the AARC.
  - ii. Must have served at least one full term on the Board of Directors or Executive Committee.
  - iii. Must, by experience, training, or education, possess an understanding of the routine roles and functions of an executive secretary and/or assistant and possess a strong understanding of basic accounting principles, budget development and control, and corporate reporting-keeping systems. These skills may also be attained by demonstrating comparable experience in professional, business, or voluntary endeavors.
  - iv. Must understand legal requirements regarding corporate documents and record keeping.
  - v. Must have knowledge of parliamentary procedure as defined by Roberts Rules of Order and its appropriate incorporation into AARC documentation.
  - vi. Must have the ability to speak before large and small groups and clearly articulate often complicated accounting procedures and fiscal theory.
  - vii. Must have access to an area of privacy where confidentiality can be maintained and protected with regard to written records, documents, telephone conversations, etc.
  - viii. Must, within a reasonable period of time, be accessible by telephone, fax, or other means of communication should the immediate response be necessitated by AARC business.
  - ix. Must be able to represent the office and the AARC in a professional manner of appearance and demeanor.
  - x. Must have an employer supportive of obligations and time commitments inherent to the office.
    - 1. A minimum of 15 calendar days of absence for AARC meetings and budget preparation.
    - 2. Frequent telephone and written contact with the Executive Office and Executive Committee.
    - 3. Periodic contact with committee chairs and the general membership via mail and telephone.
    - 4. Other time away from work as necessitated by AARC business projects or activities.
  - xi. Must be "bondable" in an amount determined by the Board of Directors.
- k. Preferred Characteristics:
  - i. Should have a strong history of active participation in his/her Chartered Affiliate, preferably as affiliate/district/chapter Secretary and/or with budget or financial experience.
  - ii. Should have served on one or more AARC Committees, preferably as chair.



6. The Immediate Past President shall:

- a. Advise and consult with the President.
- b. Serve as a member of the Bylaws Committee, Elections Committee, Executive Committee, and Finance Committee.
- c. Serve as Chair of the Strategic Planning Committee (Article XII: section 2c.1 of the AARC Bylaws).
- d. Serve as a liaison to the Board of Medical Advisors.
- e. Perform such other duties as shall be assigned by the President or the Board of Directors.
- f. Resume the duties of the President until a special election is held if the office of the President becomes vacant.

7. All Executive Committee members shall:

- a. Sign and submit an AARC Conflict of Interest Statement to the association President.
- b. Sign and submit an AARC Tobacco-Free Pledge to the Association President.

***NOTE: This revision combined policies BOD.017 – BOD.020***

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: BOD.021

SECTION: Board of Directors  
SUBJECT: **Board of Director Position Description / Profile**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: August 2024  
DATE REVISED: August 2024  
REFERENCES: AARC Bylaws, November 2019. Article V and Article XII

**Purpose:**

Define the term of office, elections, and officer duties for a Director of the AARC Board of Directors.

**Policy:**

The Board of Directors is ultimately responsible for all business and other activities of the AARC. The Directors make decisions as fiduciaries on behalf of the AARC and its members.

1. Directors represent the membership in the best interest of the AARC and are responsible to the membership through the President.
2. The "Director-at-Large" position is nominated only by the House of Delegates and elected by the active membership of the Association.
3. The "Section Director" position is nominated and elected by the membership of a Specialty Section with at least 1000 active members of the Association.
  - a. If the active membership of a specialty section grows to at least 1,000 active members by December 31<sup>st</sup>, and does not currently have a serving Section Director representing their interests on the Board of Directors, the Chair of the specialty section will be sworn in as a Section Director at the next Annual Business Meeting of the Association as long as the number of active members in that specialty section has increased enough so that the specialty section can be ranked as one of the top six specialty sections in the active membership volume.
  - b. If the number of Directors-at-Large had been increased to compensate for less than six (6) Section Directors serving on the Board, the newly sworn Section Director would assume the position of one of the additional Directors-at-Large thus maintaining a minimum of twelve (12) Directors on the Board of Directors in compliance with the Bylaws.

- c. The term of this Section Director shall be for the remaining Section Chair term. Once a new Section Chair is elected, they will concurrently assume a Section Director position on the Board of Directors as long as the specialty section membership is maintained at or above 1,000 active members and is ranked as one of the top six specialty sections in active membership.
- d. If the active membership of a specialty section is no longer at least 1,000 members as of December 31<sup>st</sup> of the year preceding completion of the term of the Section Director, the incoming Chair of that Section will not serve as a Section Director.
- e. The specific duties are similar to for all Director positions.

**Responsibilities:**

Members of the Board of Directors shall adhere to and observe the AARC Bylaws related to their office.

**Specific Policy Information:**

- 1. Term of Office – as described in Article V; section 2 of the AARC Bylaws.
- 2. Election of Officers – as described in Article XII; section 2(b) of the AARC Bylaws.
- 3. Vacancies in Office – as described in Article V; section 4 of the AARC Bylaws.
- 4. Composition and Powers – as described in Article V; section 1 of the AARC Bylaws.
- 5. Duties – as described in Article V; section 3 of the AARC Bylaws.

**Minimum Requirements for the position:**

- 1. Must be an active member of the AARC.
- 2. For Director-at-Large must have served at least three years in a leadership role in a chartered affiliate, must have served at least two years as an Officer or Delegate or Alternate Delegate of a chartered affiliate, or must have served as a member of the Board of Directors or Officer of the AARC.
- 3. For Section Director, must be a member of the Specialty Section of which they seek to represent.
- 4. Must have an employer that is supportive of the obligations and time commitments inherent to the office.
  - a. A minimum of 14 calendar days of absence for AARC meetings.
  - b. Frequent telephone and written communication with Association leadership and/or general/specialty section membership.
  - c. Other time away from work as necessitated by AARC business, activities, or projects.
- 5. Must have resources to maintain timely communication.
- 6. Must be knowledgeable of the mission and policies of the AARC.
- 7. Must project a professional image that is reflective of the AARC.

**Preferred Characteristics**

1. Should have served on one or more AARC Committees, preferably as Chair.
2. Should have a history of active participation at the Chartered Affiliate and/or Specialty Section level.
3. Should have demonstrated leadership skills through the development, execution, monitoring, and follow-up of multiple projects.
4. Should have demonstrated the ability to assess and respond appropriately to a wide variety of business information and situations.

**References:**

AARC Bylaws, November 2019, Article V and Article XII.

***NOTE: This policy combines BOD.021 and BOD.022***

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.023

SECTION: Board of Directors  
SUBJECT: **Board of Directors Community**  
EFFECTIVE DATE: February 1, 2004  
DATE REVIEWED: June 2020  
DATE REVISED: June 2016  
REFERENCES: AARC Bylaws

**Policy Statement:**

1. The BOD and Executive Committee will conduct business in a community which is maintained by the Executive Office.
2. E-Voting by the Board of Directors shall be conducted using specific guidelines (see following page) and established parliamentary procedure.

**Policy Amplification:**

1. The Secretary/Treasurer is responsible for posting these guidelines at the start of each new term of directors and officers.
2. Messages posted on the Community should not be forwarded to non-Board members.
3. All voting completed on the Community must be ratified at the following BOD meeting.
4. The Secretary/Treasurer is responsible for managing the e-voting procedure.

**Definitions:**

**Attachments:**

- See “Guidelines for the Board of Directors E-Voting” on the following page.

**Guidelines for the Board of Directors E-Voting**

1. Motions are posted from the President or Parliamentarian or another designee. Board members wanting to introduce a motion must first contact the President (off the Community) to have the motion recognized.
2. The President will then contact one Board member (off the Community) to get a second.
3. Once the motion is recognized by the President and seconded by a member (off the Community) it will be introduced to the Community in a message from the Secretary/Treasurer or Parliamentarian.
4. The motion posted will include the originator of the motion, the individual who seconded the motion, the deadline for discussion and the deadline for voting. The deadline times will be 12 noon EST.
5. Following the set discussion period, the Secretary/Treasurer will post a message indicating the start of the voting period.
6. The discussion period should be 3-5 business days. The voting period should be 3-5 business days.
7. Only one motion should be active on the Community at a time.
8. The Secretary/Treasurer will report the results via the Community. A copy will be sent to the Executive Office and ratified at the next BOD meeting.
9. The originator of the motion will be notified of BOD action by the Secretary-Treasurer via email, and with official notification occurring by mail post BOD ratification at its next meeting.
10. If a motion requires a faster turn-around the President can authorize a shorter time period. This should be considered an exception and used only for urgent issues. The subject line will indicate that a motion is urgent.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.024

SECTION: Board of Directors  
SUBJECT: **AARC Disaster Relief Fund**  
EFFECTIVE DATE: 1992  
DATE REVIEWED: September 17, 2024  
DATE REVISED: September 17, 2024  
REFERENCES:

**Policy Statement:**

The AARC President may activate the Disaster Relief Fund to become available for AARC members.

**Policy Amplification:**

1. The AARC Executive Office will communicate to the AARC President and request the activation of funds. The President is authorized to open the fund for any Governor declared disaster situation.
2. After the President's notice of activation, the Executive Office will post this information on the AARC website, providing a link to the online application.
3. The total amount of disaster relief funds available may change each year based on fund availability. No more than 25% of the total yearly budget will be dispersed each quarter. The disaster relief budget is dependent upon donations into the fund.
4. Eligibility Criteria:
  - a. Active members in good standing with the AARC prior to the onset of the disaster are eligible. Members in good standing are defined as those with continuous membership of at least 2 months immediately preceding the event.
  - b. The affected property must be the primary residence of the member and be in the county impacted by the disaster.
    - i. This would exclude second homes, outbuildings, investment property, or a residence in which you live but is a rental property.
    - ii. In the event of a mandatory evacuation, evacuating from your primary residence (which did not incur damage) or primary leased residence (which did not incur damage) may qualify for financial assistance for temporary lodging expenses. Receipts for lodging may be requested by the AARC. The amount of assistance granted will be determined accordingly based on lodging expenses.

- c. Member applications will be accepted up to 90 days following the date the disaster was internally declared by the AARC.
  - d. Members may only receive funding once time per calendar year. Additional applications will not be considered.
5. Application review process will be conducted as follows:
- a. The member must complete an online application for assistance and submit it to the Executive Office.
  - b. Upon receipt of the application, the AARC Executive Office will notify the member that their application has been received and encourage the member to reach out to their Chartered Affiliate Leadership to discuss their application for funding from the Disaster Relief Fund.
  - c. The AARC Executive Office will forward the application to the appropriate chartered affiliate president and/or affiliate delegates for review of accuracy and for approval (review includes verification of primary residence in impacted country). The affiliate President and/or delegates have 10 working days to notify the AARC Executive Office if a claim has been approved or denied. If the claim is denied, the State Affiliate will need to provide a reason to be conveyed to the claimant.
    - i. If verification from the Chartered Affiliate is not received in the appropriate time frame, the application will be notified that their request has been denied.
  - d. Once the affiliate president's approval has been received by the Executive Office, a check in the amount of up to \$500 will be distributed to the requestor member. Prior to payment, the member must complete and file a W-9 with the AARC.

**Definitions:**

**Attachments:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 4  
POLICY: BOD.025

SECTION: Board of Directors  
SUBJECT: **Meetings & Conventions**  
EFFECTIVE DATE: September 2005  
DATE REVIEWED: July 2013  
DATE REVISED: July 2013  
REFERENCES: CM.000, CM.003 - 1997

**Exhibitors:**

1. The AARC reserves the right to reject exhibit applications for any reason.
2. Prizes, awards, drawings, raffles, lotteries, or contests conducted by exhibitors are expressly prohibited to take place in or around the exhibit hall, meeting room space and any public area of the convention center.
3. Exhibitors are only permitted to sell equipment, products, or merchandise specific to their industry profile in or around the exhibit hall. Trinkets, souvenirs, T-shirts, gadgets etc., are not permitted for resale.
4. Priority Points will determine booth location. AARC reserves the right to alter booth location based on Association needs.
5. Exhibitors will be provided with 6 complimentary registrations for company employees for every 100 sq. ft. of exhibit space that they purchase. Registered exhibitors who are also respiratory therapists are eligible to earn CRCE at no cost as part of their booth registration.
6. Hospitality Suites/Meeting Rooms: Authorization and assignment of suites and meeting room space shall be handled on a first-come, first-served basis on the following criteria:
  - a. Availability of space.
  - b. Area is not being used to host/entertain conference attendees during normally scheduled convention events (including AARC social functions). This includes, but is not limited to the Welcome party, Sputum Bowl Finals, etc.
  - c. Only companies with confirmed booth space in the exhibit hall are eligible for hospitality suites, meeting rooms, etc.
  - d. Exhibitors must not allow attendees in hospitality areas who are under the legal drinking age if alcohol is served.

- e. The AARC reserves the right to refuse hospitality space to any exhibitor for any reason.
- f. Those in violation of these stipulations are subject to immediate loss of booth space in current and/or future years.

**Attendance & Registration:**

1. All persons attending AARC Congress must register and pay applicable registration fees.
2. There will be a separate and more expensive registration tier for non-AARC members.
3. Only members who have paid their current annual dues or whose applications are in progress will be admitted at the member rate. All others will pay the non-member rate.
4. Refunds will not be given to any individuals for fees paid by employer checks. Refunds will be made directly to the employer, provided a request for a refund is made prior to the meeting within established guidelines.
5. All cancellations are subject to applicable cancellation fees. The AARC reserves the right to waive these cancellation fees in lieu of extenuating circumstances.
6. AARC reserves the right to provide complimentary registration to appropriate VIPs, dignitaries, or others whose complimentary registration would otherwise be of benefit to the benefit to the business practices of the Association.
7. Smoking is prohibited in all indoor/outdoor-sanctioned events of the AARC Congress.
8. Admission to social functions at AARC Congress is complimentary to all registered attendees.
9. Members of the President's Council and their spouses may register for AARC Congress at no cost.
10. Spousal registration is permitted for AARC Congress. Registrations includes access to all AARC sanctioned events but is not eligible for CRCE.

**Employees, Appointed & Elected Officials:**

1. BOMA members will be granted free registration to AARC Congress.
2. AARC will provide complimentary, full meeting registration for members of the Board of Directors and officers of the House of Delegates.
3. AARC employees and/or political representatives are prohibited from smoking on any property affiliated with AARC Congress (i.e., convention center, HQ hotel).

**Sputum Bowl:**

1. Individuals may compete in the Sputum Bowl competition and attend all Sputum Bowl functions without having to pay Congress registration; however, they are not permitted to attend any other AARC sanctioned event, nor are they eligible to earn CRCE.

**Chartered Affiliates:**

1. Chartered Affiliates exhibit at the annual meeting:
  - a. Upon written request, each AARC chartered affiliated may be granted, free of charge, one (1) 10 x 10 booth space in the exhibit hall at the annual meeting, space pending.
  - b. Affiliates requiring additional space may do so by applying and paying the commercial exhibit fees.
  - c. Location of the chartered affiliate booth to be determined by AARC. Chartered Affiliates serving as a host state to the meeting will be permitted to secure a booth location outside of the Exhibit Hall (location at the discretion of the AARC, space pending).
  - d. Personnel manning the chartered affiliate booth must register for AARC Congress and pay all applicable registration fees.

**Speakers & Honorarium:**

Speaker honorarium and reimbursable travel expenses – The American Association for Respiratory Care has an obligation to its membership to produce a superior program for AARC Congress and one that is inclusive of high-quality presenters. In addition, it is also incumbent of the Association to be fiscally responsible with financial resources. As such, the following parameters should be used when determining honorarium and reimbursed travel expenses for AARC Congress presenters:

- a. The Association will commit appropriate financial resources necessary to secure presenters as requested by the Program Committee (commensurate with established budget).
- b. If the presenter is available, able, and willing to present at AARC Congress with no required honorarium or reimbursed travel expense, the Association should pursue such an arrangement.
- c. For presenters requiring airfare, the AARC is authorized to extend national/international round-trip coach airfare when purchased no less than 3 weeks prior to the meeting.

- d. For presenters requiring mileage/railway reimbursement, the AARC is authorized to extend mileage/lump sum reimbursement at the prevailing federal rate, up to, but not exceeding the amount of the lowest available round-trip, coach airfare ticket.
- e. For presenters requiring lodging, the AARC is authorized to extend reimbursement up to, but no to exceed lodging cost of the highest priced authorized convention hotel.
- f. Should negotiated reimbursement include per diem compensation shall be determined based on AARC policy.
- g. All presenters will receive (at minimum) complimentary one-day registration for the day in which they are scheduled to present, up to and including full 4-day meeting registration.
- h. Bundled "lump sum" compensation for honorarium, travel, and lodging may be offered in lieu of reimbursement for itemized expensed.
- i. Honoraria and expenses will not be paid to AARC officials presenting programs dealing with their area of involvement.
- j. Honoraria shall not be paid to AARC employees.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.026

SECTION: Board of Directors  
SUBJECT: **Open Communication Policy**  
EFFECTIVE DATE:  
DATE REVIEWED: March 2019  
DATE REVISED: July 2005  
REFERENCES: GP.1174 - 1997

**Policy Statement:**

The general membership will be informed as is reasonably possible regarding both the actions and plans of its chosen leaders.

**Policy Amplification:**

1. All actions taken by any Board, committee, or any other official group of the AARC are considered public information in so far as our membership is concerned with the exception of:
  - a. Actions taken by in officially declared "Executive Session"
  - b. Sensitive areas which may tend to unnecessarily embarrass innocent persons.
  - c. Sensitive areas that may lead to legal redress as directed by legal consul.
  - d. Information whose public exposure would tend to cause financial or other hardship to the Association.
  - e. Information clearly marked as "confidential" by the author.
2. The Officers and employees of the Association are charged with making such public information available to the general membership upon request at the earliest possible time and in every reasonable manner.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 4  
POLICY: BOD.027

SECTION: Board of Directors  
SUBJECT: **Surveys Conducted by the Association**  
EFFECTIVE DATE: March 2001  
DATE REVIEWED: November 2021  
DATE REVISED: June 2022  
REFERENCES:

**Policy Statement:**

All surveys of the AARC membership must be reviewed by the Secretary-Treasurer and approved by the Executive Board before permission will be granted for conducting them.

**Policy Amplification:**

1. Definition of Surveys: For the purpose of this policy, a survey is a document requesting information that may be used to comprehensively consider an area of subject matter for the purpose of gathering data where the analysis could be considered for academic pursuit, publishing, or membership engagement.
2. Definition of Community Questionnaires: Any question(s) posed that would be considered for one's own personal/professional use as information gathering for projects in their area of interest, practice, or job. Information gathered in this way would not be used for publication outside of one's institution.
  - a. Questionnaires/Information requests occurring within AARC Section mail lists (AARConnect) do not require Executive review provided that they adhere to the rules governing them. *See attachment A below*

**Survey Request Procedure:**

1. The requestor must be an AARC Member for > 1 year and in good standing.
2. The requestor must submit a copy of the survey plus communication stating the intent of the survey to the AARC Executive Office, no less than 30 days prior to the requested distribution date.
3. Incomplete applications will be rejected.

4. The following information must be included in the request:

- a. A copy of the proposed survey, preferably a link to the actual survey.
- b. The membership group you wish to survey.
- c. The survey introduction.
- d. A description of how you intend to assure confidentiality of information supplied by member.
- e. A description of how you intend to disseminate the findings to members who participated.
- f. Definitions of abbreviations used in the survey.
- g. A disclosure of possible conflicts of interest.
- h. Whether you have Institutional Review Board approval (if applicable).

NOTE: Surveys will be circulated only on groups that currently exist on AARConnect. These include all AARC Specialty Sections, Roundtables, and, if a cross-section of respiratory therapists are needed, the Help Line. Special request for segmentation of AARC members cannot be accommodated.

5. The Executive Director or designee will evaluate the survey based upon the following criteria:

- a. Overall appearance.
- b. Have similar surveys have been done within the last 24 months? If so, proponent of that survey will be shared with the requestor.
- c. Clarity of questions and appropriateness of format.
- d. No redundancy of questions.
- e. No blatant disregard for the well-being of our members or association.
- f. Have the appropriate questions been developed to draw reasonable conclusions?
- g. Has a survey been sent to the same population of AARC members during the last six months? Duplicate surveys will be rejected.
- h. Does the survey provide information about our members or organizations that could be used by our competitors or negatively affects our members or business?

6. After review and approval by the Secretary/Treasurer of the AARC BOD, the survey will be sent to the Executive Committee through AARConnect for discussion and approval. The requestor will be informed of the decision. If revisions are needed, the requester shall resubmit. Unsatisfactory revisions will be rejected. Once approved, the survey will be labeled with the following "This survey has been approved by the AARC for distribution. Please contact the survey proponent, as indicated in the message below, with questions and comments."
7. Approved Surveys will be distributed using web-based survey systems (ex: Survey Monkey) that direct participants away from AARConnect. AARConnect will not be utilized to respond to surveys unless it is questionnaire.
8. A brief summary of survey results will be made available within one year to AARC members within the AARConnect library. Summary pdf files (output) provided by the survey tool are acceptable. Most summaries provide the response rate and percentages of responses for each question. If you plan on publishing, please check with the journal to ensure this is not considered a publication. If the journal considered this a publication, the surveyor can wait until publication to provide citation.
9. The Executive Committee has the right to make exception to the survey policy on behalf of the Board of Directors.
10. The NBRC and CoARC will receive an expedited review and vote.

**Attachments:**

ATTACHMENT A – AARC Participant Community (AARConnect) Rules

General

1. Message content must be clinically or operationally relevant to the intent of the AARConnect group.
2. The following are not permitted to be posted. Members positing or contributing to these postings will be notified of their violation, censored, and then removed if their inappropriate behavior continues. Continued violations will be reported to the judicial committee for additional actions.
  - a. Advertisements or motions for products, services, job.
  - b. Meetings and events not sponsored by the AARC or affiliate.
  - c. Poems, jokes, and other forms of personal expression, chain mail, virus warnings, etc.
  - d. Copyrighted material from a source other than the AARC.



- e. Inquires and promotions related to products/serves by consultants, manufacturers, marketing firms and other similar entities outside of the AARC.
  - f. Discussions relating to pricing or cost of goods as this may be considered price fixing and is a federal offense.
3. The AARC reserves the right to remove anyone for any reason from the AARC electronic mailing list. This includes the archival entries on the Community that pertain to a subject considered inappropriate or in violation of the Community guidelines.

#### The Exchange of Information

1. AARC members may use the Community to exchange information between other Community Subscribers.
2. When you post a question, or series of questions, be sure that you title it with a good concise, explanatory title in subject line to clearly differentiate the message from others being posted or responded to.
3. Regarding information requests posted by Community clients, the Section Chair or Executive Office determine if the Community posting represents a survey that requires approval. The following guidelines can be utilized to differentiate Community information requests from query requests.
  - a. Surveys often include the capturing of user specific information and hospital/department demographics for comparison reporting.
  - b. The creator of a survey will embed a separate link to ask specific questions, so participants do not have the option to view other responses.
  - c. If the creator of this type of inquiry tool has not expressively indicated that results will be shared and accessible to all Community participants, the Section Chair will refer the individual to the Secretary-Treasurer as per Policy BOD.027.
4. The sender of the information request may instruct section participants to reply to the Community, click on a link or reply directly to their personal email.
  - a. In the event responses are sent directly to the personal email or automated survey service (e.g., Survey Monkey) of the individual who posted the information request, a summary of those response should be posted so all Community participants may share the information. These summaries can be placed in the AARConnect library for future reference.
  - b. If your reply is simply a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as "Me too"), please do not reply to the entire group. Instead, send your response directly to the person who posted the message.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 4  
POLICY: BOD.028

SECTION: Board of Directors  
SUBJECT: **Conflict of Interest**  
EFFECTIVE DATE: November 2015  
DATE REVIEWED: November 2015  
DATE REVISED:  
REFERENCES:

**Purpose:**

American Association for Respiratory Care (the "Corporation"), an Illinois not-for-profit corporation that is exempt from federal income tax as an organization described in Section 501 (c)(6) of the Internal Revenue Code of 1986, as amended (the "Code"), is subject to certain federal and state laws governing transaction between Corporation and certain individuals and entities. The Corporation is committed to the maintenance of the trust and confidence of its members and the general public. Its reputation in the community and its obligation to comply with the federal and state laws, therefore, necessitates strict compliance by the Corporation's Directors, House of Delegates Officers, and Executive Office staff with the prohibitions against entering into transactions which are, or may be construed, as being a conflict of interest as contained in this policy on conflicts of interest (the "Policy") unless the procedures set forth herein are followed.

