

# AMERICAN ASSOCIATION FOR RESPIRATORY CARE

## Board of Directors Meeting

July 17, 2015- Phoenix, AZ

### Minutes

#### Attendance

Frank Salvatore, RRT, MBA, FAARC, President  
George Gaebler, MEd, RRT, FAARC, Past President  
Cynthia White, MSc, RRT-NPS, AE-C, CPFT, FAARC, VP External Affairs  
Lynda Goodfellow, EdD, RRT, FAARC, VP Internal Affairs  
Karen Schell, DHSc, RRT-NPS, RPFT, RPSGT, AE-C, CTTS, Secretary/Treasurer  
Timothy Op't Holt, EdD, RRT, AE-C  
Lisa Trujillo, DHSc, RRT  
Doug McIntyre, MS, RRT, FAARC  
Sheri Tooley, BSRT, RRT-NPS, CPFT, CPFT, AE-C, FAARC  
Gary Wickman, BA, RRT, FAARC  
John Lindsey, Jr., MEd, RRT-NPS, FAARC  
Cheryl Hoerr, MBA, RRT, CPFT, FAARC  
Keith Lamb, RRT  
Natalie Napolitano, MPH, RRT-NPS, FAARC  
Ellen Becker, PhD, RRT-NPS, FAARC  
Kimberly Wiles, BS, RRT, CPFT

#### Consultants

Mike Runge, BS, RRT, FAARC Parliamentarian  
Deb Skees, MBA, RRT, CPFT, Past Speaker  
Steve Boas, MD, BOMA Chair

#### Excused

Bill Lamb, BS, RRT, CPFT, FAARC  
Dianne Lewis, MS, RRT, FAARC, President's Council President

#### Staff

Tom Kallstrom, MBA, RRT, FAARC, Executive Director  
Doug Laher, MBA, RRT, FAARC, Associate Executive Director  
Tim Myers, MBA, RRT-NPS, FAARC, Associate Executive Director  
Steve Nelson, MS, RRT, FAARC, Associate Executive Director  
Shawna Strickland, PhD, RRT-NPS, AE-C, FAARC, Associate Executive Director  
Cheryl West, MHA, Director of Government Affairs  
Anne Marie Hummel, Director of Regulatory Affairs  
Tony Lovio, Controller  
Kris Kuykendall, Executive Administrative Assistant

#### CALL TO ORDER

President Frank Salvatore called the meeting of the AARC Board of Directors to order at 8:02am MST. President Salvatore introduced two students who were invited to observe the Board meeting. Board members introduced themselves and Secretary-Treasurer Karen Schell declared a quorum.

President Salvatore informed the Board of Directors of a meeting with the CoBGRTE Executive Committee and the AARC Executive Committee that took place on Wednesday, July 15, 2015.

Cyndi White moved to go into Executive Session at 8:10am MST.

**Motion carried**

Karen Schell moved to come out of Executive Session at 9:40am MST.

**Motion carried**

President Salvatore appointed George Gaebler (Chair), Lynda Goodfellow, Tim Op't Holt, Ellen Becker, Natalie Napolitano, and Gary Wickman to the Taskforce on the Creation of Collaborative Efforts with External Organizations. The goals of this taskforce are as follows:

1. Create action plans related to AARC efforts to be inclusive of organizations with like goals for advancing the profession.
2. Report action plans to the AARC President by August 28, 2015 so that he can review and forward to the BOD by September 4, 2015.

**RECESS**

Frank Salvatore recessed the meeting of the AARC Board of Directors at 11:40am MST.

**RECONVENE**

Frank Salvatore reconvened the meeting of the AARC Board of Directors at 11:51am MST.

**UNFINISHED BUSINESS**

Strategic Plan Workgroups gave updates on their work since the April meeting.

FM 15-2-84.1 Karen Schell moved "that the AARC Board of Directors forward the position papers created by the strategic plan (#2) workgroup to the position statement committee for review and provide feedback for approval by the Board of Directors."

Natalie Napolitano made a friendly amendment to FM 15-2-84.1 to read "that the AARC Board of Directors forward the 'Entry Level Respiratory Therapy Education' position statement to the Position Statement Committee and blend together with the recently approved 'Respiratory Therapy Education' position statement into one document."

**Motion carried**

**POLICY UPDATES**

CT.007 – Committees – Judicial Committee Procedures for Processing Complaints and Formal Charges

Tim Op't Holt moved to approve as modified.

**Motion carried**

FM.020 – Fiscal Management – Guidelines for the Funding of State Legislative Activities  
Karen Schell moved to approve the amount of \$10,000.

**Motion carried**

SS.002 – Specialty Sections – Formation, Dissolution, and Conversion of Specialty Sections  
Ellen Becker moved to accept for information only.

**Motion carried**

BOD.024 – Board of Directors – AARC Disaster Relief Fund  
Ellen Becker moved to accept the amended changes.