**Prohibition Against Conflicts of Interest:**

Federal and state law prohibits certain individuals and entities from entering into certain transactions with the Corporation. Prohibited transactions generally cover transactions whereby an individual or an entity, by reason of his/her/its relationship with the Corporation, may receive a benefit as a result of a previously established relationship with the Corporation. To the extent, such a transaction confers an improper benefit upon such individual(s) or entity(ies), federal and state laws can have serious consequences for the Corporation, its Directors, officers, management, staff, and volunteers. Thus, it is the Corporation's policy to prohibit all such transactions unless the Corporation specifically approves such transactions after all material facts have been fully disclosed to the Corporation.

While it is impossible to list every circumstance giving rise to possible conflicts of interest, the following will serve as a guide to the types of transactions that might cause conflicts, and that should be fully reported to the Corporation:

- a. Ownership by a Related Person (as hereinafter defined) of a substantial financial interest in any outside concern which does business with, or is a competitor of, the Corporation, except where such interest consists of securities of a publicly owned corporation and such securities are regularly traded on the open market.
- b. Rendition by a Related Person (as hereinafter defined) of directive, managerial or consultative service to any outside concern which does business with, or is a competitor of the Corporation, except with the Corporation's knowledge and consent.

- c. Acceptance by a Related Person (as hereinafter defined) of gifts or more than token value, loans (other than from established banking or financial institutions), excessive entertainment, or other substantial favors from any outside concern which does or is seeking to do business with, or is a competitor of the Corporation.
- d. Representation of the Corporation by a Related Person (as hereinafter defined) in any transaction in which the Related Person has a substantial interest.
- e. Use of confidential information of the Corporation for the personal profit or advantage of a Related Person (as hereinafter defined).
- f. Competition with the Corporation by a Related Person (as hereinafter defined), directly or indirectly, in the purchase or sale of property or property rights or interest.

**Certain Definitions:**

- a. Who is a Related Person?

For purposes of this Policy, a “Related Person” is any Director, officer, member of management, staff or volunteer of the Corporation who is (or is related to, within the meaning of Section 267(c) of the Code) a director, officer, shareholder, member, partner, trustee, beneficiary or other fiduciary of any part to a Transaction with the Corporation (each such party, a “Related Party”).

- b. What is a “Transaction”?

For purpose of this Policy, a “Transaction” means any agreement, contract, transaction or other arrangement (including the making of a grant or other disbursement of the assets or funds of the Corporation) between the Corporation and a Related Party.

- c. What is a Conflict of Interest?

For purposes of this Conflicts of Interest Policy, a “Conflict of Interest” means any Transaction that has not been disclosed to the Corporation as provided in Section IV of this Policy.

**Disclosure of Conflict of Interest:**

Each Related Person shall disclose to the President, in accordance with the provisions of this Section IV, each Transaction in which such person is a Related Person.

A person with a duty to disclose pursuant to this Section IV shall satisfy his or her duty by providing a written notice (a “Disclosure Notice”) of such Transaction within two (2) days of the day in which such Related Person becomes aware that he or she is a Related Person in connection with a Transaction. A Disclosure Notice shall set forth any and all material facts surrounding the circumstances in which such person is Related Person, including but not limited to: (a) the names of all parties involved, along with the relationship of such Related Person to each party, and (b) the nature of any contracts and/or agreements between the Related Person and any third party affiliated with the Transaction.

Each Disclosure Notice provided to the Corporation will be entered into the Corporation’s records, and the Corporation’s minute book will reflect any steps taken pursuant to Section V of this Policy to address the disclosed Conflict of Interest, including any presentation, deliberation or vote pertaining to

the disclosed Conflict of Interest and the basis for any decision regarding the disclosed Conflict of Interest.

Unless the Corporation provides written notice to such Related Person approving such Transaction, the Corporation shall not be permitted to enter into such Transaction. Any Transaction entered into by the Corporation in contravention to the preceding sentence shall be null and void.

**Procedure for Addressing Conflict of Interest:**

Prior to the Organization entering into the Transaction for which a Disclosure Notice has been delivered, the President shall call a special meeting of the Board of Directors. At such meeting, the President shall provide each Director with a copy of the Disclosure Notice.

The Related Person may make a presentation at such special meeting, but after such presentation, such Related Person shall leave the meeting prior to any deliberation regarding, and the vote on, the Transaction. Any Directors may ask such Related Person any question relevant to the circumstances giving rise to such person's status as a Related Person and the Transaction.

In no event shall a Related Person be present at, participate in, influence, or attempt to influence any deliberations, discussions, or vote in connection with the Transaction.

The Board of Directors may, but shall not be required to, appoint a disinterested person or committee to investigate alternatives to the Transaction.

The Corporation shall exercise due diligence in determining whether to proceed with such Transaction. In making such a determination, the Board of Directors shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict of Interest. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a Conflict of Interest, the Board of Directors shall determine, by a majority vote (not including the vote of any Director who may be a Related Person), whether the Transaction is in the Corporation's best interest and for its own benefit and whether the Transaction is fair and reasonable to the Corporation. The Board of Directors shall make its decision as to whether to enter into the Transaction.

**Violations of Conflict-of-Interest Policy:**

If the Board of Directors has reasonable cause to believe that a person subject to this Conflicts of Interest Policy has failed to disclose an actual or potential Conflict of Interest, it shall inform the person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose. After hearing the explanation of the person and making such further investigation as may be warranted in the circumstances, the Judicial Committee shall take such disciplinary and corrective action as they deem appropriate.

**Written Statements:**

Each Director and officer, upon his or her initial election or appointment and annually thereafter, shall sign a statement, a copy of which is annexed hereto as Exhibit A, which identifies, to the best of such person's knowledge, any existing or potential Conflict of Interests, and affirms that such person:

1. Has received a copy of the Policy,
2. Has read and understands the Policy,
3. Has agreed to comply with the Policy, and
4. Understands that American Association for Respiratory Care, an Illinois not-for-profit corporation that is exempt from federal income tax as an organization described in Section 501 (c)(6) of the Code, is subject to certain federal and state laws governing transaction between American Association for Respiratory Care and certain individuals and entities and that it must engage primarily in activities which accomplish one or more of its exempt purposes.

Upon receipt, the Secretary of the Corporation shall provide a copy of each completed statement to the chair of the audit committee, or if there is none at that time, then to the Board.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.029

SECTION: Board of Directors  
SUBJECT: **Position Statements and Issue Papers**  
EFFECTIVE DATE: June 30, 2016  
DATE REVIEWED: August 1, 2016  
DATE REVISED: August 1, 2016  
REFERENCES:

**Definition of Position Statement:**

A position statement is an explanation, justification, or a recommendation that reflects the AARC's stance. As the name implies its intention is to provide comprehensive reasoning regarding the rationale behind the position set forth and will cite references as necessary.

**Definition of Issue Paper:**

Issues papers is an authoritative report guide informing readers concisely about an issue and to present the AARC's philosophy or recommendations on how to resolve. It will cite references as necessary.

The Position Statement and Issue Paper Committee referred to as the "Committee" for the remainder of the document, will be tasked by the AARC Board of Directors (BOD) to develop or review position statements or issue papers. This development, renewal or retirement involves a group of content experts selected by the Committee. A completed new, renewal or retirement draft of the statement or paper will be posted on the AARC website for a 60-day comment period from AARC membership. Following the comment period, the statement will be revised if necessary and sent to the BOD with recommendations of approval, renewal or retire.

**Policy Amplification:**

1. The BOD may initiate a new or renewal of position statement or issue paper at any time.
2. AARC House of Delegates or AARC Board of Medical Advisors may recommend to the BOD to create a new or revise a positions statement or issue paper.
3. The Committee shall consist of 6 active and practicing members from a diverse practice background (i.e., management, adult acute care, sleep, neonatal/pediatrics, homecare, education, etc.) appointed by the President.
4. On an ongoing basis the committee will recommend to the BOD the new to review, revise, or retire as appropriate.

5. Each position statement or issue paper will be reviewed/revised at least every 5 years and shall be presented with a recommendation to the BOD for approval.
6. Each statement or paper will be dated upon BOD action and posted publicly on the AARC website and grouped in categories such ethics & human rights, disease, consumer advocacy, practice, quality, or safety.
7. The following definitions will be used when writing position statements or issue papers:
  - a. Respiratory Care: umbrella term that identifies a distinct subject area and healthcare profession; a subject area in healthcare that includes all aspects of the care of patients; used to identify the services provided by respiratory therapists and other healthcare practitioners such as physicians, nurses, physical therapists, managers, educators, etc.
  - b. Respiratory Therapy: term that describes specific therapies related to the area of healthcare known as respiratory care; typically used to refer to the procedures, treatments and technology-based interventions to improve cardiopulmonary health.
  - c. Respiratory Therapists: term that identifies the professional practitioners who are credentialed as Registered and/or Certified Respiratory Therapist and who practice in the area of healthcare known as respiratory care.
8. Position Statement and Issue Papers adopted by the AARC will be available to the public in electronic form.
9. References will be formatted according to the Respiratory Care Journal standards.
10. The Position Statement or Issue Paper will be organized according to the AARC approved format.

**Definitions:**

Position Statement, Issue Papers, Respiratory Care, Respiratory Therapy, Respiratory Therapists

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.030

SECTION: Board of Directors  
SUBJECT: **Strategic Planning**  
EFFECTIVE DATE: December 2018  
DATE REVIEWED: December 2018  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Board of Directors will continually evaluate the Associations strategic plan to ensure that it is up to date.

**Policy Amplification:**

1. As part of this process, the Strategic Planning Committee will review the strategic plan in the months prior to each of the scheduled BOD meetings to assure the Association is on track to meet the tactics, strategic objectives and/or overall goals of the plan.
2. The strategic planning process will be done in phases:
  - a. Each strategic plan runs from the start of a President's term through the end of that same President's end of term.
  - b. In the year where there is a President-elect, the current plan is in place, but the strategic planning committee works to review and decide if the plan is consistent with the Association needs and the goals of the incoming President. Major revisions to a strategic plan should coincide with the start of a new AARC Presidency.

**Strategic Planning Process:**

1. The AARC Strategic Planning Committee is tasked with the review and updating of the Strategic Plan.
2. There are many different ways to do strategic planning and in order to ensure the ability for the committee to flex with the times, no specific strategic planning process or format is identified or endorsed by this policy.
3. The committee must review the strategic plan document at minimum, prior to each AARC Board Meeting.



4. If the plan is current, the committee must at minimum update how the plan is being met.
5. If the plan has areas that are completed, this should be noted.
6. At the first AARC Board Meeting where there is a President-Elect (second year of the strategic plan), the Committee should begin looking at the strategic plan and how it relates to the overall goals and needs of the organization. If needed, the committee should work with the President-elect over the course of the next two AARC Board Meetings to realign and get approval of the AARC Board of Directors.
7. If changes are made to the AARC Mission and/or Vision, the committee must note they appear on the AARC Bylaws and will need to affect bylaws change before a new mission or vision statement will take effect. That process could be a year-long at minimum.
8. The Strategic plan is good for two years and must be updated or reaffirmed with the installation of each new AARC President.
9. At the new AARC Board Meeting, which is held at the end of each AARC Congress, the new AARC Board will review and approve the strategic plan to allow it to begin with the new AARC Presidents term.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.031

SECTION: Board of Directors  
SUBJECT: **AARC Relief for Loss of Life Related to COVID**  
EFFECTIVE DATE:  
DATE REVIEWED: June 2020  
DATE REVISED: June 2020  
REFERENCES:

**Policy Statement:**

The AARC President may activate the COVID Loss Fund for families of Respiratory Therapists who fell ill treating COVID patients and succumbed to the disease.

**Policy Amplification:**

1. The AARC Executive Office will develop an informational reporting form to be placed on the AARC website.
  - a. Availability of form will be publicized to HOD/President list serve and on AARC website.
  - b. Form will include information to the Executive office on the individual who passed away, any details linking the cause of death to COVID in the line of duty, date of death, place of employment, manager/director, responsible next of kin contact, link to obituary (when available).
  - c. Forms to be accepted up to one year past date of death, pending available funds.
2. The AARC Executive Office will communicate to the AARC President and review the request for activation of the fund.
3. The Application review process will be conducted as follows:
  - a. Therapists who are licensed (except state of Alaska) and students active in the profession who were managing patients at the time of death will be considered.
  - b. The family member or manager/director or state society President must complete an online informational form for assistance.
  - c. Upon receipt of form, the AARC Executive Office will verify COVID related death and confirm responsible next of kin.

4. Level of grant support will be \$500 for all candidates.
5. Recipients will also receive recognition from the AARC. The AARC will petition the ARCF to donate a brick in the virtual museum for the individuals. Family or employer will provide a memorial statement for the brick.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 5  
POLICY: BOD.032

SECTION: Board of Directors  
SUBJECT: **Antitrust Policy Statement**  
EFFECTIVE DATE: March 2023  
DATE REVIEWED:  
DATE REVISED:  
REFERENCES:

The American Association for Respiratory Care (the “AARC”) is a non-profit association dedicated to advancing professional excellence and science in the practice of respiratory therapy, serving the profession, patients, caregivers, and the public. The AARC supports research, provides education, organizes meetings, and interacts with local, state, and federal government on public policies that affect our members and their patients.

The AARC has a policy of strict compliance with federal and state antitrust laws. This policy requires that all AARC Board of Directors, House of Delegates Officers and Delegates, Executive Office Staff, Committee Chairs, Volunteers, and members abide by the antitrust laws in all association activities.

The AARC’s policy of strict compliance with the antitrust laws protects the AARC and its individual members. Antitrust violations can carry serious criminal and civil penalties that could impact the AARC itself as well as AARC members. These penalties can include imprisonment for up to ten years and fines up to \$1,000,000 for each offense for individuals, or up to \$100,000,000 for organizations, and treble-damage civil lawsuits. Defending antitrust claims can be costly and disruptive even if the defendant ultimately prevails.

This antitrust policy is intended to help you be aware of the basic rules and protect against the real risk that individual AARC members and employees could face in the event of a perceived or actual violation of the antitrust laws in connection with AARC activities. This policy also identifies categories of activity for which anyone associated with AARC should seek legal advice before engaging in the activity

This policy is general in nature and is not intended to be a substitute for legal advice about specific circumstances that may implicate the antitrust laws or this policy. AARC personnel and members are required to seek guidance from AARC legal counsel if they have doubts about whether any activity undertaken in connection with the AARC may violate antitrust laws.

**Prohibited Conduct**

The AARC’s members compete with one another several ways. Members compete in providing quality care to the public. Members compete to enter into contracts with commercial payers, hospitals, and other employees. Finally, members compete to employ staff who assist in providing medical care to patients. As competitors, there are certain types of agreements that are prohibited under the antitrust laws and under this antitrust policy. Conduct that is prohibited under this antitrust policy includes the following:

**Price Fixing** – Any agreement with a competitor establishing, altering, or relating to wages, prices, reimbursement, output, or the terms and conditions of sale, is likely to be unlawful, regardless of the circumstances. In addition, an illegal agreement to fix prices can sometimes be established by circumstantial evidence, such as the exchange of confidential information about wages, prices, pricing methods, pricing strategies, margins, costs, price increases, credit terms, or terms and conditions of sale. Consequently, such exchanges of confidential pricing-related information are also prohibited under this policy.

**Wage-Fixing and “No Poach” Agreements** – Labor markets have been a major focus of criminal antitrust enforcement in recent years. Many recent criminal antitrust prosecutions-particularly in health care – have involved allegations that competing employers entered into illegal wage-fixing or “no poach” agreements. Wage fixing occurs when competing employers agree to fix any component of employees’ compensations, sometimes in response to labor shortages or rising labor costs. Wage fixing can also occur when employees agree to demand the same compensation, except through a labor union. An illegal “no poach” agreement occurs when competing employers agree not to solicit or hire a competitor’s employees outside of a legitimate and properly structured joint venture or collaboration. As with price fixing, an illegal wage-fixing conspiracy can sometimes be inferred from the exchange of confidential information about employee compensation and benefits. Consequently, such information exchanges are also prohibited under this policy.

**Allocating Markets** – Unlawful market allocation occurs when competitors divide territories or customers among themselves. For example, two competitors cannot agree that one will sell or focus on one geographic market, and the other will sell in a different geographic market or to a different group of customers.

**Group Boycotts** – It is often unlawful for competitors to enter into an agreement to refuse to deal with certain customers or suppliers. Although each member has a legal right to refuse to deal with whomever it chooses, this right must be exercised independently. Members should never suggest to competitors that they should not sell to or buy from another entity. Before developing or implementing “policy statements” that call upon customers or suppliers to deal with members in a uniform or specified way, members should consult with legal counsel. Such an agreement may raise antitrust concerns.

**Sharing Confidential Competitively-Sensitive Information** – Because an anti-competitive agreement can sometimes be inferred from the sharing of competitively-sensitive information, AARC members should never disclose competitively-sensitive information to competitors or in connection with AARC activities. Competitively sensitive information includes: non-public price information; future pricing plans; wage or salary information for employees or independent contractors; cost information; margin information; future strategic plans; bidding plans, including whether or not a company will bid for a particular opportunity; and plans to enter or exit any market, or expand or reduce the production of any product. If there is doubt about whether particular information is competitively sensitive, consult with AARC legal counsel before disclosing it in connection with any AARC activity.

#### **Antitrust Compliance Rules and Practices**

As a general matter, the AARC is firmly committed to maintaining competitive markets for the delivery of respiratory care. Above all else, individual AARC members should make their own independent business decisions based on the dictates of the market and their own professional and business judgment. The AARC will not become involved in the competitive business decisions of its members.

Association members remain free to choose whatever business arrangements they prefer for employee compensation, payer contracting, or otherwise, provided such arrangement is permitted by law. Independent healthcare providers should never agree on the terms on which they will deal with others in the marketplace.

It shall therefore be the obligation of every director, officer, employee, committee chair, member volunteer, and individual member to comply with the antitrust laws and to comply with this policy in the course of all association activities. It shall also be the obligation of the directors, officers, employees, committee chairs and member volunteers to ensure that this policy is made known to members. Directors, officers, employees, committee chairs, member volunteers, and individual members shall comply with the following guidelines:

- DO immediately and firmly object and stop the discussion if a prohibited topic is being discussed. Immediately and conspicuously withdraw from the group if the discussion continues. Mere silence is not enough.
- DO promptly report any conduct or activity that may violate this policy or raise antitrust concerns to the AARC legal counsel. AARC's legal counsel can be contacted at:

Jonathan Blum, Esq., Holland & Knight  
[jonathan.blum@hklaw.com](mailto:jonathan.blum@hklaw.com)  
214.457.8553

- DO keep AARC staff informed of all organization activities and ensure that AARC staff attend all AARC meetings.
- DO ensure that AARC staff review all meeting agendas, meeting minutes, significant correspondence, and publications before they are sent out to members or the public. Where AARC staff perceives there may be any degree of antitrust risk or questions about antitrust compliance in connection with any meeting or document, AARC staff should consult AARC's legal counsel in advance of the meeting or publication.
- DO prepare and distribute a written agenda in advance of every AARC meeting. Distribute the agenda for review by counsel if the meeting is likely to implicate this antitrust policy. Where topics that may have competition implications are going to be discussed, it may also be appropriate to have counsel in attendance or auditing the relevant portion of the meeting.
- DO read the following antitrust reminder at the beginning of every AARC meeting, which should be included with the agenda and reflected in meeting minutes:

*The American Association for Respiratory Care is committed to advancing respiratory care to patients through education, research, and collaboration. In doing so, we are also committed to complying with all applicable antitrust laws and regulations.*

*As a professional society comprised of competitors, it is extremely important that we steer clear of any discussions that could be interpreted as anticompetitive.*

*As such, like all meetings and activities of AARC, we will refrain from sharing competitively sensitive, confidential information such as negotiated prices, proprietary pricing methods, individual business plans, employee wages, and similar matters. Similarly, we must also avoid any attempts to limit or restrict competition.*

*Further antitrust guidance is contained in the AARC Antitrust Policy. If you have any concerns about whether the discussion today violates the AARC Antitrust Policy, please bring your concern to the attention of the chair and we will address your concern. If your concern cannot be resolved, we will table the discussion of a particular issue and obtain legal advice before proceeding.*

- DO take special care to be accurate when drafting articles, blog posts, or internal trade association correspondence, including all forms of electronic communication. Be aware that internal communication is often discoverable in the event of an investigation or litigation. Use words with care.
- DO NOT discuss with other respiratory care professionals or other competitors any of the following: prices, fees, payments, rates, or reimbursement levels, or features that can impact (raise, stabilize or lower) such compensation terms, such as discounts, terms or conditions of services, costs, or profit margins.
- DO NOT exchange or gather data concerning wages, fees, payment rates, reimbursement levels, discounts, terms or conditions of services, costs, business plans or profit margins without the advice of AARC legal counsel (you may freely discuss the scientific, clinical, and quality aspects of respiratory therapy);
- DO NOT agree with other respiratory care professionals or other competitors to divide up customers, markets, service lines or territories;
- DO NOT agree with other respiratory care professionals or any other professional or business to boycott or take collective action against any competitors, suppliers, employers, medical facilities, payers, or anyone else participating in the market.
- DO NOT agree with other respiratory care professionals or other competitors about whether to enter into contracts with third-party payers (you may discuss public policies or practices of payers, but must never threaten directly or indirectly to act jointly to force payers to change those policies); and
- DO NOT speak on behalf of the AARC or take action on behalf of the AARC unless expressly authorized and designated to do so by the AARC's board of directors.

### **Professional Society Activities That Require Special Attention**

Certain activities may be undertaken by a professional society so long as appropriate safeguards are in place to ensure that the activity complies with the antitrust laws. Consequently, consult with legal counsel before engaging in a new activity in any of the following areas.

**Membership Rules and Restrictions** – Professional societies are permitted to adopt objective and reasonable standards for membership. Exclusionary membership practices that affect a market participant's ability to compete, however, may raise antitrust issues. Similarly, denial of membership or discrimination in membership terms may place competitors at a disadvantage if membership is necessary to compete in the industry on equal terms.

**Lobby or Petitioning the Government** – The antitrust laws generally do not prohibit the AARC or its members from asking the legislature or other governmental bodies to establish rules affecting the profession, even if those rules, when adopted may have some effects on competition, because petitioning the government is one of our fundamental rights and duties as citizens. However, this right has limits. Professional societies must petition the government in good faith and should not lobby the government on frivolous grounds or simply to intimidate competitors. In addition, just because professional societies can ask the government for something does not mean that they can “jump the gun” by agreeing to adopt the requested measure among themselves before the government acts. AARC members should be careful to ensure that their discussion does not look like a prohibited form of private agreement.

**Industry Surveys and Other Data Collection** – Providing industry information or data is a key function of many professional societies. Structured properly, the collection and compilation of industry data is a legitimate and valuable function of a professional society. To ensure that such activity does not facilitate anticompetitive conduct, it may be necessary to engage a third-party to conduct the survey and/or aggregate data to avoid revealing the competitive information of specific market participants. Consult with legal counsel before engaging in any industry survey or data collection projects.

**Standard Setting, Certification, and Development of Codes of Conduct** – Developing and implementing industry standards can promote competition and protect patients/consumers. However, special care must be taken to ensure that these activities do not harm competition. Antitrust counsel should approve any proposed AARC standards, certifications or codes of conduct.

## **Conclusion**

This policy is general in nature and is not intended to be a substitute for legal advice about specific circumstances that may implicate the antitrust laws or this policy. In addition, the antitrust laws and government enforcement priorities change over time based on new court decisions and other events. Accordingly, AARC members and staff should consult with AARC legal counsel whenever concerns covered by this policy or other competitive issues arise in connection with any AARC activities.

This policy is to be distributed annually to the AARC Board of Directors, executive officers, employees, committee chairs and member volunteers and will be posted on the AARC website for member access.



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BA.001

SECTION: Board of Medical Advisors  
SUBJECT: **Medical Advisors**  
EFFECTIVE DATE: March 2018  
DATE REVIEWED: March 2018  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Chairperson of the Board of Medical Advisors (BOMA) shall identify Medical Advisors for Committees, Specialty Sections, and other appropriate Association Groups.

**Policy Amplification:**

1. Medical Advisors shall be limited to:
  - a. Members of the Board of Medical Advisors
  - b. Physicians approved by the Board of Medical Advisors
2. Medical Advisors so identified shall be subject to ratification by the Board of Directors.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BA.002

SECTION: Board of Medical Advisors  
SUBJECT: **Member Organizations**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2019  
DATE REVISED: June 2019  
REFERENCES:

**Policy Statement:**

Organizations shall be named to the Board of Medical Advisors by the Board of Directors in concurrence with the Board of Medical Advisors.

**Policy Amplification:**

1. Organizations named to the Board of Medical Advisors shall be.
  - a. American College of Chest Physicians (ACCP)
  - b. American Thoracic Society (ATS)
  - c. American Society of Anesthesiologists (ASA)
  - d. American Academy of Pediatrics (AAP)
  - e. American College of Asthma, Allergy, and Immunology (ACAAI)
  - f. Society for Critical Care Medicine (SCCM)
  - g. National Association for Medical Direction of Respiratory Care (NAMDRRC)
  - h. American Association for Respiratory Care (AARC) – physicians from organizations that have been vetted by BOMA and recommended for appointment by the AARC's Board of Directors (BOD)
2. The Board of Medical Advisors shall determine the number of appointees invited from each physician organization named above.
3. The Chairperson of the Board of Medical Advisors shall assure compliance with Association Bylaws Article VIII, Section 2, and "Term of Office."

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BA.003

SECTION: Board of Medical Advisors  
SUBJECT: **Policies and Procedures**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: January 2024  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

Policies and procedures adopted by the Board of Medical Advisors shall not be in conflict with Association policies and procedures.

**Policy Amplification:**

1. The Chairperson of the Board of Medical Advisors shall present policies and procedures being considered by the Board of Medical Advisors to the President.
2. The President shall, in collaboration with the Chairperson of the Board of Medical Advisors, present such policies and procedures to the Board of Directors as appropriate.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BA.004

SECTION: Board of Medical Advisors  
SUBJECT: **Travel Expenses for BOMA Members**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2011  
DATE REVISED: January 2024  
REFERENCES: AARC Policy FM.016 "Travel Expense Reimbursement"

**Policy Statement:**

Travel expenses for members of the Board of Medical Advisors shall be shared by the Association and the physician sponsoring organization.

**Policy Amplification:**

1. The physician sponsoring organization should be responsible for travel expenses incurred by attendance at Board of Medical Advisors meetings held other than in conjunction with the International Congress.
2. The Association shall be responsible for travel expenses incurred by attendance at the Board of Medical Advisors meeting held in conjunction with the International Congress.
3. The Association shall be responsible for travel expenses incurred by the Chairperson of the Board of Medical Advisors at all Board of Medical Advisors meetings as well as Association Board of Directors meetings.
4. The Association shall be responsible for travel expenses incurred by the immediate Past Chair of the Board of Medical Advisors if this person is not a representative of a sponsoring organization.
5. All travel expenses shall be reimbursed according to Association policy and procedure.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CA.001

SECTION: Chartered Affiliate  
SUBJECT: **Chartered Affiliate Bylaws**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: April 11, 2014  
DATE REVISED: November 2020  
REFERENCES: Bylaws

**Policy Statement:**

All Chartered Affiliates shall submit all proposed Chartered Affiliate Bylaw changes to the AARC Bylaws Committee for review. The purpose of the review is to determine if there is a conflict with the AARC Bylaws in reference to two questions:

1. Are active members of the Society also active members of the AARC? (YES)
2. Does the Society allow non-members to vote and/or hold voting positions on the Society's Board of Directors? (NO)

The committee will recommend the AARC Board of Directors find the Affiliate bylaws are not in conflict with the AARC bylaws.

**Policy Amplification:**

1. A cover letter directly answering the policy statement questions above and outlining each proposed bylaws amendment with a short explanation or justification for the change must be submitted by the Chartered Affiliate.
  - a. All proposed Chartered Affiliate Bylaws amendments shall be submitted through the AARC Executive Office by emailing to [bylaws@aacrc.org](mailto:bylaws@aacrc.org).
  - b. The Chartered Affiliate's Board of Directors and Membership must APPROVE all proposed Bylaw amendments prior to submission for review to the AARC Bylaws Committee.
2. All proposed amendments must be submitted in a contiguous single document that shows current and proposed language.
  - a. Old language must be submitted in "strikethrough" format; new language must be submitted in underline format.
  - b. Incomplete or separate copies of "old" and "new" proposed Bylaws shall not be accepted.

- c. Proposed Bylaws amendments not presented in the correct format shall be returned to the Chartered Affiliate for conversion to the correct format.

3. Projected timelines for bylaws submission and action are as follows:

- a. Bylaw's amendments must be submitted to the Executive Office, in the correct format, at least 120 days prior to the AARC Board Meeting at which they will be considered.
- b. The chair of the Bylaws Committee or designee will provide feedback to the Affiliate Representative no later than 30 days after the Executive Office has sent the Affiliate Bylaws to the members of the Bylaws Committee.
- c. Recommendations regarding conformance with AARC Bylaws made by the Bylaws Chair to the affiliate will be acknowledged by the affiliate representative within 30 days of the date feedback is provided.
- d. All issues regarding conformance with AARC Bylaws must be resolved between the Bylaws Committee and the Affiliate at least 45 days prior to the next scheduled AARC BOD meeting in order to be considered at that meeting.
- e. In some instances, affiliate bylaws may be submitted to the Board for electronic review in advance of a scheduled meeting.
- f. If more than three AARC BOD meetings have been passed between the initial request for review and resolution of outstanding issues without ongoing dialogue with the affiliate representative, the Bylaws review process will be terminated.
- g. Upon termination, the affiliate representative and the current chartered affiliate president shall be notified of the termination by the Bylaw's chair.
- h. If the affiliate wishes to proceed with the revisions/amendments at this point, the process must be initiated again at the first step.

4. Additional Requirements:

- a. The bylaw's committee chair will contact the affiliate president and delegation to notify them of their review period. It is recommended bylaws committee is in place for this purpose.
- b. Name your cover letter "(affiliate name) Cover Letter year". Ex. "Montana Cover Letter 2020"
- c. Name your bylaws "(affiliate name) Bylaws year". Ex. "Montana Bylaws 2020"

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: CA.002

SECTION: Chartered Affiliates  
SUBJECT: **Chartered Affiliate Requirements and Responsibilities**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2018  
DATE REVISED: December 2018  
REFERENCES:

**Policy Statement:**

Chartered affiliates shall be responsible for providing necessary formal documentation required for Chartered Affiliate Membership in the AARC.

**Policy Amplification:**

1. Chartered Affiliates shall be required to provide the following written documentation to the AARC.
  - a. Proof of state and federal not-for-profit status.
  - b. Proof of Chartered Affiliate Treasurers and other checking account signatories being bonded.
  - c. Proof of sound Chartered Affiliate financial management practices as outlined in the House of Delegates policy with Chartered Affiliate Committee oversight.
2. The Affiliate Charter shall remain the property of the Association, and replacement or additional copies must be purchased at cost plus handling.
3. It shall be the responsibility of the Chartered Affiliates Committee to solicit and maintain documentation.

**Definitions:**

**Attachments:**

Below is a general outline of the survey questions/content sent to the HOD.

**Proposed Questions for Survey to Send Out to Delegates Related to Affiliate Financial Practices**

The AARC Audit Subcommittee has been charged by the AARC BOD to make recommendations for Policy CA.002. with input from the HOD Officers and the HOD Chartered Affiliates Committee. This policy addresses financial processes and reporting related to the Affiliates. As part of the process, the HOD Chartered Affiliate Committee requests the input of ONE Delegate per Affiliate to complete this survey. It should only take a few minutes but will hopefully give us input into making these recommendations.

1. What state affiliate do you represent? (Affiliate name)
2. What is your affiliate's tax status? (501c3/501c6/I don't know)
3. Does your affiliate file income tax returns annually (at least a 990)? (Yes/No/I don't know)
4. If you affiliate files income tax returns annually, is this completed by a Certified Public Accountant (CPA), a BOD member, the executive officer or other? (CPA/BOD/volunteer/Executive Director/Other:\_\_\_\_)
5. Does your affiliate employ the services of an Executive Director and Executive office staff? (Yes/No)
6. Is your affiliate's treasurer bonded? (Yes/No/I don't know)
7. Are any of your other affiliate officers (BOD) bonded (Yes/No/I don't know)? If so, who? \_\_\_\_\_
8. If you have a paid Executive Director, is he/she bonded? (Yes/No/NA)
9. Has your affiliate had an audit completed by an auditing firm within the past 5 years? (Yes/No/I don't know)
10. Has your affiliate utilized a modified audit review by an outside company or CPA within the past 5 years? (Yes/No/I don't know)
11. Does your affiliate currently have a Finance (or Audit) Committee? (Yes/No/I don't know)
12. If so, is this committee chaired by someone who is not an affiliate officer? (Yes/No/I don't know)
13. If you have a Finance or Audit Committee, does this committee review all financial statements at least quarterly, with recommendations to the affiliate BOD? (Yes/No/I don't know)
14. Does your treasurer provide proof of monthly reconciliation of all affiliate accounts? (Yes/No/I don't know)
15. Does your affiliate develop a budget annually which is approved by the affiliate BOD? (Yes/No/I don't know).
16. If the affiliate utilizes a budget, does the affiliate BOD review quarterly to assure sound financial management within the budget? (Yes/No/I don't know)



17. Are your Finance and/or Audit Committee involved in developing the budget? (Yes/No/I don't know)
18. Does your affiliate utilize a process of having two individuals sign all checks (or approve all payments online)? (Yes/No/I don't know)
19. Does your affiliate utilize a process of having one individual receiving monies and another individual providing payment? (i.e., the same person does not receive, deposit, and write/sign checks) (Yes/No/I don't know)
20. Does your affiliate have a safe means of storing important financial documents? (Yes/No/I don't know)
21. Are your affiliate important financial documents easily accessible by authorized individuals if needed? (Yes/No/I don't know)
22. Does your affiliate have a policy for the financial management of the affiliate? (Yes/No/I don't know)
23. Does your affiliate have a formal transition and orientation plan for the hand-off between treasurers? (Yes/No/I don't know)

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: CA.003

SECTION: Chartered Affiliates  
SUBJECT: **Chartered Affiliates Revenue Sharing Adjustments**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: June 2017  
DATE REVISED: June 2017  
REFERENCES: AARC-Chartered Affiliate Revenue Sharing Agreement

**Policy Statement:**

The AARC Executive Director shall be authorized to withhold Chartered Affiliate revenue sharing on the basis of past due state debts and documented violations of the AARC Chartered Affiliate Revenue Sharing Agreement.

**Policy Amplification:**

1. The AARC Executive Director shall be authorized to withhold amounts owed the AARC by Chartered Affiliate which are past due by 90 days.
  - a. The Executive Director shall deduct the amount past due from the next revenue sharing payment made to the affiliate.
  - b. In the event that the past due amount exceeds the revenue sharing payment, the amount still owed shall be deducted from the subsequent revenue sharing payments until outstanding debts are fully paid.
2. Failure to sign the Revenue Sharing agreement will result in suspension of revenue sharing to the Chartered Affiliate until a Revenue Sharing agreement has been filed with the Executive Office.
3. The AARC Executive Director shall be authorized to withhold Chartered Affiliate revenue sharing on the basis of documented violation of the AARC-Chartered Affiliate Revenue Sharing Agreement.

**Definitions:**

**Attachments:**

AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT

PAGE 1 OF 1  
POLICY: CA.004

SECTION: Chartered Affiliates  
SUBJECT: **Affiliate Revenue Sharing**  
EFFECTIVE DATE: December 31, 2003  
DATE REVIEWED: April 24, 2010  
DATE REVISED: April 24, 2010  
REFERENCES:

**Policy Statement:**

Revenue sharing will be distributed to affiliates considered to be in good standing by the AARC Board of Directors.

**Policy Amplification:**

1. The BOD shall set the amount of the revenue sharing for chartered affiliates in good standing.  
The revenue sharing amount will be set annually.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CA.005

SECTION: Chartered Affiliates  
SUBJECT: **Chartered Affiliate Travel Grant**  
EFFECTIVE DATE: December 2003  
DATE REVIEWED: November 2019  
DATE REVISED: March 2022  
REFERENCES:

**Purpose of the fund:**

The purpose of the fund is to assist affiliates in paying for the travel expenses of AARC officers or executive office staff invited to affiliate meetings to speak about AARC issues. A grant will not be issued which duplicates funding provided by another sponsor or sponsors.

**Policy Amplification:**

1. Authority:
  - a. The AARC President must approve all grants.
  - b. The AARC Executive Director must approve any executive office staff travel.
  - c. A grant will only be approved for one (1) AARC sponsored speaker to attend one meeting for that state affiliate annually.
  - d. The grant will generally be a percentage of expenses up to a maximum dollar amount (typically, but not always, 50% of expenses up to \$750).
  - e. AARC-sponsored speakers cannot receive an honorarium for their talks.
2. Grant request procedure:
  - a. The Affiliate President can find the application form under Chartered Affiliate Resources on the AARC web page.
  - b. The Affiliate President completes the online grant request at least 45 days prior to the event.
  - c. The AARC President will decide on the status of the request at least 30 days prior to the event and will forward the decision to the AARC executive office.

- d. The AARC Executive Director will decide on the status of the travel request for AARC staff.
- e. The AARC Executive Office will inform the Affiliate President of the status of the grant request.
- f. The Affiliate should acknowledge that it is receiving support from the AARC in conference advertising and announcements at the meeting.

3. Responsibility for expenses:

- a. The affiliate will be responsible for paying all travel expenses.
- b. Airfare: The preference is for the affiliate to arrange and pay for airfare directly. In some cases, the AARC can make flight arrangements and bill the affiliate.
- c. Ground Transportation: The affiliate must provide any necessary transportation between the airport, hotel, and meeting site, and is responsible for the cost of airport transportation or parking in the officer's or staff member's hometown.
- d. Hotel: The affiliate must provide the hotel room and taxes.
- e. Per Diem: The affiliate must provide the government standard per diem to cover meals and incidentals.

4. Reconciliation of Expenses:

- a. Copies of receipts/invoices should be submitted via the AARC executive office.
- b. All expenses incurred by the AARC representative will be submitted to the AARC and will be reconciled and deducted from the grant.
- c. Any money owed to the AARC will be paid by the Affiliate within 60 days of conference completion.

**Definitions:**

**Attachments:**

- F: Chartered Affiliate Travel Grant Application

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CA.006

SECTION: Chartered Affiliates  
SUBJECT: **Chartered Affiliate Consultant**  
EFFECTIVE DATE: January 1, 2008  
DATE REVIEWED: April 2012  
DATE REVISED: April 2012  
REFERENCES:

**Policy Statement:**

The American Association for Respiratory Care (AARC) has established a mechanism to offer consultation services to its state societies (chartered affiliates).

**Policy Amplification:**

The role of the consultant is to assist the state societies, in regard to resolution of problems and/or disputes associated with the operation of the state society at the direction of the AARC President.

1. The President may appoint an AARC member volunteer with Board of Director or Executive committee experience to serve as AARC State Society Consultant. The Consultant serves at the pleasure of the President. The position will be subject to reappointment every two year.
2. The Consultant's role is strictly voluntary with no pay for services, but state societies requesting a consultation will accept responsibility for any expenses incurred with the AARC matching up to \$500 of the total expense.
3. While the consultant may be engaged with state societies on a wide range of topics related to arbitration, the consultant is not empowered to represent the AARC without its written authorization to do so from the AARC President.
4. When the Consultant provides advice in the execution of a consultation it must be clearly stated that the advice is not a position, opinion, recommendation or other form of direction from the AARC, but rather represents the best opinion of the consultant given his/her extensive experience and expertise in this area.
5. If the consultant feels that it is necessary and appropriate for the AARC to undertake a formal recommendation or other action, the consultant will contact the AARC's President and make the appropriate recommendation(s). The President will in turn consider the recommendation(s) and after consideration with appropriate parties take any subsequent action.

6. The consultant will communicate on a regular basis with the AARC's President regarding any activities undertaken in fulfillment of this appointment and will generate a written report after any consultation be copied to the AARC's President and Executive Director within ten days post meeting.
7. The consultant will submit a report that summarizes activities participated in on behalf of the AARC for each BOD meeting.
8. All communications from the consultant to the State Affiliate must be copied to the AARC President and Executive Director.
9. Any brochures, publications and/or emails that the consultant desires to send out to the affiliates promoting services provided through the position must first be approved by the AARC President and Executive Director.
10. All request for services of the consultant must first be submitted to the AARC President. The President will make the decision regarding approval of the consultation and travel grant funding by the AARC Travel Assistance Grant Fund.
11. The Chartered Affiliate Consultant will be required to sign a Letter of Agency which will describe the scope of limitations of authority.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CA.007

SECTION: Chartered Affiliates  
SUBJECT: **Chartered Affiliate Bylaws in Conflict with AARC Bylaws**  
EFFECTIVE DATE: November 3, 2011  
DATE REVIEWED: April 11, 2014  
DATE REVISED: April 11, 2014  
REFERENCES:

**Policy Statement:**

The Bylaws of the Chartered Affiliates shall not be in conflict with the Bylaws of the AARC.

**Policy Amplification:**

1. Affiliate bylaws will only be reviewed for compliance with AARC Bylaws. Errors in grammar, spelling or internal inconsistencies will be the responsibility of the Chartered Affiliate. The Bylaws Committee may make recommendations regarding grammar, spelling, or internal inconsistencies but will not delay the recommendation to the Board of Directors.
  - a. All Affiliate Bylaws shall be submitted to the AARC Bylaws Committee every 5 years for review and approval. The AARC Bylaws Committee will request in writing that the Chartered Affiliate submit the affiliate bylaws so that they can be reviewed.
  - b. The Affiliates have six months to respond to the Bylaws Committee request for review.
  - c. If an Affiliate does not respond with submissions of bylaws, the Bylaws Committee will notify the Chartered Affiliate in writing that they are in conflict with the Chartered Affiliates Policy.
  - d. Failure to submit Bylaws or respond with a plan for submission within 45 days shall start the process in section 5 below.
2. Affiliate Bylaws will be considered in conflict with the AARC Bylaws and/or policy if non-AARC members are allowed to vote and/or hold a voting position on the Affiliate's Board of Directors.
3. Affiliate Bylaws will be considered in conflict with AARC Bylaws and/or policy if Active members of the AARC are not automatically Active members of the Chartered Affiliate.
4. If affiliates Bylaws are in conflict with the AARC Bylaws and/or policy the Bylaws Committee will notify the Affiliate in writing that the Affiliates Bylaws are in conflict with AARC Bylaws and/or policy including the reason.



5. The Bylaws Committee will recommend to the AARC Board of Directors that their Affiliate Charter be suspended until the Chartered Affiliate makes changes to their bylaws to bring them into compliance with AARC Bylaws.
  - a. The charter affiliate shall lose their voting powers in the House of Delegates until the Bylaws are revised and accepted by the AARC Board of Directors.
  - b. If after a period of one year the Affiliate Bylaws are still not in compliance, the AARC Board will take action by withholding Affiliate revenue sharing starting at one quarter of revenue sharing every six months.
  - c. This would be a three-year process whereby revenue would dwindle to zero after three years of non-compliance.
  - d. The AARC Board of Directors would then revoke the charter of the affiliate.

**Definitions:**

**Attachments:**

- AARC Bylaws

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: CA.008

SECTION: Chartered Affiliates  
SUBJECT: **AARC Affiliate AARConnect Community Policy/Procedure**  
EFFECTIVE DATE: October 14, 2016  
DATE REVIEWED: October 14, 2016  
DATE REVISED:  
REFERENCES:

**Definition of an AARC Affiliate AARConnect Community:**

A place for affiliate members to share information that supports the mission and vision of the state society and AARC. AARC staff provides oversight of the AARConnect platform. The Affiliate Communities by the nature of the discussions are a reflection of the Affiliate and its members and is monitored by the affiliate leadership. This documentation is subject to change, according to evolving membership consensus and interaction. The following guidelines cover all messages sent – whether to an entire discussion or to an individual community member.

1. Have a clear topic in mind and state it in the subject line. Clear subjects enable members to relate to content easier. It also makes messages easier to find when searching.
2. Post only content that you are authorized to post. When acting on behalf of the Leadership of the Affiliate, clearly state your position and who authorized the posting. If posting with a personal message, note that the post is not an authorized Affiliate post. Avoid posting copyrighted protected materials. Official posts should not include advertising events or products that compete with the AARC and/or affiliate.
3. Safeguard privacy. Participation is limited to AARC members and affiliate leadership. However, online forum security cannot be guaranteed and as such your post may not remain private. Ensure posts meet HIPAA and other relevant guidelines and regulations.
4. Stay on topic. Posts should be relevant to the Affiliate forum. Posts are subject to moderation or deletion if found to be off topic, if reported as inappropriate, or if they fail to support the mission and vision of the affiliate or AARC.
5. Be professional. Discuss issues, not people. Posts should be professional. Discussions should not include political messaging.

6. Follow guidelines for surveys. If you are interested in surveying members for research purposes, please contact the affiliate leadership to receive permission to post surveys. Surveys posted without permission will be removed. Oversaturation of community members with surveys for industry or personal gain, often result in members removing themselves from the list.
7. Do not post commercial messages. This includes job postings, products, services, meeting, or events. Official affiliate sponsored events are allowed when posted by the appointed/elected leadership of the affiliate.

**Policy Amplification:**

1. Affiliate President must agree to code of conduct, which will be sent annually with Affiliate Affirmation. State Societies who do not sign the affiliate affirmation will not be eligible to have an Affiliate Community.
  - a. On the initial implementation, the AARC will provide an interim Affiliate Community Agreement that will cover the period between the implementation and the 2017 Affiliate Agreement completion date.
2. The Affiliate Community will replace community and/or the need to contact the AARC HOD Liaison in order to post to its members within the state.
3. Leadership of the affiliate must appoint a member of their executive committee or board to manage, create and monitor all posts for the affiliate.
  - a. When officially posting as an affiliate officer, authors should identify themselves as acting on behalf of the elected officers. Personal opinions should be identified as such and it should be made clear that they are not the official statement of the affiliate. AARC urges caution when posting on the state forum in that capacity.
4. Job postings are not allowed. These types of posts constitute advertising which is not permitted on AARConnect.
5. No direct solicitation of any type for meetings, events, products or services is allowed either through lists or direct messaging to other members. These types of posts constitute advertising which is not permitted on AARConnect. This is already stated in #7 above.
6. Use caution when discussing any services or products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.

7. AARC reserves the right to modify postings. Affiliate officers are held to a high level of excellence and accountability. Repeat offenders may be subject to moderation or restricted access.
  - a. Individual Violations (e.g. – allowing individuals to post non-sanctioned state affiliate events or inappropriate use/responses by individuals):
    - i. First Violation – Depending on the severity, a message may be deleted. A message information the poster will be sent.
    - ii. Second Violation – Depending on the severity, a message may be deleted. The poster will be put on moderation, and messages will be reviewed before being potentially posted online.
  - b. State Affiliate Violations (e.g. – postings that violate the affirmation agreement between the state affiliate and AARC):
    - i. First Violation – Depending on the severity, a message may be deleted. The state affiliate will lose their access to the AARConnect community for six months and forfeit their AAC revenue sharing for that time period.
    - ii. Second Violation – Depending on the severity, a message may be deleted. The state affiliate will lose their access to the AARConnect community for a year and forfeit their AARC revenue sharing for that time period.
  - c. Disposition of withheld State Affiliate Revenue sharing. The AARC will hold the funds in a holding account and at the end of the year will disburse the funds equally to the state affiliates that had no violations during the preceding year.
8. All affiliates are required to follow all policy amplification definitions for AARC Connect Community and revenue sharing requirements. Failure to follow these policy application definitions shall result in withholding of these affiliate benefits.
9. Section 7 a, b, and c will be followed as written. The AARC has the right to rescind the community's right, revenue sharing and chartered affiliates co-marketing.
10. The AARC BOD will be the determinate body when violations occur. The withholding of these revenues shall be reserved in a protected account.

**Definitions:**

**Attachments:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CA.009

SECTION: Chartered Affiliates  
SUBJECT: **Chartered Affiliate Leadership Boot Camp Assistance Program**  
EFFECTIVE DATE: January 2020  
DATE REVIEWED: October 2021  
DATE REVISED: June 2022  
REFERENCES:

**Policy Statement:**

The AARC Leadership Boot Camp was established to educate and mentor state affiliate leaders to run an effective state affiliate. State affiliates requiring financial assistance to attend the Boot Camp may apply for funds through the AARC. Funds will be disbursed in accordance with this policy.

**Policy Amplification:**

1. This policy sets forth the eligibility requirements for state affiliates requesting financial assistance to attend the Leadership Boot Camp meetings.
2. A review panel composed of at least 3 Director-at-Large members selected by the AARC President will be tasked with reviewing and making recommendations for applications requests.
3. The Executive Office will facilitate approved fund distributions.

**Eligibility:**

1. All Affiliate applications will be reviewed and considered on a case-by-case basis.
2. State Affiliates who request assistance will be required to show compliance with federal tax filing regulations by uploading a copy of the affiliate's most recent 990 tax form (within 2 calendar years) in the online application.
3. Affiliates will be required to state which leader plans to attend and what goals they hope to achieve by attending.

**Criteria:**

1. All funding will generally be a percentage of total expenses up to a maximum dollar amount (typically, but not always, 50% of estimated expenses up to a maximum of \$750). It will be the responsibility of the Chartered Affiliate to fund the remainder of the dollar amount.

2. Additional consideration may be given to states who meet certain criteria (see below). However, meeting these conditions are not required for funding, nor does meeting these guarantee funding.
  - a. Potential attendees from affiliates who have not attended an event in the previous 3 years.
  - b. Potential attendees who have never attended the event.
  - c. Potential attendees from affiliates whose entire current leadership is composed of members who have never attended the event.
  - d. Potential attendees from AARC-identified affiliates that require guidance or assistance with core affiliate functions such as fiscal responsibility, board governance, significant membership decreases, meetings, etc.

**Rules:**

1. The AARC Executive Office along with the AARC President, will set the funding level for each budget year.
2. Only one (1) member of an affiliate's leadership will be funded.
3. The AARC Executive Office will open the application to request assistance and announce to state affiliate Presidents and Delegates at least ninety (90) days prior to the Leadership Boot Camp with an application deadline of at least seventy-five (75) days prior to the boot camp.
4. The review panel will be assigned affiliate(s) to verify all information and clarify any application questions. Updates will be re-collated by the Executive Office and redistributed for final discussion.
5. The review panel will recommend approval of requests for funding assistance by majority vote, and will report their recommendations (approval, denial, undecided due to a tie) to the AARC Executive Committee for final approval.
6. Final approvals will be forwarded to the AARC Executive Office who will notify applicants of the AARC's funding decision no later than fifty (50) days prior to the Leadership Boot Camp meeting.
7. Approved funding for expenses will be reimbursed after attendance at the event. NOTE: If the approved attendee or approved substitute do not attend the event, reimbursement is not guaranteed. Special consideration will be applied to extraordinary situations such as weather, natural disasters, etc.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CT.001

SECTION: Committees  
SUBJECT: **Committee Charges**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: June 2016  
DATE REVISED: April 24, 2010  
REFERENCES:

**Policy Statement:**

Each committee of the Association shall comply with charges in accordance with the Bylaws and as identified by the President.

**Policy Amplification:**

1. All committee reports shall arrive in the Executive Office by a deadline established by the President prior to the Board of Directors' meetings.
  - a. Committee reports which arrive after the due date shall be transmitted for consideration through electronic means as an addendum to the Board and House of Delegates agenda books.
  - b. Late committee reports shall be available for Board and House members not receiving electronic transmissions of late reports.
2. The committee chair shall be encouraged to acknowledge the contributions of their committee members. This may be accomplished through references addended to the committee reports or directly through letters to the committee members.
3. The Judicial Committee shall be required to submit no later than 30 days prior to the Association's annual meeting to the Executive Office the complete set of committee records and files for the current year's activities.
  - a. Required files shall include originals of all incoming and copies of all outgoing correspondence and memoranda arranged on a case by case or project by project basis.
  - b. Should the Executive Office not receive the required files withing the required time, the President shall be notified, who shall then directly notify the Chair and request their transferal to the Executive Office.

4. All Committees shall be responsible to review policies and procedures related to their committee activities and report proposed changes to the President for revision of the policy and procedure manual.
  - a. All policies, procedures, and proposed changes shall be in standard format.
5. The committee chair shall perform duties specified by the President and the Board of Directors to carry out the objectives of the Association.
  - a. The chair of each committee shall confer promptly with the members of that committee on work assignments.
  - b. In the event of committee vacancies occurring in any committee, the President may appoint members to fill such vacancies, subject to the approval of the Board of Directors.
6. Committee members of any member class, as well as non-members may be appointed as consultants to committees.
  - a. The President shall request recommendations regarding physician consultants from the Chair of the Board of Medical Advisors.
7. The Vice President of Internal Affairs will be the liaison to the BOD committees.

**Definitions:**

**Attachment:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: CT.002

SECTION: Committees  
SUBJECT: **Medical Advisors**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: November 2013  
DATE REVISED: March 2009  
REFERENCES:

**Policy Statement:**

Committees shall have Medical Advisors as requested by the President, identified by the Chair of the Board of Medical Advisors (BOMA) and appointed by the President.

**Policy Amplification:**

1. Special Committees and other groups shall have Medical Advisors as determined by the President.
  - a. BOMA shall submit names for Committee Medical Advisors to the President for appointment and ratification by the Board of Directors.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: CT.003

SECTION: Committees  
SUBJECT: **Elections Committee - Nominations**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2018  
DATE REVISED: December 2018  
REFERENCES: AARC Bylaws, CT.005, and Delegate Handbook

**Policy Statement:**

The process used to prepare a slate of candidates for Association offices and to conduct elections shall be in accordance with the following revision from the AARC's December 2018 BOD meeting.

**Policy Amplification:**

1. An official nomination form must be submitted for each nominee.
2. Each nominee shall be notified of the location on-line where they can find the requirements of the Elections committee in order to continue in the elections process with full instructions and the submission deadline date.
3. All candidates shall submit information (e.g., answers to questions. Biographical form) required of all nominees with a defined date of return to the Executive Office for preparation and publication in the appropriate publication to provide the general membership with additional information about the candidates.
4. An AARC Officer or Director shall not hold paid or voluntary position of authority for or in any AARC Chartered Affiliate during his/her term of office as an AARC Officer or Director. Candidates holding such positions must submit in writing a plan for resolution of any conflict of interest prior to Election Committee consideration of candidates.
5. Questions will be derived from HOD/BOD input and organized/compiled by the Elections Committee. Nominees will respond via mail, email, or fax to the Executive Office according to established standards and timelines. The Committee will develop a question for the Section Chair nominees that would be specific to their role with input from the AARC President, focusing on the charges set forth for the particular section. The questions will be generic for all Section Chair nominees.
6. The administrator/supervisor of each nominated individual must submit written certifying support for the candidate's nomination and time commitment for AARC responsibilities.

7. The Elections Committee members, under the guidance of the Committee chair, will review the compiled data, assess qualifications, rank, etc. Once the data is compiled, it will be sent to each committee member, followed by a telephone conference, and the committee will decide on a slate of candidates.
8. All nominated individuals shall be notified in writing the outcome of their nomination.
9. All deliberations within the Elections Committee for preparation of the slate of candidates shall be performed in Executive Session and may not be discussed beyond the committee. Any committee member breaching confidentiality of the aforementioned deliberations shall be referred to the AARC Judicial Committee for appropriate action.
10. The Elections Committee Chair shall submit the elections slate in writing to the Board of Directors and the House of Delegates no later than June 1. The deadline for submissions of nominees may be extended if necessary.
11. Voting will be by an online process with the order of the candidate names randomly listed.
12. The Elections Committee Chair shall receive and review the layouts of the general elections ballots and the biographical forms.
13. The Elections Committee shall forward a roster of all nominees for the AARC Board of Directors to the President and/or President-elect which would include all personal contact information for these individuals (i.e., email, work address, work phone, etc.) for consideration in the committee appointment process.
14. Past speakers of the House of Delegates are eligible for nomination for Association officer positions to include Secretary-Treasurer, Vice President for Internal Affairs, Vice President for External Affairs, and President-elect, provided that they will have completed their full term of office as speaker-elect, speaker, and immediate past speaker sometime prior to the year for which they would serve as an Association officer.
15. Write-in candidates for Directors and Officers of the Board of Directors of the AARC must meet the minimum eligibility requirements for the office for which they have received votes.
16. The Elections Committee shall have the ability to extend the established nomination period by 20 days if a full slate of candidates for each position has not been obtained.
17. The Committee's goal will be to have a minimum of two qualified members for each elected position.
18. The Executive Office will provide updated section membership numbers and election grid to the Elections Committee, reflecting December 31<sup>st</sup> membership.

**Definitions:**

**Attachment:**

- Biographical Form Guidelines (See Appendix)

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CT.004

SECTION: Committees

SUBJECT: **Special Committees, Ad Hoc Committees, Focus and Special Representatives to External Organizations**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: August 2024

DATE REVISED: August 2024

REFERENCES: AARC Bylaws, CT.001, CT.002, CT.003, and CT.004

**Policy Statement:**

Special Committees and Representatives to External Organizations may be appointed according to AARC Bylaws Article XII.

**Policy Amplification:**

1. The Executive Director, Board of Directors, Board of Medical Advisors, House of Delegates, Chartered Affiliates, Specialty Sections, or member may request that the President appoint a Special Committee, Ad Hoc Committee, Focus Group, or Panel to perform specific charges.
2. The President may replace any person appointed to roles described above when the individual fails to regularly engage in assigned responsibilities without providing prior communication to the President or violates the AARC's code of ethics.
3. Board Members of CoARC and NBRC:
  - a. Effectively represent the positions, viewpoints, policies, and concerns of the AARC and report any questions/concerns back to the AARC Board of Directors.
  - b. Desired qualifications include:
    - i. AARC Member for five (5) years.
    - ii. Hold a bachelor's or higher academic degree.
    - iii. Knowledge of AARC bylaws, positions, policies, and philosophies.
    - iv. At least one (1) year experience at the AARC leadership level, e.g., Board of Directors, House of Delegates, committee chair.

- v. Ability to communicate effectively.
- vi. For CoARC: Previous management/supervisory experience as faculty of a CoARC accredited respiratory care program.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: CT.005

SECTION: Committees  
SUBJECT: **Standing Committees**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: April 2012  
DATE REVISED: June 2022  
REFERENCES: AARC Bylaws, Nov 2019, Article XII

**Policy Statement:**

The standing committees of the Association shall be the Bylaws, Elections, Executive, Finance, Judicial, Program, and Strategic Planning Committees.

**Policy Amplification:**

1. The Association's standing committees are designated by the Association's Bylaws and only may be changed by initiation of a Bylaws change as designated in the Association's Bylaws in Article XII, sec 2 (a) 2.
  - a. The Finance Committee has an Audit-Subcommittee.
  - b. The Chartered Affiliates Committee shall be a standing committee of the House of Delegates.
2. Committee chairs and committee members of standing committees not otherwise designated in the Association's Bylaws and/or policy shall be appointed by the President and subject to the approval of the Board of Directors.
3. Committee terms of appointment shall be for two (2) years with the exception of the Elections Committee, which is a three (3) year term.
4. Decisions of the standing committees of the Association, except as specified in Article XII, Section 2 (a) 2,3, may be appealed to the Board of Directors.
  - a. A two-thirds (2/3) vote of the Board of Directors or House of Delegates shall be required to sustain an appeal.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 7  
POLICY: CT.007

SECTION: Committees  
SUBJECT: **Judicial Committee Procedures for Processing Complaints and Formal Charges**  
EFFECTIVE DATE: December 1980  
DATE REVIEWED: January 2023  
DATE REVISED: June 2023  
REFERENCES:

**Policy Statement:**

The following will define the procedures followed by the Judicial Committee in processing complaints and formal charges against a member or members of the Association who have allegedly violated the AARC Bylaws, Code of Ethics, or Conflict of Interest policies.

**Definitions:**

Association: American Association for Respiratory Care

Formal Complaint: A complaint submitted to the Judicial Chairperson which details the specifics of a complaint, and which has been signed and duly notarized. Specifics of the complaint must include: 1) a detailed description of the violation; 2) when, how, and where the violation occurred; 3) the name of the organization or person affected by the violation; 4) the name, address, and telephone number against whom the complaint is being filed, and 5) the name, address, and telephone number of the person making the complaint. The complaint may include more than one individual, organization, and/or violation, if applicable. The complaint and its specifics must be legible.

Valid Complaint: A Formal Complaint judged by the Committee as having substance. Formal Complaint processed into a Formal Charge.

Complaint Without Substance: A Formal Complaint judged by the Committee to be lacking substance. Formal Complaint is dropped from record.

Formal Charge: A Formal Complaint judged valid by the Committee and issued to the charged member as a "Resolution Preferring Charges Against a Member."

Formal Hearing: A Telephone hearing with the Committee, requested by the charged member.

Executive Session: A Committee meeting following a Formal Hearing to determine Committee action.

Substance: A preliminary determination by the Committee that a complaint is grounded in fact and worthy of a formal investigation.



**Notary/Notarized:** An attestation by a notary public from the state and county of residence of the complaining member who personally witnesses the complaining member sign the complaint and includes the following jurat at the bottom of the complaint – “Comes now [insert name] a notary public in and for the county of [county] and state of [state] who attests that on [date] the above named member of the AARC, having been duly sworn and upon his/her oath signed the above document of her own free act and deed. Subscribed to and sworn this [day] day of [month], 20.”

**Procedure:**

1. All improperly completed written complaints received by the Committee Chair shall be responded to within ten (10) working days by certified mail, return receipt requested. Instructions for proper completion of the complaint and time limitations shall be included with the Chairperson's response.
2. Failure of a complainant to return the information needed to complete the specifics of a formal complaint within thirty (30) days of the date of the signed returned receipt shall be sufficient reason for abandoning the complaint.
3. The identity of any complainant shall be held confidential and provided to the accused member(s) only if the Committee determines the complaint(s) valid and a formal charge(s) is processed.
4. Upon receipt of a properly completed Formal Complaint, the Chair shall notify the accused member of the specifics of the Formal Complaint within ten (10) working days, by certified mail, return receipt requested.
5. The Chair shall conduct a complete preliminary investigation, as expeditiously as practical, involving only the complainant and the accused member to collect supportive documentation from both parties. The complainant, accused member, AARC President, and Judicial Committee members shall be notified of any serious delays in the investigation. Other individuals or institutions may be asked to submit written statement only with the written permission of the accused member. Such written statements must be acknowledged and sworn to before notaries, before they will be relied upon by the Committee.
6. Following the preliminary investigation, the Formal Complaint and all notarized documentation will be sent to the Judicial Committee members for review.
7. The Chair shall schedule a telephonic meeting of the Judicial Committee to analyze the merits of the Formal Complaint and determine by a majority vote, whether the Formal Complaint is Valid or Without Substance. The meeting may be in person, or virtual at the discretion of the Chair. This meeting requires a two-thirds presence of the Judicial Committee members, in addition to the Chair. The Chair votes only to bring majority. The AARC legal counsel shall be present to assist the Committee with any legal questions which may arise. Should the Committee determine the Formal Complaint is without substance, the complainant and accused members shall be notified, within ten (10) working days, by certified mail, return receipt requested.

8. Should the Committee determine the Formal Complaint is valid, a Formal Charge shall be issued to the accused member. A current "Resolution Preferring Charges Against a Member" shall be prepared, with the benefit of legal counsel, and forwarded to the charged member within fifteen (15) working days by certified mail, return receipt requested.
9. The charged member shall be requested to reply to the specified charges within fifteen (15) working days from the date of the receipt of the "Resolution Preferring Charges Against a Member." The Chair of the judicial committee may grant additional time to respond, up to and include 30 days, to the formally charged member.
10. Notification of Formal Charge shall include a clear statement of the options available to the charged member:
  - a. The right not to reply to the Committee's request for response.
  - b. The right to provide a detailed response in rebuttal, denial, justification, explanation, or admission of the Formal Charge; and/or
  - c. The right to request a Formal Hearing in order to present a direct personal defense to refute the Formal Charge.
11. This notification shall also include a copy of "Judicial Committee Guidelines for Processing Complaints and Formal Charges."
12. If charged member fails to respond in writing within the times specified for reply, or fails to request additional time, the Committee, by majority vote, may take action it deems appropriate.
13. If the charged member's response is sufficient for Committee action, and no Formal Hearing is requested, the Committee, by majority vote, shall take whatever action it deems appropriate, which may include, on vote of the Committee, the scheduling of a formal hearing.
14. Should the written response, by the charged member, prove to be inadequate by the Committee to refute, explain, justify or admit to the specifics of the charge, the Chair shall:
  - a. Request a final, more detailed statement or clarification from the charged member. No further written replies shall be requested.
  - b. Re-extend the opportunity for a Formal Hearing, which will serve in lieu of a final written response.

- c. The request shall be forwarded to the charged member within (10) working days of the Committee's determination of inadequate responses by certified mail, return receipt requested. The charged member shall be requested to reply within ten (10) working days of his/her receipt of the committee's second request.
15. Without any request for a Formal Hearing, the Committee shall, by majority vote, take action in the case of each charged member within fifteen (15) working days of the receipt of a charged member's final written response. The charged member shall be notified within ten (10) working days of Committee action by certified mail, return receipt requested.
- a. If a Formal Hearing is requested, the AARC President shall be notified so that all necessary funds may be appropriated. The Judicial Committee Chair, with the assistance of the AARC executive office, shall schedule a telephonic Formal Hearing to be held within sixty (60) days from the date of receiving the charged member's request for a Formal Hearing.
  - b. The charged member requesting a Formal Hearing shall be notified by certified mail, return receipt requested of the date and time of the Formal Hearing and shall be issued the Formal Hearing guidelines no less than thirty (30) days prior to the date of the Formal Hearing.
  - c. The Judicial Committee Chair reserves the right to include or exclude presence of non-delineated individuals at the Formal Hearing.
  - d. The AARC legal counsel will be present at all Formal hearings and will assist the Committee with any legal questions.
  - e. The charged member shall be made aware of the membership of the committee prior to the hearing and be afforded an opportunity to request the recusal of any committee member that the charged member reasonably believes to be biased against them. The Chair shall hear and determine any challenge to any committee member on the basis of bias. Should the Chair be alleged to have a bias or interest in the matter, the AARC President shall determine whether to recuse the Chair.
  - f. At no time shall the Chair or any Committee member attempt to influence any Committee member prior to a Formal Hearing. Any committee member who believes that they may be biased, or who may have any personal knowledge of facts obtained outside the strict rules of the hearing process shall recuse from further consideration in the matter.
  - g. A Formal Hearing requires two-thirds (2/3) presence of the Judicial Committee members in addition to the Chair. The Chair votes only to bring a majority vote.

- h. Letters or written statements introduced before the Committee must include the following statement in the body of the letter or statement: "the information provided herein is true and correct to the best of my information, knowledge, and belief". The letter of statement shall be notarized.
  - i. Should the charged member not be present at the Formal Hearing, the Judicial Committee shall proceed with the Formal Hearing and make a decision by majority vote based on available information. A recording of all oral testimony shall be taken.
  - j. The Judicial Committee Chair shall preside over all Formal Hearings. All individuals present including the Judicial Committee members shall be identified for the record.
  - k. The Chair will identify the method of recording the Formal Hearing by the Judicial Committee and by the charged member.
  - l. The Chair shall read the procedures to be followed in conducting the Formal Hearing and inquire of those present if there are any questions concerning those procedures.
  - m. The Chair shall then read the specifics of the "Resolution Preferring Charges Against a Member."
  - n. The Chair will then review all documentation concerning the aforementioned "Resolution Preferring Charges Against a Member."
16. The charged member and/or his/her legal counsel shall then have the opportunity to rebut.
17. The charged member(s) involved shall then present witnesses and/or other admissible documents in defense of their position.
18. The Judicial Committee shall have the option of asking relevant questions about each document and/or from each witness presented by the charged member.
19. At completion of the charged member's presentation, the Committee shall ask if the charged member has any further information. If none, the charged member presentation is closed, subject to rebuttal by the Committee.
20. The Judicial Committee may consult legal counsel prior to closing the Formal Hearing and going into Executive Session.
21. The Chair shall then close the Formal Hearing. The charged member shall be informed that he/she will be notified by the Judicial Committee Chair, within ten (10) working days of the Judicial Committee decision by certified mail, return receipt requested.

22. The Chair shall reconvene the Committee and declare Executive Session to review the testimony and to vote on action to be taken.
23. In those cases where disciplinary action is taken against a charged member, notification of Committee actions shall inform the charged member of his/her right to appeal the Committee action directly to the Board of Directors of the Association as defined in Article XI Section 2f of the Association Bylaws. Should a charged member against whom disciplinary action has been taken, fail to appeal Committee action to the Board of Directors of the Association, within the time specified, the Chair shall notify the charged member by certified mail, return receipt requested that his/her rights as defined by these policies and AARC Bylaws have been exhausted and that the case is no longer appealable and that the Committee action is now binding.
24. Upon advice of Legal Counsel, notification of Association member suspension or termination shall be given to:
  - a. National Board for Respiratory Care (NBRC)
  - b. The State Board for Respiratory Care of the charged member's state.
  - c. State affiliate of member
  - d. Local Chapter of member
  - e. AARC member
  - f. Employer of member (upon written request of employer)

**Procedure for Appeals to the Board of Directors (EP.1280)**

**Policy:**

All members against whom disciplinary action have been imposed shall be granted the opportunity to appeal such action(s) to the Board of Directors of the Association. The objective of this appeal mechanism is to provide an impartial forum responsible for the review of adjudged evidence. Judicial Committee procedures and the severity of the penalties assessed against members. Under no circumstances shall the right to appeal be denied by any member.

**Outline of Preliminary Procedures:**

1. All appeals must be received in writing within thirty (30) days of the member's receipt of notification of disciplinary action and must be forwarded directly to the AARC President.
2. Appeals received beyond the thirty (30) day deadline shall be returned to the appellant, by certified mail within five (5) working days of its receipt by the AARC President with notification of its invalidity.
3. Any and all appeals must detail, in explicit terms the basis for the appeal and justifications which might warrant the reversal or modification of Judicial Committee actions.
4. Any appeal based upon the submission of new evidence, or the reversal of testimony shall be forwarded to the Judicial Committee for preliminary review and recommendations.
5. Upon receipt of a valid appeal the AARC President shall request the original case file and hearing transcript, if any, from the Judicial Committee Chair.
6. The AARC President shall forward all case materials to the officers and directors of the Association within twenty (20) days of the receipt of the member's appeal. Within thirty (30) days of the President's receipt of the member's appeal, the Board of Directors, by majority mail or conference call vote shall determine if the appeal is or is without merit.
  - a. Determine if all formal Judicial Committee procedures were followed appropriately.
  - b. Determine if Judicial Committee actions were appropriate for member responsibility.
  - c. Determine whether or not the strength of the appeal warrants reversal or modification of committee action.
  - d. Determine whether or not the appellant should be granted a formal hearing before the Board to present his/her case.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CT.008

SECTION: Committees  
SUBJECT: **Position Statement and Issue Papers**  
EFFECTIVE DATE: June 30, 2016  
DATE REVIEWED: December 3, 2018  
DATE REVISED: December 3, 2018  
REFERENCES:

**Definition of Position Statement:**

A position statement is an explanation, justification or a recommendation that reflects the AARC's stance. As the name implies its intention is to provide comprehensive reasoning regarding the rationale behind the position set forth and will cite reference as necessary.

**Definition of Issue Paper:**

Issue paper is an authoritative report or guide informing readers concisely about an issue and to present the AARC's philosophy or recommendations on how to resolve. It will cite references as necessary.

The Position Statement and Issue Paper Committee referred to as the "Committee" for the remainder of the document, will be tasked by the AARC Board of Directors (BOD) to develop or review position statements or issue papers. This development, renewal or retirement involves a group of content experts selected by the Committee. A completed new, renewal or retirement draft of the statement or paper will be posted on the AARC website for a 30-day comment period from AARC membership. Following the comment period, the statement will be revised if necessary and sent to the BOD with recommendations of approval, renewal or retire.

**Policy Amplification:**

1. The BOD may initiate a new or renewal of position statement or issue paper at any time.
2. AARC House of Delegates or AARC Board of Medical Advisors may recommend to the BOD to create a new or revise a position statement or issue paper.
3. The Committee shall consist of 6 active and practicing members from a diverse practice background (i.e., management, adult acute care, sleep, neonatal/pediatrics, homecare, education, etc.) appointed by the President.
4. On an ongoing basis the Committee will recommend to the BOD the need to review, revise or retire as appropriate.

5. Each position statement or issue paper will be reviewed/revised at least every 5 years and shall be presented with a recommendation to the BOD for approval. (7/2018 temporarily suspended, see Recommendation 18-2-26.5)
6. Each statement or paper will be dated upon BOD action to include the type of action taken – Developed, Reviewed, Revised, or Retired – and posted publicly on the AARC website and group in categories such as ethics and human rights, disease, consumer advocacy, practice, quality or safety.
7. The following definitions will be used when writing position statements or issue papers:
  - a. Respiratory Care: umbrella term that identifies a distinct subject area and healthcare profession; a subject area in healthcare that includes all aspects of the care of patients; used to identify the services provided by respiratory therapists and other healthcare practitioners such as physicians, nurses, physical therapists, managers, educators, etc.
  - b. Respiratory Therapy: term that describes specific therapies related to the area of healthcare known as respiratory care; typically used to refer to the procedures, treatments and technology-based interventions to improve cardiopulmonary health.
  - c. Respiratory Therapists: term that identifies the professional practitioners who are credentialed as Registered and/or Certified Respiratory Therapist and who practice in the area of healthcare known as respiratory care.
8. Position Statements and Issue Papers adopted by the AARC will be available to the public in electronic format.
9. References will be formatted according to the Respiratory Care Journal standards.
10. The Position Statement or Issue Paper will be organized according to the AARC approved format.

**Definitions:**

- Position Statement
- Issue Paper
- Respiratory Care
- Respiratory Therapy
- Respiratory Therapist



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: CT.009

SECTION: Committees  
SUBJECT: **AARC Fellowship Selection Committee**  
EFFECTIVE DATE: January 1, 2011  
DATE REVIEWED: March 2020  
DATE REVISED: March 2020  
REFERENCES:

**Policy Statement:**

The AARC Fellowship Program was established to recognize active or associate members in good standing who have made profound and sustained contributions to the art and science of respiratory care and to the AARC.

**Policy Amplification:**

This policy sets forth the eligibility requirements, criteria for nomination, the selection process and rules governing the AARC Fellowship Program.

**Eligibility:**

1. Be an active or associate member of the AARC in good standing for at least ten consecutive years prior to the deadline for receipt of nominations.
2. Possess the RRT credential issued by the NBRC and be licensed or hold registration/certification (if applicable) within their state of employment or, be a licensed physician with a respiratory care-related specialty.
3. International respiratory therapist nominees must meet the eligibility criteria for AARC membership above and possess the RRT credential from the NBRC or equivalent from the credentialing agency for the country they work or reside. They must have a license (if licensure if applicable) and/or be approved to work within the country they work/reside.
4. First term members of the AARC Board of Directors or Officers of the House of Delegates are not eligible.

**Criteria:**

1. Must be nominated by at least two AARC members, one of which is required to be a Fellow of the AARC with membership in good standing.
2. Must have demonstrated national prominent leadership, influence, and achievement in clinical practice, education, or science.
3. Must possess documented evidence or significant contribution to the respiratory care profession and the AARC.

**Rules:**

1. All nominations for Fellow, and associated supporting documents, must be submitted online through the AARC website.
2. Upon receipt of nomination, the Executive Office will confirm each nominee satisfies the minimum criteria of 10 consecutive years of AARC membership, and that each nominator continues to maintain eligibility to submit nominations for Fellow.
3. For those nominees not meeting the 10-year requirement, the nominator will be so informed, and the nomination not accepted. Nominators not eligible to submit nominations will likewise be notified.
4. Deadline for receipt of nominations and all supporting documentation will be determined each year in which the nomination is to be considered or, by pronouncement, an earlier deadline is determined by the dates of the AARC's Annual Congress. Nominations not received by the established date will not be accepted.
5. The Fellowship Selection Committee, consisting of a Chair and up to six current Fellows appointed by the AARC President, will evaluate nominations annually.
6. Selection Committee members will be provided all accepted nominations and supporting documents in alphabetical order. Committee members will also receive an Excel spread sheet ballot to indicate which nominees they consider worthy of induction as a Fellow.
7. Committee member evaluation process:
  - a. Each member evaluates each nominee independently and makes their determination based upon the contributions of the respective nominee to the profession, and most importantly, the AARC.
  - b. Committee members will not collaborate with anyone during the initial selection process.

- c. Committee members will use the attached Nominee Rubric to determine eligibility. Nominees receiving 6 out of a total of 10 available points (at minimum 1 point must come from Category 1 or 2 on the Rubric) during the individual review can be listed as an affirmative vote on the Excel Spreadsheet for the committee member.
8. Completed ballots via the Excel Spreadsheet will be returned to the Chair electronically for tabulation.
9. A conference call will be scheduled after the initial vote to review the results and allow an opportunity for the committee to ask questions regarding the submitted documentation and fellow committee member thoughts before completing their final votes. If all committee members are present on the call for the entire duration of the call, it can serve as the final. Otherwise, all committee members will submit their final independent votes electronically to the Chair.
10. Nominees receiving an affirmative vote from all committee members will be inducted as Fellows of the AARC.
11. Nominees selected for induction will be formally notified upon completion of the selection process, with their nominators receiving a copy of the congratulatory letter.
12. An overriding goal of the Selection Committee is to minimize any embarrassment or discomfort to members not selected for induction. Therefore, for those nominees not selected, a letter so stating will only be sent to the nominators.
13. Once the final tabulation is completed, the results of the balloting for induction shall remain confidential and will not be subject to outside review or discussion.
14. New Fellows will be inducted during the Awards Ceremony held in conjunction with the annual AARC International Respiratory Congress.
15. Newly inducted Fellows will receive a pin, a certificate suitable for framing, and will have their names added to the list of Fellows on the AARC website.
16. Upon induction, Fellows are expected to maintain their AARC membership in good standing.

**Attachment:**

- AARC Fellowship Committee – Nominee Rubric

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: CT.010

SECTION: Committees  
SUBJECT: **International Affiliate**  
EFFECTIVE DATE: December 2017  
DATE REVIEWED: December 2017  
DATE REVISED:  
REFERENCES: AARC Petition for International Affiliate; AARC Bylaws

**Policy Statement:**

In order to help fulfill the mission of the American Association for Respiratory Care (AARC) International Societies are encouraged to become affiliates of the AARC.

**Policy Amplification:**

To become an International Affiliate the international organization will:

1. Submit at least 20 international members (in good standing of the AARC). Good standing is defined at least 20 members who have paid their dues and have not had their membership revoked due to an ethics violation or misconduct.
2. Maintain a minimum number of 20 members or the affiliate risks losing this status.
  - a. The AARC Board of Directors will review the number of International Affiliate Members Annually
  - b. If an International Affiliate drops below the 20-member level, the AARC Board will notify the International Affiliate that they need to bring the number of members to 20 or more members within six (6) months of the notification.
  - c. Failure to bring up the number of members to the minimum number will lead to the suspension or revocation of the affiliate status.
3. Ensure compatibility of The International Affiliate Bylaws with the AARC's objectives and format (see below: AARC Bylaws relating to International Affiliates)
4. Submit a petition (Petition American Association for Respiratory Care) (see below) to the Chartered Affiliates Committee in care of the Executive Office. The following individuals should also be copied on this communication: The AARC Executive Director and the Foundation and Grants Manager.

**American Association for Respiratory Care Petition for International Affiliate**

Date \_\_\_\_\_

We, the undersigned Associate-International members of the American Association for Respiratory Care in good standing, hereby petition the AARC Board of Directors to approve an International Affiliate in the name of:

\_\_\_\_\_

We further petition that the territorial jurisdiction of the newly organized group, if granted International Affiliate status, be approved as encompassing the entire country of:

\_\_\_\_\_

Copies of the following documents are also submitted as required: statement from existing affiliate relinquishing proposed territory (if applicable), proposed Bylaws for approval or recommendations, a list of officers, board members, etc., with addresses, a list of the members employed within the proposed territory, petition(s) for the medical advisor(s) for approval, minutes of the organizational meetings, and a map outlining the proposed affiliate boundaries with the proposed districts.

**Petition Signatures**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Attest: Submitted by:

\_\_\_\_\_

(Medical advisor) (secretary)

\_\_\_\_\_

(Affiliate president)

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Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**AARC Bylaws relating to International Affiliates**

**Article XI – International Affiliate Section 1. Requirements:**

Twenty (20) or more Foreign Members in good standing of the Association meeting the requirements for affiliation may become an International Affiliate of the Association upon the affirmative recommendation of the Chartered Affiliates Committee, and approval by the Board of Directors of the Association.

**Section 2. International Affiliate Admission Procedure**

The formal application for International Affiliate status shall be sent to the Executive Office of the Association and shall consist of a list of officers, membership, minutes of the organizational meeting, the Bylaws, and a letter requesting approval of the proposed medical advisor or advisors.

**Section 3. International Affiliate Medical Advisor**

Each International Affiliate shall have one (1) or more medical advisors whose name(s) shall be submitted to the Board of Medical Advisors.

**Section 4. Suspension or Revocation of International Affiliate Status**

- a. The Board of Directors of the Association may suspend or revoke the International Affiliate status with due and sufficient cause or upon failure of an affiliate to maintain membership of at least twenty (20) Foreign members.
- b. Action for the suspension or revocation of International Affiliate status shall follow approved Association policy and procedure.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.001

SECTION: Fiscal Management  
SUBJECT: **Accounting Systems**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2009  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Board of Directors shall require the application of appropriate accounting systems and internal auditing procedures.

**Policy Amplification:**

1. The accounting systems and internal auditing procedures shall provide for the timely and accurate assessment of the budgetary and business operations of the Association.
2. Financial statements shall be:
  - a. Prepared in compliance with generally accepted accounting principles (GAAP)
  - b. Issued in a timely manner to the Board of Directors.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.003

SECTION: Fiscal Management  
SUBJECT: **Annual Budget**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2009  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The budgetary process shall include appropriate approval processes and reviews.

**Policy Amplification:**

1. The Association Annual Budgets submitted to the Board of Directors and House of Delegates for approval shall provide supplemental verification that major expenses conform to the approved Strategic Plan of the Association.
2. Annual Budget reviews shall:
  - a. Be presented to the Finance Committee with subsequent presentation to the Board of Directors.
  - b. Provide a detailed budget performance assessment with respect to the Association's Strategic Plan.
3. The Annual Budget shall be approved by the House of Delegates and Board of Directors prior to implementation.

**Definitions:**

**Attachment:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.004

SECTION: Fiscal Management  
SUBJECT: **Transfer of Assets**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2006  
DATE REVISED: December 2006  
REFERENCES:

**Policy Statement:**

The President, Secretary-Treasurer, and Executive Director shall be authorized to transfer assets between the Association and its subsidiary.

**Policy Amplification:**

1. The transfer of assets shall be presented to the Finance Committee, with subsequent ratification of the Board of Directors.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.006

SECTION: Fiscal Management  
SUBJECT: **Capital Equipment Fund**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2006  
DATE REVISED: December 2006  
REFERENCES:

**Policy Statement:**

The Capital Equipment Fund shall be administered in a manner consistent with acceptable accounting and legal practices.

1. Contributions to the capital equipment fund shall be made perennially, based on \$1.00 of contribution for every \$4.00 of budgeted capital equipment depreciation expense.
2. Contributions shall be treated as a Board restriction of unrestricted net assets.
3. The Board restriction shall be reduced as funds are expended for capital equipment.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.007

SECTION: Fiscal Management  
SUBJECT: **Change in Membership Classification**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

Association membership in good standing who request and receive approval for a change in membership classification shall be granted a credit in the amount of the unused portion of their prepaid dues for the former membership classification to be applied to the payment of dues for the new membership classification.

**Policy Amplification:**

1. Request for changes in membership classification shall be approved by the Membership Department of the Executive Office, in collaboration with the Associate Executive Director.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.008

SECTION: Fiscal Management  
SUBJECT: **Contribution Solicitation**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

All solicitations for contributions shall be submitted to the Board of Directors for approval.

**Policy Amplification:**

1. All Solicitations for support, equipment, or funding shall be submitted to the Board of Directors in advance of the event, irrespective of the purposes to which the solicitations maybe applied.
2. No individual member or group shall use any officially sanctioned forum of the Association (e.g., Committees, Specialty Section meetings, Summer Forum, International Congress) for the purpose of soliciting contributions without prior written permission of the Board of Directors.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.009

SECTION: Fiscal Management  
SUBJECT: **Employee Profit Sharing**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Executive Director shall serve as the administrator of the employee profit sharing plan.

**Policy Amplification:**

1. The Executive Director shall not be a participant in the employee profit sharing plan.
2. The amount of money disbursed by the employee profit sharing plan shall be no more than ten percent (10%) of the profit noted in the year-end audited income statement.
3. The amount of employee profit sharing shall be determined after the independent auditing firm has confirmed the fairness of the financial statements, and all audit adjustments have been recorded.

**Definitions:**

**Attachment:**

AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT

PAGE 1 OF 1  
POLICY: FM.010

SECTION: Fiscal Management  
SUBJECT: **Fiscal Year**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Association's Fiscal Year shall commence on January 1 and end on December 31.

**Policy Amplification:**

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.011

SECTION: Fiscal Management  
SUBJECT: **Investments & Banking**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Association's Executive Office shall serve as the official clearing house and collection agency for all monies received and paid by the Association.

**Policy Amplification:**

1. The Executive Office shall handle collection on bad checks.
2. Signatures for Association bank accounts shall be that of the Executive Director and three (3) other members of the senior Executive Office staff.
3. The Executive Director shall select three (3) members of the senior Executive Office staff to be signatories.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.012

SECTION: Fiscal Management  
SUBJECT: **Over-budget Expenditures**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

Recommendations which would incur over-budget expenditures shall be appropriately reviewed and acted upon.

**Policy Amplification:**

1. The Secretary-Treasurer shall present all recommendations which would incur over-budget expenditures to the Finance Committee prior to the Board of Directors' meeting at which those recommendations will be considered.
  - a. The Finance Committee shall consider such recommendations and formulate a recommendation for the Board of Directors.
2. The Secretary-Treasurer shall present the Finance Committee's recommendation to the Board of Directors.
3. The Board of Directors shall take appropriate action on all recommendations which would incur over-budget expenditures.

**Definitions:**

**Attachment:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.013

SECTION: Fiscal Management  
SUBJECT: **Fiscal Policies and Procedures**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Board of Directors shall establish, maintain, and with periodic regularity evaluate, fiscal policies and procedures.

**Policy Amplification:**

1. The Association's fiscal policies and procedures shall guarantee the fiscal integrity of the Association.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.014

SECTION: Fiscal Management  
SUBJECT: **Project Funding**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: December 2008  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

All project proposals submitted to the Board of Directors for approval shall include appropriate fiscal qualifications.

**Policy Amplification:**

1. All recipients shall be required to submit quarterly activities update and financial report to the Executive Director.
2. The Finance Committee shall review each funded project on a quarterly basis.
3. Funding for all projects approved by the Board of Directors shall end on December 31<sup>st</sup> of the calendar year.
4. Continued project funding shall require approval by the Board of Directors.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.015

SECTION: Fiscal Management  
SUBJECT: **Approval of Budget**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: April 2013  
DATE REVISED: July 2005  
REFERENCES:

**Policy Statement:**

The annual budget for the Association shall be reviewed and approved in a manner consistent with the Bylaws and the Corporate Charter.

**Policy Amplification:**

1. Annually, at the fall meetings of the Board of Directors and House of Delegates, the Secretary-Treasurer and President-elect shall present the proposed revenue and expense budget for the succeeding fiscal year of the Association.
  - a. Following discussion in this forum, both bodies must approve the Budget for its implementation.
2. The Board of Directors and the House of Delegates shall receive and review the budget in Executive Session due to the proprietary nature of the information.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 5  
POLICY: FM.016

SECTION: Fiscal Management  
SUBJECT: **Travel Expense Reimbursement**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: October 2017  
DATE REVISED: October 2021  
REFERENCES: TR: 0397 - 1997

**Policy Statement:**

Expenses incurred for all official Association travel shall be reported, recorded, and reimbursed in accordance with Association policy.

**Policy Amplification:**

1. Association policy for Travel Expense Reimbursement shall apply to all Association employees, directors, consultants, and authorized individuals conducting official AARC business.
  - a. Travel expense reimbursement shall not be provided for representatives to external organizations unless approved in advance by the President with subsequent review by the Finance Committee and ratification by the Board of Directors.
2. All persons requesting reimbursement for expenses incurred for Association business shall report those expenses:
  - a. Using an approved Expense Report Form with valid receipts attached.
  - b. Within sixty (60) days of when expenses are incurred and/or within the same fiscal year. Expense reports submitted outside of these windows will not be reimbursed.
3. Reimbursement for travel/transportation shall be as follows, with the provision of valid receipts.
  - a. Travel arranged through an AARC authorized travel agency no less than three weeks in advance of departure date. AARC Board of Directors and House of Delegate Officers are encouraged to utilize the travel agency for all travel to Summer and Fall meetings.

**or**

- b. Round-trip, coach class airfare. As a courtesy to the business traveler, the AARC will reimburse up to an additional \$100 (maximum) above the lowest available day fare to accommodate preferences for direct flights, more flexible travel times and/or preferred airlines. The business traveler is responsible for any cost in excess of \$100. If there is a difference to be paid, the travelers must purchase the ticket themselves and apply for reimbursement per policy. Reimbursement will be issued minus the difference.
  - c. In the event the airline ticket is pre-purchased by the AARC or through the travel agency and the business traveler cancels their travel prior to the departure date, the AARC and/or travel agency will seek a full refund. If a full refund is not possible, but a partial refund is issued, it must be used for future AARC travel purposes.
  - d. The Executive Office will establish an airline threshold (in dollars) at the onset of each calendar year. For individuals opting to purchase their own airline tickets, they must first seek approval from a designated executive office staff member prior to purchase for any fares exceeding that threshold.
  - e. Airport parking and least expensive ground transportation
  - f. Other methods of transportation (rail, automobile, bus, road tolls, parking), singularly or in any combination, shall be reimbursed at a total rate to not exceed the lowest day airfare available.
  - g. Automobile travel shall be paid at current Internal Revenue Service (IRS) rate that is in effect at the time of the annual budget process (usually October of each year).
4. Reimbursement for lodging shall be as follows, with the provision of valid receipts.
- a. Lodging will be reimbursed at 100% (inclusive of room night and sales tax). AARC business travelers are asked to be fiscally responsible when selecting hotel brand.
  - b. Lowest possible rate for those nights required for Association business. Room/suite upgrades will not be reimbursed and will be paid at the expense of the business traveler.
5. Reimbursement for registration fees shall be as follows, with the provision of valid receipts.
- a. When necessary, advertised registration or admittance fees to programs attended on Association business shall be reimbursed at the fee stated on the program announcement. AARC business travelers are encouraged to take advantage of "early bird" registration fees if offered.

6. Per diem shall be paid in accordance with AARC policy.
  - a. Per diem is meant and expected to cover expenses other than actual travel and lodging (e.g., meals, gratuities)
  - b. Personal expense incurred while on official Association travel shall not be eligible for reimbursement from the Association.
  - c. The AARC acknowledges that volunteers and employees traveling to conduct AARC business are often times leaders within their own institutions and have a commitment to their employer to stay “connected” at all times. As such, the AARC will reimburse for basic sleeping room internet accessibility in hotels where it does not come complimentary.
7. Advance payment of per diem shall be made in compliance with Association travel reporting requirements and only with advance written approval from:
  - a. The President for the voluntary sector of the Association
  - b. The Executive Director for Association employees
  - c. Exceptions to the above requirements for advance per diem shall be:
    - i. Regularly scheduled Board of Directors’ meetings
    - ii. Regularly scheduled Executive and Finance Committee meetings.
    - iii. Regularly scheduled House of Delegates meetings (officers only)
    - iv. Travel for official Association representation to external organizations
    - v. AARC Program Committee (Program Committee Meetings & Congress)
    - vi. Section Chairs at Congress
    - vii. Sputum Bowl committee members at Congress
    - viii. In considerations that select AARC staff members and AARC President/Past-President are often times in attendance at corporate functions/receptions that include food, all authorized directors and executive staff members in possession of an AARC credit card will not receive per diem and instead will charge meal expenses to their credit card.

8. International travel shall be reimbursed at actual expense, with receipts required for any expense of \$50.00 or more, to include the following:
  - a. Coach class airfare
  - b. Business class airfare will be authorized for all international flights exceeding 3,000 miles.
  - c. Least expensive ground transportation
  - d. Lodging
  - e. Meals
  - f. Internet
9. Expenses incurred by the President incidental to executing the duties and responsibilities of that office shall be:
  - a. Paid by the Association in accordance with this policy
  - b. Monitored by the Finance Committee
  - c. Subject to review by the independent auditors
10. All individuals traveling at Association expenses shall notify the Executive Office in advance of the intended travel.
  - a. The Executive Office may act as the Association's travel agent and schedule advance transportation and lodging.
  - b. The Executive Office may direct individuals to purchase tickets on their own.
  - c. The Executive Office may review and approve the travel plans made by the individuals.
11. All public transportation (e.g., airfare, bus fare) not purchased through the Association's designated travel agency shall be reimbursed at a fee up to, but not exceeding, the fee that would have been charged by the Association's travel agency.

12. Board meeting expenses

- a. Travel, lodging and meal expenses for the Spring and Summer meetings will be reimbursed for all officers and directors using the criteria established above.
- b. At the Fall meeting held in conjunction with the AARC convention, the following special policies will apply to directors that are either incoming or outgoing that year.
  - i. Incoming director required to attend new board meeting only (usually last day of convention)
    1. Airfare reimbursed according to the policy point 3 above.
    2. Lodging and per diem reimbursed according to the policy points 4 & 5 above, respectively, for four nights only.
  - ii. Outgoing directors
    1. Airfare reimbursed according to the policy point 3 above.
    2. Lodging and per diem reimbursed according to policy points 4 & 5 above, respectively, for up to a maximum of four nights.
  - iii. The Immediate Past President, Presidents Council Chair, and any board member rotating off the board.
- c. Convention registration – The AARC will pay such registration as follows:
  - i. Current and outgoing directors – Full registration
  - ii. Incoming directors – Full registration
  - iii. House of Delegates Officers – Full registration

**Definitions:**

- “Valid receipt” includes original receipt from the travel/other provider.
- Reproductions of receipts shall not be accepted.

**Attachment:**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.017

SECTION: Fiscal Management  
SUBJECT: **Presidential Stipend**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: November 2013  
DATE REVISED: March 28, 2008  
REFERENCES:

**Policy Statement:**

The Association shall, in accordance with the following policy amplification, grant the sum of \$25,000 to the Associations President's employer for each year in office.

**Policy Amplification:**

1. The intent of this stipend shall be:
  - a. As partial reimbursement for the loss incurred by the President's employer as a result of the President's commitments to the Association.
  - b. To reduce the financial obstacles relevant to the President's employer during the President's term of office.
  - c. To recognize the President's employer for supporting the President's commitment to the Association.
2. This stipend shall be:
  - a. Included as a line item in the President's section of the Annual Budget
  - b. Paid on a quarterly basis

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: FM.018

SECTION: Fiscal Management  
SUBJECT: **Audit and Oversight Standards**  
EFFECTIVE DATE: April 1, 2004  
DATE REVIEWED: July 2014  
DATE REVISED: October 2014  
REFERENCES: Includes Policies FM.002, FM.005

**Policy Statement:**

1. The Board of Directors and Audit Subcommittee will review and direct the overall external audit process of the AARC.
2. The Audit Subcommittee is composed of members from the Executive Committee and officers of the House of Delegates (HOD). AARC staff and management cannot serve as members.
3. The Board of Directors and HOD officers are not part of management of the AARC, nor do they receive any compensation from the AARC.
4. A full independent audit will be conducted annually by an outside auditor. The Board of Director shall, with the advice of its business counsel, be responsible for selecting a qualified auditing firm.
5. The Audit Subcommittee shall review all policies pertaining to the audit committee and meet with the outside auditors to review the audit and recommend its approval to the Board of Directors.
6. The independent auditor's report shall be made available to the membership in a manner deemed appropriate by the Board of Directors.
7. The Association shall, to the best of its ability, acknowledge and heed the findings and recommendations of its independent auditors and the Audit subcommittee of the Finance Committee.
8. Every five years the Audit Subcommittee should consider retaining the current partner or request obtaining another audit partner to be considered for rotation.
9. The Board of Directors and HOD officers must have a conflict-of-interest policy with disclosure.
10. The AARC will not provide personal loans for its directors or executives.
11. The AARC must develop and adopt a formal process to deal with complaints from employees and prevent retaliation.

12. The AARC will have a written, mandatory document retention and periodic destruction policy.

**Policy Amplification:**

1. The independent auditor shall:
  - a. Report its findings to the Audit subcommittee of the Finance Committee and the Board of Directors on an annual basis.
  - b. Provide an annual Memorandum of Advisory Comments aimed at improving financial performance and reporting.
2. The Board of Directors shall take appropriate action on the recommendation of the Audit subcommittee of the Finance Committee.
3. Orientation of the Board members should include financial training related to the organization.
4. Auditing firms should not be used to provide non-auditing services (except for tax preparation) while the firm is conducting auditing services.
5. A confidential and anonymous mechanism to encourage employees to report any inappropriateness within the entity's financial management should exist.
  - a. A member of the executive office staff can report fiscal inappropriateness to the Executive Director of the AARC. He or she can also report this to the President of the Board of Directors.
  - b. A member of the Board of Directors can report fiscal inappropriateness to the Executive Director.
6. The document retention policy should include guidelines for handling electronic files and voicemail messages as well as paper documents.
7. Forms 990 or 990-PF should be filed electronically to the IRS, in a timely and accurate manner.

**Definitions:**

- The Sarbanes-Oxley Act and Implications for Nonprofit Organizations, 2003 BroadSource and Independent Sector, [www.broadsource.org](http://www.broadsource.org).

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.019

SECTION: Fiscal Management  
SUBJECT: **Investments and Operating Cash**  
EFFECTIVE DATE: July 2005  
DATE REVIEWED: January 2022  
DATE REVISED: October 2022 – BOD approved  
REFERENCES: FI.0786

**Policy Statement:**

The AARC shall take a moderately conservative approach in constructing its investment portfolio to reasonably protect financial principal while earning modest investment income. The AARC shall also assure there is sufficient cash in operating accounts at local financial institutions to pay upcoming expenses while reducing excess cash in low interest-bearing accounts. While the Board of Directors (Board) is ultimately responsible the association's investments and operating cash, day to day management of these financial assets has been delegated to the AARC Executive Director with oversight by the Board's Finance Committee. To assist the Executive Director, the Board has authorized contracting with brokerage firms and investment advisers. Changes to this Investment and Operating Cash policy can only be made by the Board.

**Policy Amplification:**

1. The Investment and Operating Cash Policy replaces all previous policies related to the AARC's investments and operating cash.
2. This policy supports the AARC's philosophy of funding operating expenses through its operating revenues in accordance with the annual budget as approved by the Board. Any revenue in excess of expenses is intended to be transferred into the AARC's investment portfolio. Alternatively, revenue in excess of expenses may be used for earlier retirement of AARC debt with prior approval of the Board's Finance Committee.
3. This policy additionally supports the AARC's philosophy that investments are intended to grow to ensure the future of financial viability of the association as well as fund specific capital and strategic projects as approved by the Board.
4. The AARC accepts the financial risk associated with a moderately conservative investment portfolio as herein defined. Historically this portfolio strategy may result in lower financial gains on its investments in exchange for greater protection of its principal when compared to more aggressive portfolio approaches.

**AARC INVESTMENT AND OPERATING CASH PROCEDURES**  
**(Revised February 2025)**

**Operating Cash**

Operating cash is defined as the amount of money the AARC requires to pay for the expected expenses of the associations for a given period. The following procedures shall be followed to properly manage the AARC's operating cash.

1. The Executive Director shall identify such local financial institutions as needed to provide a vehicle for managing the associations incoming revenue and outgoing expenses.
2. Prior to the end of each month, the Executive Director shall require that the accounting department project the AARC's cash needs for the upcoming month.
3. These monthly cash projections shall be based on these factors:
  - a. Computing the average cash expenses per day from the prior twelve months Statement of Cash Flow multiplied by the number of days in the upcoming month.
  - b. Any additional expenses the Executive Director anticipates in the upcoming month in consultation with executive office staff and AARC voluntary leadership.
4. The Executive Director through the AARC accounting department shall maintain sufficient cash in local financial institutions to cover a minimum of 30 days and a maximum of 90 days for these upcoming expenses.
5. Whenever possible, these operating cash funds residing in local financial institutions shall be placed into interest bearing accounts and insured to the limits established by the Federal Deposit Insurance Corporation (FDIC).
6. The Executive Director shall require that the AARC accounting department produce a monthly financial statement no later than 20 calendar days after the end of each month noting the cash on hand at local financial institutions and compliance with the 30 to 90-day requirement in this policy.
7. Additionally, the Executive Director shall report on the days of operating cash on hand to the Board's Finance Committee no less than quarterly in compliance with this policy.
8. The Executive Director shall also assure that cash in excess of 90 days is promptly transferred to the Investment portfolio and invested in such securities to maintain the asset distribution noted in the next section regarding equities, fixed income and cash. The Executive Director may alternatively recommend to the Board's Finance Committee that some or all of the cash in excess of 90 days be used to retire a portion of AARC short-or long-term liabilities.

## Investments

In contrast to the AARC's procedures regarding operating cash, the funds in the AARC investment accounts are intended to be accumulated over long periods of time and used to fund operating expenses only in special circumstances as defined below and as approved by the Board of Directors.

1. On AARC's behalf, the Executive Director shall identify and select one or more brokerage firms with headquarters in the United States that have a minimum of \$100 billion dollars in total investments managed. On approval of the Board's Finance Committee, the Executive Director shall execute such contracts and authorizations as may be required for the brokerage firm to fulfill its investing functions on behalf of the AARC.
2. The Executive Director shall identify and select an Investment Adviser to actively manage the investment portfolio on behalf of the AARC in compliance with this policy. Such Investment Adviser shall be approved by the Board's Finance Committee before any authorizations are granted to act on the AARC's behalf.
3. Any proposed changes to the brokerage firm or investment advisers shall be forwarded by the Executive Director to the Board's Finance Committee for their prior approval.
4. The Executive Director shall require the accounting department to produce monthly financial statements no later than 20 calendar days after the month ends which lists the fair market value of all investments along with both realized and unrealized gains or losses on the portfolio. The Executive Director shall review the investments portfolio with the Investments Adviser every month.
5. The Investment Adviser shall produce a quarterly report to the Board's Finance Committee that notes the asset composition of the portfolio and the relative performance of each major component compared to such benchmarks as the Finance Committee as approved. These quarterly reports shall note the degree of compliance with other requirements as noted in this policy regarding duration and type of fixed incomes instruments, the US and foreign equity investments, sector diversification in equity investments, and such other reports as the Board's Finance Committee determines.
6. In accordance with a moderately conservative portfolio strategy, the Investment Adviser shall work in conjunction with the Executive Director to maintain assets within the noted range in the AARC's investment portfolio:

<b>Asset Class</b>	<b>Target</b>	<b>Range</b>
Fixed Income	45.0%	40-50%
Equity	50.0%	45-55%
Cash	5.0%	2-7%

For clarification, the cash noted in the investment asset class above shall be in addition to the operating cash held in local financial institutions. When cash is infused into the investment portfolio or withdrawn, emphasis shall be given to achieve the asset class percentages noted. If divestitures are required, priority will be given to under-performing assets.

7. Fixed income investments will include a mixture of Corporate, U.S. Government, and Foreign Fixed Income Securities. The duration of such fixed-income investments may be Short, Intermediate or Longer term with a diverse portfolio expected to have an average age to maturity of 5 – 15 years.
8. Acceptable fixed income instruments include:
  - a. Bank Certificates of Deposit (CD) with a maximum in any one institution of \$100,000 and each CD must be FDIC insured.
  - b. Repurchase agreements collateralized by government securities
  - c. Bankers Acceptances
  - d. Federal government or government agency securities
  - e. Corporate commercial paper with an S & P rating of A-1 or Moody's rating of P-1
  - f. Money market accounts trading at \$1.00 / unit and comprised of the above type securities
  - g. Corporate bonds with a rating of no lower than BBB by S & P of Baa by Moody's.
  - h. No one bond may comprise more than 5% of the total fixed income portfolio.
  - i. Bond Mutual Funds and Exchange Traded Funds
    - i. Must primarily comprised of the type of investments, and
    - ii. Must be judged to be of high quality by considering the S&P or Moody's trading ratings as well as past earnings records or may include so-called high yield or "junk bonds" (rated below "BBB" by S&P or Baa by Moody) provided they comprise no more than 5% of the total fixed income portfolio.
9. Equity investments will include securities that are traded on the New York Stock Exchange (NYSE), the National Association of Securities Dealers Automated Quotation System (Nasdaq) and such other exchanges recommended by the Executive Director in consultation with the Investment Adviser and as approved by the Board's Finance Committee.
10. Appropriate equity investment will include a diverse portfolio of small-, mid-, and large cap companies/funds with a focus on longer term growth and value. Foreign equities are also allowed provided they total no more than 15% of the equity portfolio.
11. The AARC additionally requires diversification of its equity investment across all seven major sectors with acceptable percentage of sector equities recommended by the Executive Director and Investment Adviser as approved by the Board's Finance Committee.
12. No single equity investment may exceed 5% of the total in the entire investment portfolio.
13. No investment in any security that is related to the tobacco or vaping industry is permitted. However, it is acknowledged that mutual funds, by their very nature, may have amounts of

invested in tobacco or vaping-related securities that may be difficult to easily determine. Nonetheless, such funds will be reviewed periodically and if more than 10% of the fund is invested in tobacco-related securities, this security will be divested.

14. The AARC shall allow alternative equity investments in more speculative options, futures, and derivative markets as well as real estate funds provided that no more than 5% of total equities are invested therein.
15. Withdrawals from the Investment Account may be made by the Executive Director in consultation with the Investment Adviser and prior approval of the Board's Finance Committee if there is insufficient operating cash in local financial institutions to maintain the minimum of 30 days cash on hand. This policy intends such withdrawals to occur infrequently and only when unanticipated operating revenue shortfalls in the association's annual budget are an extraordinary capital or special project as expenses approved by the Board.



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 4  
POLICY: FM.020

SECTION: Fiscal Management  
SUBJECT: **Guidelines for the Funding of State Legislative & Regulatory Activities**  
EFFECTIVE DATE:  
DATE REVIEWED: July 2015  
DATE REVISED: July 2015  
REFERENCES: FA0486

**Policy Statement:**

State Societies may request funding to supplement efforts undertaken by the society to support or oppose legislation, regulations, or state policy that can adversely impact or enhance the profession of respiratory therapy. Occasionally these efforts require the expertise of contracted lobbyists or assist in covering the cost that state society leadership assumes in mounting a response. These costs can become excessively burdensome on the budget of the state society, thus triggering the request for the AARC grant/loan.

The state society requesting funds must provide the Government Affairs Committee, State Co-Chair (GAC) with the following documentation.

**Policy Amplification:**

1. Requirements of State Societies:

- a. The state society requesting funds must provide the State Co-Chair of the AARC Government Affairs Committee (GAC) the following:
  - i. A letter signed by the state society president stating the reason for the request. Requests for funding may be made before the legislative/regulatory/policy process is initiated, while the legislative/regulatory process is taking place or after enactment or implementation of the legislative/regulatory/policy initiative. Passage or implementation of the initiative, however, will not assure AARC funding.
  - ii. A complete financial statement shall be submitted and shall include the state society's total current assets and liabilities. The current year's budget as approved by the state society's Board of Directors shall also be submitted for review. A financial plan for the requested funds shall also be submitted.
  - iii. A most current draft of the legislation or proposed regulation or policy.

- iv. A written response to include supporting documentary to each statement found in the “Criteria for State Society’s Seeking Funding from the AARC for Legislative Initiatives” be submitted under the signatures of the state society’s president.

2. Responsibilities of the AARC Government Affairs Committee (GAC)

- a. Upon receipt of the state of society’s request for funding the State GAC Co-Chair shall:
  - i. Distribute the state society’s letter of request and supportive information to the members of the State GAC who shall:
  - ii. Review the legislation/regulation/policy utilizing the AARC Evaluation Form.
- b. Review and evaluate the supportive documentation provided by the state society utilizing the “AARC Funding Recommendation Report”.
- c. If necessary, conduct conference calls with the GAC State committee members to discuss the evaluations and generate a consensus option.
- d. Request additional information from the state society where it is required.
- e. The State GAC Co-Chair will tabulate the votes from the committee members, for or against approval. A simple majority carries the vote.
- f. Formulate a recommendation for funding and submit the recommendations to the AARC President and Board of Directors.
- g. The AARC Board of Directors will have final approval of the grant/loan application and will have the right to determine the final dollar amount to be discussed.

3. Methodology for Disbursement of Funds:

- a. The State GAC Co-Chair funding recommendation presented to the AARC President and Board shall take into consideration the state society’s
  - i. Total current assets and current liabilities.
  - ii. Expected revenue and disbursements per the state society’s budget.
  - iii. The amount of money the state society has spent to date on its legislative/regulatory/policy effort.

- iv. Consistency of the state society's position with AARC policy, position and standards. The AARC President, AARC Executive Committee, in consultation with the Executive Office, will determine if the legislative/regulatory/policy content merits financial support.
  - v. State Society preparation to mount a response to the legislative/regulatory/policy initiative.
- b. The State GAC Co-Chair recommendation shall be based, whenever possible, on the concept that AARC funding shall match the funds the state society has allocated and/or spent on its legislative effort.
- c. Affiliates requesting funding shall only specify the amount required. Funds will be allocated on a 60% grant and a 40% no interest loan basis (e.g., \$2,000 requested = \$1,200 grant and \$800 loan). The maximum request may not exceed \$10,000.
- d. The disbursement of funds shall:
- i. Generally, the full amount of the allocation be disbursed to the state society as soon as is practically possible AFTER AARC Board approval and implementation of the contract described in b) below
  - ii. Be contingent upon issuance and acceptance by both parties of a contract, memorandum of agreement stating terms and conditions relating to the allocation of funds. Terms shall include
    - 1. Repayment of the loan portion of the allocated funds will commence within six months following the initial disbursement of the funds to the society by AARC.
    - 2. Presentation of invoices by the society to the AARC executive Office (Controller) supporting the Society's expenditures within six months of the AARC's funds disbursement. If invoices are not presented within such six months after AARC disbursement, any "Excess Disbursement" (Defined as monies received by the State Society from AARC which are not supported by invoices presented) must be immediately returned to the AARC and the loan repayment terms will be adjusted accordingly. Extension of this six-month period for extenuating circumstances may be granted by the Executive Director.

3. Provision for loan repayment via Society Revenue Sharing withholding on any loan payment that is delinquent for more than 60 days.
  4. Depending on the circumstances other terms or repayment may be established by the AARC Executive Office and the AARC Controller as well.
- e. It is expected that the aforementioned shall serve as guidelines which will be applied consistently. However, unusual circumstances may require waiver of some elements. When an element is waived, the State GAC Co-Chair shall provide reasonable cause for such exception.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.021

SECTION: Fiscal Management  
SUBJECT: **Outstanding Affiliate Checks**  
EFFECTIVE DATE: July 2007  
DATE REVIEWED: March 2018  
DATE REVISED: March 2018  
REFERENCES:

**Policy Statement:**

Periodically, but at least twice a year, AARC shall perform the following procedure for old outstanding checks:

1. Obtain the most recent list of all checks issued but still outstanding (i.e., not cleared the bank) for at least six months.
2. Attempt to contact the Payee via mail or email to seek information and possible direction in terms of clearing and / or re-issuing the old check.
3. Given better information is received, the original check shall be voided and be re-issued less a reasonable fee for handling the stop payment fee on the original check.
4. If the payee is still unreachable after several attempts, records shall be maintained for the outstanding term, and it shall be disposed of as current law allows.
5. Starting in 2018, all affiliates are able to enroll in direct deposit for revenue sharing.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.022

SECTION: Fiscal Management  
SUBJECT: **Capital Purchase Approval**  
EFFECTIVE DATE: July 2007  
DATE REVIEWED: October 2017  
DATE REVISED: October 2017  
REFERENCES:

**Policy Statement:**

Capital expenditures are those spent on asset items exceeding \$5,000 and providing value for a year or more. In purchasing such, the following approval procedures shall be in effect:

1. Any capital expenditure for \$10,000 or less may be purchased with the express approval of the AARC Executive Director. Such must be subsequently ratified by the AARC Board at the next available meeting.
2. Any capital expenditure for more than \$10,000 must be presented to and approved by the AARC Board BEFORE funds are committed. Purchases cannot be split to avoid this approval level process.
3. Capital purchase exceeding \$10,000 (but not more than \$40,000) that are required due to emergency circumstances (i.e., air conditioning units) may be purchased with the approval of the AARC Executive Director and concurrence by the AARC President. Such also must be subsequently ratified by the AARC Board at the next available meeting.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: FM.023

SECTION: Fiscal Management  
SUBJECT: **Liquidity Management**  
EFFECTIVE DATE: July 2019  
DATE REVIEWED:  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

**Policy Amplification:**

1. Purpose

The Organization's Board of Directors (Board) desires to establish a liquidity management policy. This policy serves an important governance function by identifying sources of liquidity, establishing and assigning responsibilities for managing the Organization's liquidity needs, outlining the Organization's philosophy on liquidity management, and providing a framework for utilization of financial assets available within one year of balance sheet date.

2. Scope

Within the context of this document, liquidity is defined as cash and cash equivalents, liquid investment balances, access to cash (e.g., lines of credit, letters of credit), and the convertibility of assets to cash in order to meet operating and financial needs during the operating cycle. The Liquidity Management Policy is meant to work in conjunction with the Board-approved Debt, internal Bank, Investment, and other policies that impact financial risk management.

3. Objective

- a. Outline the Organization's philosophy for optimum liquidity management,
- b. Define the Organization's primary objective for liquidity management, and
- c. Identify a framework for utilization of financial assets available within one sheet date.

4. Philosophy

- a. Optimal liquidity management will align financial decisions with the Organization's mission and will consider the following:
  - b. Does the action align to the Organization's mission?
  - c. What is the overall level of financial health?

- d. Are resources sufficient and flexible enough to support the mission?
- e. Does financial asset performance support the strategic direction?
- f. Do operating results indicate the Organization is operating within available resources?
- g. Is debt managed strategically to advance the mission?

5. Oversight

The Organization's Management is responsible for policy compliance, periodic review, and all liquidity management activities for the Organization. On at least an annual basis, the finance committee is charged with reviewing the Organization's Board-approved financial metrics in conjunction with oversight of related policies and will report any issues to the Board's Finance & Administration Committee.

6. Liquidity Management

The primary objective of liquidity management is to maintain a cash position that allows the Organization to meet daily obligations without incurring the opportunity costs that arise from having excess cash. It is not uncommon for the Organization to experience a mismatch between the timing of expenditures and receipt of funds to pay those costs. The more unpredictable the Organization's cash flows are, the higher the required levels of liquidity that must be maintained.

a. Liquidity Uses

Uses of Organization liquidity are determined per the Organization fiscal management governance structure as approved within the budget approval process and delegations of authority. Approved use of liquidity is for operating and capital purposes. Operating expenses are paid using the appropriate funds aligned to the Organization mission and complaint with applicable statues and Organization policies and standards.

b. Liquidity Measures

- i. The Organization must balance liquidity requirements with its investment objectives and its cost of external borrowing. The Organization intends to manage its liquidity needs by considering its entire asset and debt portfolio, rather than managing liquidity solely on an issue-specific basis. This approach permits Organization-wide evaluation of desired liquidity requirements and exposure.
- ii. The Organization has a goal to maintain its financial assets available within one year of the balance sheet date to meet 180 days of projected operating expenses.



c. Administration and Reporting

- i. The Management will report to the Finance Committee annually a schedule of financial assets available within one year of the balance sheet date compared to the projected operating expense for minimum liquidity target.
- ii. This Liquidity Policy will be subject to annual review by the Finance Committee and the elements of the policy related to liquidity will be subject to annual review by the Board.

7. Use of Short-term Debt

In order to maintain or increase liquidity, the Organization may use proceeds available from short-term debt for financing of capital projects under the following conditions:

- a. The proceeds are used to provide interim financing for a capital project with a committed source of funding (e.g., in anticipation of issuance of long-term debt, receipt of certain philanthropic gifts, or grants for Organization projects).
- b. The cost of the funds available under a line of credit are equal to or lower than a. the Organization's investment return (i.e., opportunity cost); and b. alternative funding options; and
- c. The use of the proceeds is compliant with applicable statutes and association policies and standards.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: HOD.001

SECTION: House of Delegates  
SUBJECT: **Policy, Procedure, and Correspondence**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: January 2024  
DATE REVISED: January 2024  
REFERENCES: Delegate Handbook

**Policy Statement:**

All procedural activities of the House of Delegates can be found in the Delegates Handbook and House Rules. Correspondence and other information relevant to the function of the House of Delegates shall be appropriately routed.

**Policy Amplification:**

1. Any information regarding the procedural activities of the House of Delegates, from committees to resolutions, can be found in the Delegate Handbook.
  - a. The Delegate Handbook also contains the House Rules under which the House of Delegates operates.
2. All correspondence pertinent to the function of the House of Delegates shall be sent to the Speakers of the House of Delegates.
  - a. The Speaker shall cause correspondence to be distributed to members/committees of the House of Delegates, Executive Office, and Board of Directors as applicable.
3. All HOD Officers shall receive copies of correspondence sent to the BOD and Board Book as approved by the President.
4. Newly elected House Officers shall receive instructions on how to access the Association's Policy and Procedure Manual online.
5. The AARC will copy the Delegates on all routine correspondences to Affiliate Board members including, but not limited to, follow-up on revenue sharing checks that remain uncashed.
6. All elected members are required to complete the AARC Conflict of Interest Statement and the AARC Tobacco Free Pledge on an annual basis.

**Definitions:**

**Attachment:**

- AARC Conflict of Interest Statement (See Appendix)
- AARC Tobacco Free Pledge (See Appendix)

***NOTE: This revision combined policies HOD.001 – HOD.002***

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: MP.001

SECTION: Membership  
SUBJECT: **General Operating Policies**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2018  
DATE REVISED: March 2018  
REFERENCES: Bylaws, Code of Ethics, House Rules for Special Recognition

**Policy Statement:**

The Association's membership shall be subject to the provisions of Association Bylaws and Association policy.

**Policy Amplification:**

1. All personal records of Association members shall be the property of the Association and shall be held in strict confidence.
2. Members whose AARC membership has lapsed may reactivate their membership in the Association by payment of the current year's membership dues plus the fee set in the Annual Budget subject to the following conditions:
  - a. The lapse in membership has been for a maximum time period of one year.
  - b. The member must meet current Bylaw's requirements for appropriate membership classification.
3. AARC members shall be granted reciprocity of chartered affiliate membership without inter-affiliate transfer of current chartered affiliate dues paid.
4. All new and renewing members shall be required to complete the AARC membership application and subsequent renewal cards in their entirety.
5. The Membership Committee shall assure that a request for medical direction, when applicable, be included on the membership application.
6. All AARC Members shall receive a communication of congratulations and thanks from the President and Executive Director at 20 years and each subsequent decade of continuous membership.

7. All nominations for Life Membership submitted to the House of Delegates by delegation shall include curriculum vitae as justification, and a resolution recommending such action shall be submitted to the House at least sixty (60) days prior to the Annual Meeting of the Association.
8. Life Membership shall automatically be bestowed upon the AARC President upon completion of his/her term as Immediate Past-president.
9. All Active and Life Members of the Association employed within the boundaries of chartered affiliates shall be permitted to vote in the election of the delegation of that affiliate, regardless of their separate affiliate membership status.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: MP.002

SECTION: Membership  
SUBJECT: **General Operating Policies**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2018  
DATE REVISED: March 2018  
REFERENCES: Bylaws, Code of Ethics, House Rules for Special Recognition

**Policy Statement:**

Request may be received by the Executive Office challenging a member's status.

**Policy Amplification:**

1. A written request must be received at the AARC Executive Office addressed to the chair of the Judicial Committee. This request must include the following:
  - a. Name of the individual being challenged.
  - b. The specific reason or reasons the challenge is being made
  - c. Signature of individual initiating the challenge.
2. The Chair of the Judicial Committee will decide if the challenge is preliminary valid. If valid, a non-confrontational request for information will be sent to the individual being challenged, as well as the section of the Bylaws, highlighting Article III, Section 2, containing the definition of Active Member. This request will attempt to obtain the following information from the individual:
  - a. Job description(s) for the past 12 months.
  - b. Explanation of the percentage of time spent on the job.
  - c. Medical Director name
  - d. Request for a written response within ten (10) business days.
3. The following are the time frames for the challenge process:
  - a. Five days to inform the challenger
  - b. Ten days for the challenger to return information

- c. Fifteen days to send the information to full committee and vote on a decision at the end of the 15 days.
  - d. Notify both parties as soon as possible, but no later than 48 hours after the vote is taken.
- 4. The decision will be based on the documents, affidavits, statements, and other evidence gathered by the Judicial Committee; the outcome will be a majority vote on the Judicial Committee. Names of both the challenge and the challenger will be kept from the committee and all others involved. As a result, the chair of the judicial committee may take no role in decision because the chair knows who the parties' names are. In the event of a tie vote the challenge fails.
  - 5. Any appeal of the Judicial Committee decision will be forwarded to the AARC Board of Directors.
  - 6. The verification of active status for those nominated for an AARC office will be required before the candidate is placed on the ballot.

**Definitions:**

- Challenge: The contest the validity of a member's qualifications for membership and status in the AARC.
- Challenger: The person who challenges the membership of another.
- Challenge: The person whose membership is challenged.
- Decision: The final, written decision of the Judicial Committee transmitted in writing to both parties and the AARC President.
- Preliminarily Valid: A challenge is preliminarily valid if, on its face, it raises a question about the qualifications of a subject member. A determination that a challenge is preliminarily valid only imposes a duty to respond; it is not a decision on the merits, and the Judicial Committee Chair's decision carries no evidentiary weight.

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: SS.001

SECTION: Specialty Sections  
SUBJECT: **Specialty Section Operation**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2011  
DATE REVISED: July 2008  
REFERENCES:

**Policy Statement:**

The Section Chairperson is responsible for accomplishing the Section's goals and charges.

**Policy Amplification:**

The Section Chairperson is responsible for overseeing the following activities. A Section Chairperson may seek assistance of other section members to help with any projects.

1. Section Publications

- g. Solicit information pertinent to Section members and publishing four (4) Section Newsletters each year.
- h. Solicit information for inclusion in the monthly e-mail newsletters.

2. Section Program

- a. Assist the Association Program Committee as appropriate, with the preparation of a specialty program for the International Congress and Summer Forum.
- b. Make recommendations to the Association Program Committee and the Board of Directors regarding educational programs pertinent to the specialty area that may be considered for presentation to the Association membership.

3. Section Recognition

- a. Recognize exemplary contributions to, or participation in Section activities by, Section members via the Specialty Practitioner of the Year Award Program.



4. Each Specialty Section may have other project groups as necessary to complete additional specific charges from the President.
5. All Specialty Section members engaged in these functions shall be selected by the Specialty Section Chairperson from among the Section's members; however, it is the section chairperson's responsibility to ensure the work is complete.
6. Committees  
If a group of section members will work together on an on-going basis, then, in accordance with AARC Bylaws, the Section Chairperson must request that the AARC President appoint them to a committee. The activities of such duly appointed section committees, along with the names of the committee members, shall appear in the section's activity reports to the Board of Directors. The Section Chairperson shall publish a list of Specialty Section committees in the Section publications to encourage Section member participation.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: SS.002

SECTION: Specialty Sections  
SUBJECT: **Formation, Dissolution, and Conversion of Specialty Sections**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2015  
DATE REVISED: July 2007  
REFERENCES:

**Policy Statement:**

The Association Board of Directors shall retain the responsibility and authority to form, dissolve and convert Specialty Sections.

**Policy Amplification:**

1. The Association Board of Directors may establish a Specialty Section by a 2/3-majority vote if there are at least 350 active members interested in establishing a specialty section.
2. The President shall appoint a Chairperson for newly established Specialty sections, subject to ratification by the Board of Directors.
3. Specialty Section dues shall be established by the Board of Directors as part of the budgetary process.
4. The President may appoint liaisons from the Board of Directors to each Specialty Section.
5. As outlined in the AARC Bylaws (Article 5, Section 1), a Section Chair from each Specialty Section of at least 1000 active members of the Association will serve on the Board of Directors as a Section Director. So long as the number of Section Directors is at least six (6), the number of At Large Directors shall be equal to the number of Section Directors. If the number of Section Directors is less than six (6), the number of At Large Directors shall be increased to assure a minimum of twelve (12) Directors. The Board shall then be comprised of six (6) Officers and a minimum of twelve (12) Directors for a total of at least eighteen (18) active members.
6. If the active membership of a section exceeds 1,000 active members on December 31<sup>st</sup> of a year in which the section does not have a serving section director, the Chair of the Section will be sworn in as a Section Director at the next annual business meeting of the Association. The term of the Section Director shall be for the remaining term of the Section Chair.

7. If active membership of a specialty section is no longer at least 1,000 members as of December 31<sup>st</sup> of the year preceding completion of the term of the section director the following will occur.
  - a. The President shall notify the Speciation Section Director of the specialty section not meeting requirements of the bylaws in writing that they have until the next scheduled Board of Directors meeting to increase their membership of the section to exceed 1,000 active members as outlined in the bylaws.
  - b. This notification shall provide the Specialty Section Chairperson with the opportunity to meet the requirements of the bylaws.
  - c. If the Specialty Section Director and the Specialty Section cannot meet the requirements of the bylaws and is unable to increase its active membership of the section to exceed 1,000 active members as outlined in the bylaws, the current Specialty Section Director shall serve out their remaining term of office as the Specialty Section Director and the incoming Specialty Section Director will serve as the Specialty Section Chair.
  - d. The President will notify the specialty section director of the outcome of the Board deliberations in writing.
  - e. AARC and Section members will be informed of the decision of the Board of Directors at the earliest opportunity via approved Association channels of communication.
8. If the Specialty Section does not have at least 350 total members as of December 31<sup>st</sup> of the year preceding completion of the term of the Section Chair, the following will occur:
  - a. The President shall notify the Specialty Section Chair that the Specialty Section is not meeting the section membership policy.
  - b. This notification shall provide the Specialty Section Chairperson with the opportunity to show cause, in writing, why the Specialty Section should not be converted to a Roundtable by the next scheduled Board of Directors Meeting.
  - c. The President shall notify the Chairperson of the Specialty Section of the outcome of the Board deliberations in writing.
  - d. AARC and Section members shall be informed of the conversion of the Specialty Section at the earliest opportunity via approved Association channels of communication.

9. In any situation in which reductions in the number of Section Directors will result in the number of At Large Directors exceeding the number of Section Directors, and at least twelve (12) Directors will be serving, the number of At Large Directors nominated by the Elections committee and elected by the membership in the next Association election shall be reduced so the number of At Large Directors on the Board of Directors following the installation of those Directors shall be equal.
10. If at any time the number of Section Directors decreases below six (6), the number of At Large Directors nominated by the elections committee and elected by the membership in the next Association election will be increased so that there will be twelve (12) Directors serving following installation of those persons.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: SS.003

SECTION: Specialty Sections  
SUBJECT: **Leadership**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2017  
DATE REVISED: March 2017  
REFERENCES:

**Policy Statement:**

The Specialty section members, in a manner consistent with the Association Bylaws, shall elect Specialty Section Leadership.

**Policy Amplification:**

1. Terms of office for Specialty Section Chairpersons-elect and Chairpersons shall commence at the end of the Association's Annual Meeting.
2. The elected Chairperson of a Specialty Section shall not serve more than two consecutive terms in the same office.
3. In the event of the vacancy in the office of Specialty Section Chair, the Chair-elect, if one is serving at the time, shall serve the unexpired term of the Chair and his or her own three (3) year term.
  - a. If no Chair-elect is serving at the time of the vacancy, the President shall appoint a member of the Specialty Section to serve as Chairperson, subject to ratification by the Board of Directors.
  - b. A Chair-elect so appointed shall serve until the next scheduled specialty section election, or until a successor is elected by the Specialty Section Membership.
4. The Specialty Section Chair may be removed from office by 2/3-majority vote of the Board of Directors upon refusal, neglect or inability to perform their duties, or any conduct deemed prejudicial of the Association.
  - a. Written notice of action by the Board of Directors shall come from the President.
  - b. This written notice will be sent to the Chair and Chair-elect as formal notification that the office has been declared vacant.

5. The duties and responsibilities of Specialty Section Chairpersons shall include:
  - a. Oversight of all Specialty Section activities
  - b. Assurance that Section activities are in compliance with Association Bylaws and policy
  - c. Submitting reports of Section activities to the AARC Board of Directors to be included in each meeting agenda book.
  - d. Submitting periodic or interim reports that may be required by the President or Board of Directors.
  - e. Serving as the primary spokesperson for the Section, through which Section members express opinions, ideas and concerns to the AARC Board of Directors.
  - f. Submitting minutes of all Section business/membership meetings to the Executive Office liaison within thirty (30) days following the meeting.
    - i. Copies of the minutes will also be sent to the VP of Internal Affairs.
  - g. Following guidelines established and approved by the Board of Directors for the specialty Sections.
  - h. Being responsible for the Section fulfilling the charges from the President and as outlined in Association policy.
  - i. Organizing the Section business/membership meeting of the Specialty Section to be held at the Annual International Congress and Summer Forum.
6. The Chairperson of the Specialty Sections that have at least 1000 active members on December 31<sup>st</sup> of the year of nominations/elections shall serve a concurrent three (3) year term as a Section Director on the Board of Directors.
7. The duties and responsibilities of the Specialty Section Chair-elect shall include:
  - a. Assisting the Chairperson with facilitation the activities of the Section and assuring successful completion of its goals and charges.
  - b. Assisting the Chairperson with organizing the Section business/membership meeting of the Specialty Section to be held at the Annual International Congress and Summer Forum.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: SS.004

SECTION: Specialty Sections  
SUBJECT: **Medical Advisors to the Specialty Section**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: August 2024  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The duties of the Board of Medical Advisors may be extended to the Specialty Sections.

**Policy Amplification:**

1. The President shall request recommendations for Specialty Section Medical Advisors from the Chairperson of the Board of Medical Advisors (BOMA) as needed.
2. The Chairperson of BOMA shall forward these recommendations to the President.
3. Following receipt of the recommendations from the Chairperson of BOMA, an appointment shall be made by the President, subject to ratification by the Board of Directors.
4. If no Medical Advisor from BOMA is available, then the President with the Specialty Section Chair shall look for other physicians with that area of expertise to fill the position.

**Definitions:**

**Attachment:**

**References:**

AARC Bylaws Article VIII

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: SS.005

SECTION: Specialty Sections  
SUBJECT: **Maximization of Specialty Section Engagement**  
EFFECTIVE DATE:  
DATE REVIEWED: August 2024  
DATE REVISED: August 2024  
REFERENCES:

**Policy Statement:**

A primary goal of the Specialty Sections shall be to engage, support, and encourage participation in the section.

**Policy Amplification:**

1. The following activities shall be designed to improve communication, visibility, and credibility of the Specialty Section activities:
  - a. The Section Chairperson will actively engage member participation in section events, activities, and meetings.
  - b. Biannually, at minimum, communicate Specialty Section news and updates as well as member accomplishments.
  - c. Actively publicize all Section meetings and agendas.
  - d. As soon as possible after the meeting, electronically publish a summary of the meeting minutes to the specialty section community.



- e. Encourage Section Members to submit discussion topics/questions/ideas, etc., to the Section Chairperson for inclusion in meeting agendas.
  - i. Section Chairpersons shall collaborate with the Program Committee during the request for proposal process to schedule annual section business meetings. Meetings should avoid conflict with other section meetings, as possible.
- f. If additional meetings are needed, Specialty Section Chairpersons must request and obtain approval from the President.
  - i. Section Chairpersons will coordinate with the VP of Meetings and Events to schedule the additional meeting time and space.
- g. All Section Chairs will be solicited for their input and problem-solving ideas by the President and President-elect.
  - i. The President and President-elect shall credit the Specialty Section members when ideas are incorporated into strategies and action plans.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: SS.007

SECTION: Specialty Sections  
SUBJECT: **Section Chairpersons Membership on Program Committee**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: August 2024  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

The Chairpersons and Chair-Elects of the Specialty Sections shall serve as ex-officio members of the Program Committee.

**Policy Amplification:**

1. The duties of the Specialty Sections Chairpersons as ex-officio members of the Program Committee shall include the following:
  - a. Provide recommendations for topics and speakers for the International Congress and Summer Forum.
    - i. Solicit recommendations from Specialty Section members.
  - b. Coordinate Specialty Section programming with the Chair of the Program Committee.
  - c. Communicate with Specialty Section members about what the Program Committee is looking for regarding educational priorities.

**Definitions:**

**Attachment:**

**References:**

AARC Bylaws Article XII

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: SS.009

SECTION: Specialty Sections  
SUBJECT: **Purpose and Role**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: April 2024  
DATE REVISED: December 2024  
REFERENCES:

**Policy Statement:**

The purpose of the Specialty Section shall be to represent members in specialty areas of practice.

**Policy Amplification:**

1. The roles of the Specialty Section members will include serving as subject matter experts to the Association through:
  - a. Collaborating with the Section Chair in the development of goals and objectives for the Association.
  - b. Facilitating membership recruitment and retention for the Association and Specialty Section.
  - c. Provide expert advice in the development, revision, and review of Position Statements, Clinical Practice Guidelines (CPGs), and other projects as assigned by the president.
  - d. Providing expertise regarding research initiatives of the Association.
  - e. Providing educational opportunities for members of the Specialty Section and the Association.
  - f. Participating in the nomination and election of the Section's Chairperson.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: CC.001

SECTION: AARC Communities  
SUBJECT: **AARConnect Communities**  
EFFECTIVE DATE: August 22, 2001  
DATE REVIEWED: June 2017  
DATE REVISED: June 2017  
REFERENCES:

**Policy Statement:**

1. Communities are formally organized groups of AARC members focused on specific topics of common interest and can either be public or private access.
  - a. Public access communities have no restrictions and can be joined by any member of the AARC.
  - b. Private access communities are those that a member must have special permission, such as an appointment or require additional fee for participation such as section membership.
2. A minimum of 25 members may propose a community by completing the attached Communities Proposal Form and submitting it to the AARC Executive Office.
  - a. Exception: state boards may request private communities even if there are less than 25 potential members.
3. All communities must maintain a key contact. This provides the community a volunteer as well as provide the Executive Office a point of contact for questions about the group over time.
4. The AARC Executive Office will communicate this request to the AARC membership using the appropriate methods and solicit interest in participation.
5. The AARC may elect to dissolve a community at any time due to lack of interest. In such case, the AARC will post an announcement on AARConnect stating the reason(s) for the dissolution of the Community, and the community will cease 30 days after the announcement. Lack of interest examples include, but are not limited to:
  - a. The Community has three consecutive months with no posts.
  - b. The Community is no longer serving the original purpose for development.

- c. The Community grows large enough to become a section, formally requests the AARC Board investigate interest and feasibility, and is approved by the AARC Board to transition into a recognized specialty section.

**Policy Amplification:**

**Definitions:**

**Attachment:**

**American Association for Respiratory Care**

**Communities Proposal Form**

Definition – Communities are formally organized members of the AARC focused on significant topics of common interest, and who feel other groups within the organization are not addressing their special interest.

Your Name \_\_\_\_\_

AARC Member # \_\_\_\_\_ E-Mail \_\_\_\_\_

Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Suggested name for proposed Community \_\_\_\_\_

**List reasons you and others feel justify the establishment of the Communities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Before your proposal is submitted, at least 24 other AARC members must concur with you. E-mails to you will be accepted in lieu of their signatures.**

Name \_\_\_\_\_ E-mail \_\_\_\_\_ AARC Member # \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_ AARC Member # \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_ AARC Member # \_\_\_\_\_

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Name \_\_\_\_\_ E-mail \_\_\_\_\_ AARC Member # \_\_\_\_\_  
Name \_\_\_\_\_ E-mail \_\_\_\_\_ AARC Member # \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

- ☐ I agree to serve as the key contact for this community. If at any point I am unable to serve in this role, I agree to notify the AARC and assist in recruiting an appropriate key contact as my replacement.

**Please Send via US Mail to:**

**President, American Association for Respiratory Care  
9425 N. MacArthur Blvd., Ste. 100  
Irving, TX 75063**

# **RETIRED POLICIES AND PROCEDURES**



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.014 **(RETIRED)**

SECTION: Board of Directors  
SUBJECT: **Attendance at Receptions (RETIRED)**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: November 2015  
DATE REVISED: July 2005  
DATE RETIRED: March 23, 2019  
REFERENCES:

**Policy Statement:**

Officers and Directors shall attend all receptions to which they are invited and/or which the President directs them to attend.

**Policy Amplification:**

1. Officers and Directors shall conduct themselves in an appropriate manner when attending any, and all receptions.
2. Dress for all AARC required receptions is business attire unless otherwise directed by the President.

**Definitions:**

At the fall meeting of the Board of Directors, many receptions are held. Some of the receptions which occur annually are Board of Medical Advisors at fall meeting, NBRC, Lambda Beta, Chartered Affiliated Presidents, and International Council.

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2  
POLICY: BOD.018 **(RETIRED)**

SECTION: Board of Directors  
SUBJECT: **Position Description/Profiles (RETIRED)**  
OFFICE: Vice President of Internal Affairs  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: November 2011 (on hold until changes to Bylaws have been made)  
DATE REVISED:  
DATE RETIRED:  
REFERENCES:

**Position Description/Profile**

Office: Vice President of Internal Affairs

**Duties:**

Summary of Duties:

The Vice President for Internal Affairs (1) serves as the Association's liaison to internal committees and (2) performs duties as assigned by the President and Board of Directors. The Vice President of Internal Affairs is responsible to the President of the Association to carry out all assigned duties. In the event of a vacancy in the office of President-elect, the Vice President for Internal Affairs will assume the duties but not the office of the President-elect until the next scheduled election and shall also continue to fulfill the assigned duties of the office of Vice President.

**Specific Duties:**

1. Serves as a member of the Executive and Finance Committees.
2. Serves as the Association's liaison to Association committees, except Finance and Executive, Specialty Sections without Board representation, and Chartered Affiliates. The liaison duties include communication with the designated group's representation of the Association, as authorized by the President, at designated meetings, and may require presentations to designated groups as authorized by the President.
3. Presents reports and recommendations to the Association's Board on behalf of the designated groups and communicates actions taken by the Board of Directors, as appropriate.
4. Performs all duties and responsibilities of the Association as a voting member of the Board of Directors.

**Minimum Requirements:**

1. Must be an active member of the AARC.
2. Must have served at least one full term on the Board of Directors or Executive Committee.
3. Must be able to be away from his/her place of employment a minimum of 14 days during the term of office.
4. Must have the resources to maintain timely communication with the designated groups and with the President.
5. Must be knowledgeable of the Association's mission and policies.
6. Must have demonstrated timely and effective communication skills.
7. Must have demonstrated the ability to conduct business meetings in an appropriate manner.
8. Must project a professional image that is reflective of the Association.
9. Must have served in a leadership role at the Affiliate level.

**Preferred Characteristics:**

1. Should have demonstrated leadership skills through the implementation of multiple projects.
2. Should have served on one or more AARC committees. Preferably should have served as chair of one or more AARC Committees.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 2

POLICY: BOD.019 **(RETIRED)**

SECTION: Board of Directors  
SUBJECT: **Position Description/Profiles (RETIRED)**  
OFFICE: Vice President of External Affairs  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2008  
DATE REVISED:  
DATE RETIRED:  
REFERENCES:

**Position Description/Profile:**

Office: Vice President of External Affairs

**Duties:**

Summary

The Vice President for External Affairs (1) serves as the Association's liaison to external agencies, associations, and organizations and (2) performs duties as assigned by the President and Board of Directors. The Vice President of External Affairs is responsible to the President of the Association to carry out all assigned duties.

**Specific Duties:**

1. Serves as a member of the Executive and Finance Committees.
2. Serves as the Association's liaison to designated external agencies, associations, and organizations. The liaison duties include communication with the designated agencies; representation of the Associations, as authorized by the President, at designated meetings of the external groups; and may require presentations to designated groups as authorized by the President.
3. Presents reports and recommendations to the Association's Board on behalf of the designated external groups and communicates Board of Directors actions, as appropriate to the designated external groups.
4. Performs all duties and responsibilities of the Association as a voting member of the Board of Directors.

**Minimum Requirements:**

1. Must be an active member of the AARC.
2. Must have served at least one full term on the Board of Directors or Executive Committee.
3. Must be able to be away from his/her place of employment a minimum of 14 days during the term of office and have flexibility for additional travel as authorized by the President.
4. Must have the resources to maintain timely communication with the President and the designated external groups.
5. Must be knowledgeable of the Association's mission and policies.
6. Must have demonstrated timely and effective communication skills.
7. Must project a professional image that is reflective of the Association.
8. Must have served in a leadership role at the Affiliate level.

**Preferred Characteristics:**

1. Should have demonstrated leadership skills through the implementation of multiple projects.
2. Should have served on one or more AARC committees. Preferably should have served as chair of one or more AARC Committees.

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 3  
POLICY: BOD.020 **(RETIRED)**

SECTION: Board of Directors  
SUBJECT: **Position Description/Profiles (RETIRED)**  
OFFICE: Secretary-Treasurer  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2008  
DATE REVISED:  
DATE RETIRED:  
REFERENCES:

**Position Description/Profile:**

Office: Secretary-Treasurer

**Duties:**

Summary

The Secretary-Treasurer is responsible for overseeing the documentation of the proceeding of all regularly scheduled and special meetings of the Association. The Secretary-Treasurer assures that all corporate documents are in order and filed as appropriate. The Secretary-Treasurer is responsible for overseeing the general fiscal operations, control and reporting of the Association, its Board of Directors and Executive Office. The Secretary-Treasurer is responsible to the President of the Association to carry out these and other duties as assigned.

**Specific Duties:**

1. Oversees the proper recording, transcription, and distribution of the formal minutes of the Board of Directors meetings and the Association's annual business meeting.
2. Signs corporate documents as required by statute.
3. Assures the submission of timely written and verbal budget performance reports to the Board of Directors, House of Delegates, and general membership.
4. Responds to inquiries from the Board of Directors, House of Delegates, Committee Chairs, and general membership regarding the fiscal operations and affairs of the Association.
5. Participates in annual budget planning and development with respect to the Association's strategic plan.

6. Assists the AARC Finance Committee and external auditors in conducting formal annual audits.
7. Serves as a member of the Finance and Executive Committees.
8. Executes other responsibilities as assigned by the President and the Board of Directors.
9. May serve as an officer of AARC subsidiary corporations.
10. Must have resources to maintain timely communication.
- 11.** Must be knowledgeable of the Mission and policies of the Association.

**Minimum Requirements:**

1. Must be an active AARC member.
2. Must, by experience, training, or education, possess an understanding of the routine roles and function of an executive secretary and/or assistant, possess a strong understanding of basic accounting principles, budget development and control, and corporate reporting keeping systems. These skills may be attained by the completion of at least one term as an AARC Officer, Director, House Officer or demonstrate comparable experience in professional, business, or voluntary endeavors.
3. Must have an understanding of the legal requirements regarding corporate documents and record keeping.
4. Must have knowledge of parliamentary procedure, as defined by Roberts Rules of Order, and its appropriate incorporation into Association documentation. Must be knowledgeable of the Association's mission and policies.
5. Must have the ability to speak before large and small groups and clearly articulate often complicated accounting procedures and fiscal theory.
6. Must have access to an area of privacy where confidentiality can be maintained and protected with regard to written records, documents, telephone conversations, etc.
7. Must, within reasonable period of time, be accessible by telephone, fax, or other means of communications should immediate response be necessitated by Association business.
8. Must be able to represent the office and the Association in a professional manner of appearance and demeanor.

9. Must have an employer supportive of obligations and time commitment inherent to the office.
  - a. A minimum of 15 calendar days absence for Association meetings and budget preparation.
  - b. Frequent telephone and written contact with the Executive Office and Executive Committee.
  - c. Periodic contact with committee chairs and the general membership, via mail and telephone.
  - d. Other time away from work as necessitated by association business, projects, or activities.
  - e. Must be “bondable” in an amount determined by the Board of Directors.

**Preferred Characteristics:**

1. Should have a strong history of active participation in his/her Chartered Affiliate, preferably as affiliate/district/chapter Secretary and/or with budget or financial experience.
2. Should have served on one or more AARC Committees, preferably as chair.



**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: BOD.022 **(RETIRED)**

SECTION: Board of Directors  
SUBJECT: **Section Director Term of Office (RETIRED)**  
EFFECTIVE DATE: February 12, 2022  
DATE REVIEWED: April 24, 2010  
DATE REVISED:  
DATE RETIRED:  
REFERENCES: AARC Bylaws

**Policy Statement:**

The terms of office for the Section Director will be in accordance with the Association's Bylaws.

**Policy Amplification:**

1. If the active membership of a section exceeds 1,000 active members on December 31<sup>st</sup> of a year in which the section does not have a serving section director, the Chair of the Section will be sworn in as a Section Director at the next Annual Business Meeting of the Association. The term of the Section Director shall be for the remaining term of the Section Chair.
2. If the active membership of a specialty section is no longer at least 1,000 members as of December 31<sup>st</sup> of the year preceding completion of the term of the Section Director, the incoming Chair of that Section will not serve as a Section Director.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.002 **(RETIRED)**

SECTION: Fiscal Management  
SUBJECT: **Annual Independent Audit (RETIRED)**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2014  
DATE REVISED: October 2014  
DATE RETIRED: October 2014  
REFERENCES: Now combined with FM.018

**Policy Statement:**

The Association shall require an annual independent audit of its fiscal operations.

**Policy Amplification:**

1. The Board of Directors shall, with the advice of its business counsel, be responsible for selecting a qualified auditing firm.
2. The independent auditor's report shall be made available to the membership in a manner deemed appropriate by the Board of Directors.
3. Rotate the managing partner every three to four years and share all policies with the Audit Committee that pertain to the Audit Committee.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: FM.005 **(RETIRED)**

SECTION: Fiscal Management  
SUBJECT: **Independent Auditors and Audit Subcommittee (RETIRED)**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2014  
DATE REVISED: October 2014  
DATE RETIRED: October 2014  
REFERENCES: Now combined with FM.018

**Policy Statement:**

The Association shall, to the best of its ability, acknowledge and heed the findings and recommendations of its independent auditors and the Audit subcommittee of the Finance Committee.

**Policy Amplification:**

1. The independent auditor shall:
  - a. Report its findings to the Audit subcommittee of the Finance Committee and the Board of Directors on an annual basis.
  - b. Provide an annual Memorandum of Advisory Comments aimed at improving financial performance and reporting.
2. The Board of Directors shall take appropriate action on the recommendations of the Audit subcommittee of the Finance Committee.

**Definitions:**

**Attachment:**

AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT

PAGE 1 OF 1  
POLICY: HOD.002 **(RETIRED)**

SECTION: House of Delegates  
SUBJECT: **Procedures - Rules**  
EFFECTIVE DATE: June 18, 2002  
DATE REVIEWED: December 2009  
DATE REVISED:  
REFERENCES: Delegate Handbook

**Policy Statement:**

All procedural activities of the House of Delegates can be found in the Delegate Handbook and House Rules.

**Policy Amplification:**

Any information regarding the procedural activities of the House of Delegates, from committees to resolutions, can be found in the Delegate Handbook. The Delegate Handbook also contains the House Rules under which the House of Delegates operates.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: SS.006 **(RETIRED)**

SECTION: Specialty Sections  
SUBJECT: **Business and Membership Meetings**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: March 2024  
DATE REVISED:  
REFERENCES:

**Policy Statement:**

All Specialty Sections shall hold a business/membership meeting in conjunction with the International Congress.

**Policy Amplification:**

1. Specialty Section Chairpersons shall be responsible for organizing and planning a business/membership meeting and coordinating these events with other activities of the International Congress.
  - a. The Specialty Section Chairperson shall organize and communicate the meeting schedule to the Section membership through appropriate publications (e.g., Section Newsletters, other Association publications).
  - b. The Specialty Section Chairperson shall coordinate Specialty Section business/membership meetings with the Director of Conventions.
2. Specialty Section Chairpersons may schedule additional meetings after requesting and obtaining approval from the President.
  - a. Notification of the meeting and coordination with the Director of Conventions shall be as identified in 1A and 1B.

**Definitions:**

**Attachment:**

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
POLICY STATEMENT**

PAGE 1 OF 1  
POLICY: SS.008 **(RETIRED)**

SECTION: Specialty Sections  
SUBJECT: **Publications**  
EFFECTIVE DATE: December 14, 1999  
DATE REVIEWED: July 2011  
DATE REVISED: March 2008  
REFERENCES:

**Policy Statement:**

Specialty Sections shall publish the activities, goals, objectives, and projects pertinent to its membership.

**Policy Amplification:**

1. Each Specialty Section shall publish four (4) quarterly bulletins annually.
2. The President shall direct the Section to provide copy for publication for other Association Publications or other appropriate publications as requested by the Section Membership, Association Membership, Board of Directors, House of Delegates, and the Executive Office.

**Definitions:**

**Attachment:**

## ATTACHMENTS

Conflict of Interest Statement Annual Statement

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE**

**Conflict Of Interest Questionnaire**

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This annual statement is made pursuant to the Conflicts of Interest Policy of American Association for Respiratory Care (the "Corporation"), an Illinois not-for-profit corporation. The undersigned is a Director and/or officer of the Corporation.

To the best of the undersigned's knowledge, the following is a complete list of all Transactions, as defined in the Corporation's Conflicts of Interest Policy (the "Policy"), existing or likely to arise, in which the undersigned is a Related Party, as defined in the Policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned affirms that he/she:

1. Has received a copy of the Policy,
2. Has read and understands the Policy,
3. Agrees to comply with the Policy, and
4. Understands that the Corporation, an Illinois not-for-profit corporation that is exempt from federal income tax as an organization described in Section 501 (c)(6) of the Internal Revenue Code of 1986, as amended, is subject to certain federal and state laws governing transaction between the Corporation and certain individual and entities and that it must engage primarily in activities which accomplish one or more of its exempt purposes.

SIGNED:

\_\_\_\_\_

By:

\_\_\_\_\_

Printed:

\_\_\_\_\_

Dated:



**TOBACCO-FREE POLICY AND PLEDGE  
(P.S.O0487)**

The American Association for Respiratory Care (AARC) has a demonstrated commitment to educating the public about pulmonary health. Through the development of its own position statements on Tobacco and Health, Health Promotion and Disease Prevention, and A Role Model Statement for Respiratory Care Practitioners, the AARC has established itself as a major proponent of respiratory health and no-smoking.

In keeping with these goals of the Association, the Board of Directors declares that there shall be no use of tobacco by participants or guests at any official gathering of the Association. Furthermore, the AARC Board of Directors feels that all members of the Board of Directors, the AARC Executive Director and his staff, committee chairs, and all others who, either through election or appointment, officially represent the AARC, should refrain from the use of tobacco products while representing the Association. Also, as leaders of the AARC, these individuals should encourage other AARC representatives to refrain from the use of tobacco products and should encourage and support the AARC pro-health position whenever possible.

By signing the attached pledge, you will be acknowledging your agreement with and support of the tobacco-free policies of the AARC. Also, your signature will demonstrate your willingness to refrain from the use of tobacco products at all official gatherings and when representing the association in public, and to encourage others to do the same.

It is the duty of the president of the AARC to see that each member who officially represents this Association signs this policy as a pledge to follow throughout their term.

**PLEDGE**

I, \_\_\_\_\_, as duly elected or appointed official, representative, or employee of the AARC, do hereby voluntarily pledge my support of the AARC's goal to encourage pulmonary health. In support of these goals, I hereby pledge that I will, to the best of my ability, refrain from the use of tobacco products while representing the AARC in my official capacity so that I might serve as an example and positive reflection of the principles for which the Association stands. I further pledge that I will, to the best of my ability, encourage all other elected and appointed officials and employees to embrace these goals as their own and to sign this pledge as a demonstration of their willingness to support the AARC by refraining from the use of tobacco products while representing the AARC.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **BIOGRAPHICAL FORM GUIDELINES**

1. First name, middle initial, and last name followed by a maximum of three (3) credentials.  
Example: John J. Jones, MS, CRTT, RRT
2. AARC membership tenure.  
Example: AARC member since 1964
3. Position Title: Employer name, city, and state; two (2) concurrent titles and employers' maximum.  
Example: Administrative Director, Respiratory Care, Ace Medical Center, Anytown, Texas
4. AARC Activities:
  - a. All officer positions and year(s) of office  
Example: Vice President, 1972
  - b. Board of Director position(s) and year(s) of office  
Example: Member, Board of Directors, 1975-77
  - c. Committee chairs and year of position(s), MAXIMUM of six (6)  
Example: Chair, Program Committee, 1978
  - d. Committee memberships and year(s) of position(s), MAXIMUM of eight (8)  
Example: Member, Publications Committee, 1976
  - e. Special representative or other appointments, MAXIMUM of two (2)  
Example: Parliamentarian, 1979
  - f. Membership section position(s) and year(s) of service; MAXIMUM of six (6)  
Example: Chair, Education Section, 1981; Member, Management Section 1982
5. House of Delegates Activities
  - a. Delegate position(s), full name of Society, and office tenure  
Example: Delegate, Tennessee Society for Respiratory Therapy, 1976-1980
  - b. House officer position(s) and year(s)  
Example: Chairman, 1980
  - c. Chairmanships and year(s) served, MAXIMUM of three (3)  
Example: Chair, Progress & Transition Committee, 1982
  - d. Committee membership(s) and special appointments and year(s) of position(s), MAXIMUM of four (4)

6. Affiliate Activities

- a. All officer position(s) and year(s) of office, starting with highest office; list full name of Society  
Example: President, Utah Society for Respiratory Therapy, 1980. Vice President, 1979; Treasurer, 1977
- b. Board of Directors and tenure in office  
Example: Board of Directors, Colorado Society for Respiratory Therapy, 1980
- c. Committee chairs and year(s) of office, MAXIMUM of six (6)
- d. Committee memberships and year(s) of office, MAXIMUM of six (6)
- e. Special representative of other appointments

7. Related Organizations

- a. Health or educational organizations only, MAXIMUM of four (4)
- b. Example: Associate Examiner, National Board for Respiratory Therapy, 1971-77; Certified Basic Life Support Instructor-Trainer, American Heart Association

8. Education

- a. This can be indicated in the credentials as noted in item #1, MAXIMUM of three (3)

9. Publications

- a. List name of nationally published texts where the person was an author or contributor and year of publication, MAXIMUM of four (4)  
Example: "Handbook of Respiratory Care," contributor, 1985

### **GENERAL GUIDELINES**

1. The outgoing president will be awarded a plaque by the membership and the Board of Directors in appreciation of the valuable services rendered to the association. The cost will be underwritten by the AARC. The plaque will be presented by the incoming president.
2. Appropriate recognition will be made to outgoing members of the Board of Directors at the annual convention. This would include those elevated to a higher office.
3. Past Presidents are conferred Life Membership upon completion of the term as Past President (to be awarded at the annual award ceremony).
4. The AARC Executive Committee will serve as the central review body for considering and establishing new AARC Awards and maintaining or revising currently existing awards. Revisions to current award and recognition programs, such as Fellow of the AARC, Specialty Practitioner of the Year, Apex, Zenith, International Fellows, etc., are subject to Board approval.

### **CRITERIA FOR SPECIALITY PRACTITIONER OF THE YEAR AWARD (AW.0688)**

#### **Definition:**

A Respiratory Care Practitioner who works in a specialty practice and has earned special recognition through professional service, leadership, and scholarship; an individual who has furthered the art of science of respiratory care through outstanding contribution to, or service in, a specialty area of practice.

#### *Minimum Criteria:*

Each nominee for the Specialty Practitioner of the Year award must be:

1. A member of the AARC
2. A member of the respective Specialty Section

#### **Nomination Process:**

1. Each Specialty Section may award one Specialty Practitioner of the Year Award each year.
2. Nominations for the Specialty Practitioner of the Year Award for each section come from a member of the respective section.
3. Nominations for the Specialty Practitioner of the Year Award will be submitted to the Chair of the Specialty Section.
4. All nominations will be accompanied by a one-page description of why the nominee personifies the definition of "Specialty Practitioner of the Year" and is deserving of the award.
5. A Specialty Section may develop additional criteria to aid in the selection of its Specialty Practitioner of the Year. These criteria will be reviewed and approved by the Executive Committee, and the Section membership will be informed of these criteria.

**Selection Process:**

1. The specialty section chair will determine the recipient of the Specialty Practitioner of the Year award at their sole discretion or under the advisement of a committee or other members of their section.
2. The section chair shall make his or her decision based upon an analysis of the information submitted for each nominee and in keeping with approved AARC criteria, policies, and procedures.

**Presentation of Awards:**

1. The Specialty Practitioner of the Year awards will be presented annually, at the annual AARC International Congress Awards Ceremony.
2. An announcement of the awards and the recipients will be made in appropriate AARC publications.

**CRITERIA FOR AARC ZENITH AWARD RECIPIENT  
(AW.0389)**

This program is to recognize industry partners aligned with the respiratory care profession. The criteria are as follows:

1. Through the Zenith Award program, the AARC Board of Directors annually recognizes a group of providers of respiratory care products and services.
2. AARC Members will be given the opportunity to reward the manufacturers, service organizations, and supply companies that have done the most outstanding job for them and their employers. Also, it is the membership's opportunity to share their expertise with thousands of their colleagues who are searching for the best companies in the market today.
3. AARC members will be asked to evaluate the companies by using the following criteria: quality of equipment and/or supplies, sales force accessibility and helpfulness, service record, responsiveness, truth advertising, and support of the profession.
4. Selected companies will be honored during the AARC International Congress Awards Ceremony and other AARC communications. Those companies will be free to use the "Zenith Award" logo in their letterheads, employee's business cards, and advertisements.
5. Following the tabulation of the ballots, the president of the winning companies will be notified by the Executive Office and requested that they be present during the AARC International Congress Awards Ceremony to receive their awards.
6. On the day of the AARC International Congress Awards Ceremony, the AARC President will visit Zenith Award Winners at their exhibit booth to take a picture with all their personnel present and the award. Announcements of Zenith recipients will be made using AARC communication channels during and after the AARC International Congress.

**CRITERIA FOR AARC LIFE MEMBERSHIP/HONOARY MEMBERSHIP/JIMMY A. YOUNG MEDAL  
REVISED FEBRUARY 2025**

**Life Membership**

1. Nominations for Life Membership are solicited from the AARC BOD and HOD.
2. The HOD and the BOD may each submit one (1) nominee for Life membership.
3. Candidates for Life membership must:
  - a. Be and have been an active membership (one who has the right to vote and hold office) of the AARC for a period of at least fifteen (15) years.
  - b. Have served in the AARC in an official capacity, i.e., national officer, Board member, committee chair or member, House of Delegates, etc., for at least seven (7) years, not necessarily consecutively.
  - c. Have made an extraordinary contribution to the AARC and its affiliates.
  - d. Have been active in affiliate operations and have served in an official capacity at the affiliate level.
4. By the established deadline, each nomination must be accompanied by a summary detailing the nominee's service and contributions to the AARC and its affiliates.
5. The materials will be distributed electronically to the members of the Presidents Council for their review and vote.
6. The individual receiving the highest number of votes cast for Life membership will be awarded Life Membership. In the event of a tie, the Chair of the Presidents Council will cast the deciding vote.
7. The Chair of the Presidents Council will notify the individual of their selection.
8. Life membership will automatically be awarded to the AARC Past President upon completion of their term.
9. The new Life Member(s) will be recognized during the AARC International Congress Awards Ceremony at the AARC Congress and invited to attend the Presidents Council Luncheon.
10. Registration fees are waived for Life Members for the AARC Congress, Summer Forum, and live webcasts.

### **Honorary Membership**

1. Nominations for Honorary Membership are solicited from the AARC BOD and HOD.
2. The HOD and BOD may each submit one (1) nominee for Honorary Membership.
3. Candidates for Honorary Membership must:
  - a. Have been active in AARC affairs for a period of at least ten (10) years or worked in a field related to the goals of the Association for at least ten (10) years.
  - b. Otherwise, be eligible for associate membership in the AARC at the time of consideration.
  - c. Have made a special achievement or contribution to the AARC, its affiliates, or the profession of respiratory care.
4. By the established deadline, each nomination must be accompanied by a summary detailing the nominee's service and contributions to the AARC.
5. The materials will be distributed electronically to the members of the Presidents Council for their review and vote.
6. The individual receiving the highest number of votes cast will be selected to receive honorary membership that year. In the event of a tie, the Chair of the Presidents Council will cast the deciding vote.
7. The Chair of the Presidents Council will notify the individual of their selection.
8. The new Honorary Member will be recognized during the AARC International Congress Awards Ceremony at the AARC Congress and invited to attend the Presidents Council Luncheon.
9. Registration fees are waived for Honorary Members for the AARC Congress, Summer Forum, and live webcasts.

### **Jimmy A. Young Medal**

1. The Jimmy A. Young Medal is the highest award bestowed by the AARC.
2. Immediately following the annual meeting of the Presidents Council, the chair of the Council will issue an electronic call to the council for nominations for the Jimmy A Young Medal, inclusive of the selection criteria and a roster of past recipients.
3. Candidates for the Jimmy A. Young Medal must:
  - a. Have an outstanding record of contributions to the AARC vision of professional excellence, advancement of the science and practice of respiratory care, and service as an advocate for patients, their families, the public, the profession and the respiratory therapists that are well above the usual commitment of time, efforts, or material goods.

4. Members of the Presidents Council will have ninety (90) days from the date of the call for nominations to submit nominations for the Jimmy A. Young Medal for the coming year. Each nomination must be submitted in a formal letter/memorandum detailing the nominee's achievements and contributions. A current C-V of the nominee must accompany each nomination and be submitted electronically to the Chair of the Jimmy A. Young Selection Committee within the ninety (90) day period.
5. The Chair of the Presidents Council will appoint the Jimmy A. Young Selection Committee. The Selection Committee will be comprised of five (5) members of the Presidents Council who are also past recipients of the Jimmy A. Young Medal. The chair of the Jimmy A. Young Selection Committee will be elected by members of the Selection Committee and will serve a two (2) year term. Subsequent terms of both members and chair of the Selection Committee will serve at the pleasure of the Chair of the Presidents Council.
6. Upon the close of receipt of nominations, all nominations and supporting documents will be distributed to each member of the Jimmy A. Young Selection Committee to review and full consideration. Within seven (7) days of distribution of all documents, the Chair of the Jimmy A. Young Selection Committee will conduct a conference call with members of the Selection Committee to discuss and determine the best-qualified nominee.
7. Once a recipient has been selected, the Chair of the Selection Committee will then notify the full Presidents Council electronically of the recommendation of the Selection Committee and ask for consent for the nominee so selected. Members of the Council will have five (5) days to notify the Chair of their support for the recommended nominee.
8. Once a majority consent is received, the Chair of the Selection Committee will notify the Chair of the Presidents Council who, in turn, will contact the selected nominee via telephone and inform the individual of their selection.
9. Once the recipient has been notified, the Chair of the Selection Committee will then notify the Executive Office of the new Jimmy A. Young Medal recipient to facilitate proper publicity and inclusion into the Award Ceremony to be held during the AARC's next Annual Congress.
10. The recipient of the Jimmy A. Young Medal will be invited to the next Presidents Council meeting for acknowledgement and congratulatory sentiments.



### **2006 BYLAWS TRANSITION**

The AARC approved a revised set of Bylaws that became effective in 2006. Previous Bylaws had terms of office as follows:

President-elect	1 year
President	1 year
Immediate Past President	1 year

The Bylaws that became effective in 2006 specify the following terms of office:

President-elect	1 year
President	2 years
Immediate Paste President	1 year

Under the 2006 bylaws, a President-elect or immediate past president, but not both, are in office during any given year. Under the previous Bylaws, both offices were filled each year. In 2006, as the AARC transitions from the old Bylaws to the new Bylaws, both a President-elect and Immediate Past President are in office. This condition will not exist following this transition year.

Chartered Affiliate Travel Grant Form

**REQUEST FOR CHARTERED AFFILIATE TRAVEL GRANT – REVISED FEB 2017**

Sent this request form to:

AARC CFO  
9425 N. MacArthur Blvd., Suite 100  
Irving, TX 75063-4706  
Email: [john.norlander@aacrc.org](mailto:john.norlander@aacrc.org)  
Fax: (972) 484-2720

Affiliate \_\_\_\_\_

President \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_

Person Traveling \_\_\_\_\_ Dates \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

**GRANT REQUEST**

Estimated Cost:

Airfare \$ \_\_\_\_\_

Ground Transportation \$ \_\_\_\_\_

(Allow \$15/day for hometown airport parking/transportation)

Hotel (including taxes) \$ \_\_\_\_\_

Per Diem (\$50/day) \$ \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

There are no other sponsors providing funding for this trip.

Affiliate President's Signature \_\_\_\_\_

**GRANT APPROVAL:**

Percentage of Expenses \_\_\_\_\_% Maximum \$ \_\_\_\_\_

AARC President's Signature \_\_\_\_\_

## **AMERICAN ASSOCIATION FOR RESPIRATORY CARE CHARTERED AFFILIATE TRAVEL GRANT**

### **1. Purpose of the fund:**

The purpose of the fund is to assist affiliates in paying for the travel expenses of **AARC officers** or **executive office staff** invited to affiliate meetings to speak about AARC issues. A grant will not be issued which duplicates funding provided by another sponsor or sponsors.

### **2. Authority:**

- a. The AARC President must approve all grants.
- b. The AARC Executive Director must approve any executive office staff travel.

### **3. Grant request procedure:**

- a. The Affiliate President sends a completed request form to the AARC Controller, who will forward a copy to the AARC President.
- b. The AARC president determines the amount of assistance to be granted and sends the approved request to the AARC Controller. The grant will generally be a percentage of expenses up to a maximum dollar amount. (Typically, but not always, 50% of expense up to \$750).
- c. Any funding received from other outside parties reduces the total expense to be considered in the grant determination process.
- d. The AARC Controller will advise the Affiliate President of the grant amount approved.
- e. The affiliate should acknowledge that it is receiving support from the AARC in its printed materials.

### **4. Responsibility for expenses:**

- a. The affiliate will be responsible for paying all travel expenses.
  - i. Airfare: The AARC can make flight arrangements and bill the affiliate.
  - ii. Ground Transportation: The affiliate must provide any necessary transportation between the airport, hotel, and meeting site, and is responsible for the cost of airport transportation or parking the officer's or staff member's hometown.
  - iii. Hotel: The affiliate must provide the hotel room and taxes.
  - iv. Per Diem: AARC Officers and staff are entitled to \$70 per day to cover meals and incidentals.
- b. Any expenses paid by the AARC will be billed or deducted from the grant.
- c. Any other non-AARC monies received to defray our speaker's expenses must reduce the amount of expenses ultimately submitted to the AARC under this grant.

5. Payment of the grant:

Copies of paid invoices should be sent to the AARC Controller, who will then issue a check to the affiliate.

**Email processing is faster; however, if you choose not to email-aFax to AARC CFO  
(972) 484-2720**

Please return the grant application to me. It will be then forwarded to the AARC President for review. You will be contacted when that review is complete.

Please note the following regarding the grant accounting:

Affiliate responsibility for expenses:

1. The affiliate will be responsible for paying all travel expenses.
  - a. Airfare: The preference is for the affiliate to arrange and pay for airfare directly. In some cases, the AARC can make flight arrangements, and bill the affiliate.
  - b. Airfare: The AARC can make flight arrangements and bill the affiliate.
  - c. Ground Transportation: The affiliate must provide any necessary transportation between the airport, hotel, and meeting site, and is responsible for the cost of airport transportation or parking in the officer's or staff member's hometown.
  - d. Hotel: The affiliate must provide the hotel room and taxes.
  - e. Per Diem: AARC officers and staff are entitled to \$70 per day to cover meals and incidentals.
2. Any expenses paid by the AARC will be billed or deducted from the grant.
3. Payment of the grant –Within 30 days after the meeting, an accounting with copies of paid invoices should be sent to the AARC Controller, who will then issue a check to the affiliate.

Feel free to call me with any questions.