**Motion carried**

(See attachment “A” for all policies.)

FM 15-2-7.1 Gary Wickman moved to ask President Salvatore that, in collaboration with the Executive Office, to write a letter to the Board of Medical Advisors (BOMA) to ask for their support in moving the minimum educational requirement for entry level respiratory therapy to be at the BS degree level or higher. Further, to request that BOMA craft a white paper or position statement stating the above to be sent to CoARC and NBRC and available to educational programs to use when applying to move their programs to the BS degree for entry level. This should be done by September 1, 2015.

**Motion carried**

### **NEW BUSINESS**

There was no new business.

### **Treasurers Motion**

Karen Schell moved “That expenses incurred at this meeting be reimbursed according to AARC policy.”

**Motion carried**

### **MOTION TO ADJOURN**

Tim Op’t Holt moved “To adjourn the meeting of the AARC Board of Directors.”

**Motion carried**

### **ADJOURNMENT**

President Salvatore adjourned the meeting of the AARC Board of Directors at 11:50am MST.

Meeting minutes approved by AARC Board of Directors as attested to by:

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Karen Schell  
AARC Secretary/Treasurer

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Date

# Attachment “A”

- CT.007 – Committees – Judicial Committee Procedures for Processing Complaints and Formal Charges
- FM.020 – Fiscal Management – Guidelines for the Funding of State Legislative Activities
- SS.002 – Specialty Sections – Formation, Dissolution, and Conversion of Specialty Sections
- BOD.024 – Board of Directors – AARC Disaster Relief Fund

# American Association for Respiratory Care Policy Statement

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Policy No.: CT.007

SECTION: Committees

SUBJECT: **Judicial Committee Procedures for Processing Complaints and Formal Charges**

EFFECTIVE DATE: December 1980

DATE REVIEWED: July 2015

DATE REVISED: July 2015

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 and/or Code of Ethics.

***Policy Amplification:***

**Definitions:**

*Association:* American Association for Respiratory Care (AARC)

*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.”

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*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 return 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 statements 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 Judicial Committee members for review.

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7. The Chair shall schedule a telephonic meeting of the Judicial Committee to analyze the merits of the Formal Complaint and determine by majority vote, whether the Formal Complaint is Valid or Without Substance. 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 member shall be so 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 receipt of the "Resolution Preferring Charges Against a Member." The Chair of the judicial committee may grant additional time to respond, up to and including 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 the charged member fails to respond in writing within the time 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.

This request shall be forwarded to the charged member within ten (10) working days of the Committee's determination of inadequate response by certified mail, return

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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.
  1. 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 Formal Hearing.
  2. 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.
  3. The Judicial Committee Chair reserves the right to include or exclude presence of non-delineated individuals at the Formal Hearing.
  4. The AARC legal counsel will be present at all Formal Hearings and will assist the Committee with any legal questions.
  5. 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.
  6. 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.
  7. 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 majority vote.
  8. 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 or statement shall be notarized.
  9. 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.
  10. The Judicial Committee Chair shall preside over all Formal Hearings. All individuals present including the Judicial Committee members shall be identified for the record.



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11. The Chair will identify the method of recording the Formal Hearing by the Judicial Committee and by the charged member.
12. 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.
13. The Chair shall then read the specifics of the “Resolution Preferring Charges Against a Member.”
14. The Chair will then review all documentation concerning the aforementioned “Resolution Preferring Charges Against a Member.”
  - The charged member and/or his/her legal counsel shall then have the opportunity to rebut.
  - The charged member(s) involved shall then present witnesses and/or other admissible documents in defense of their position.
  - The Judicial Committee shall have the option of asking relevant questions about each document and/or from each witness presented by the charged member.
  - At the 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.
  - The Judicial Committee may consult legal counsel prior to closing the Formal Hearing and going into Executive Session.
  - 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.
  - The Chair shall reconvene the Committee and declare Executive Session to review the testimony and to vote on action to be taken.
  - In those cases where disciplinary action is taken against a charged member, notification of Committee action 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.
  - 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 via *AARC Times* (only action taken, not names, shall be reported)
    - f. Employer of member (upon written request of employer)

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

#### **Policy:**

All members against whom disciplinary action has 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 any member.

#### **Outline of Preliminary Procedures:**

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.

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.

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.

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.

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.

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:

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Determine if the appeal is or is without merit.

1. Determine if all formal Judicial Committee procedures were followed appropriately.
2. Determine if Judicial Committee actions were appropriate for member responsibility.
3. Determine whether or not the strength of the appeal warrants reversal or modification of committee action.
4. Determine whether or not the appellant should be granted a formal hearing before the Board to present his/her case.

DEFINITIONS:

ATTACHMENTS:

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Policy No.: 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 costs 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:
  - 1) 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.
  - 2) 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.

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- 3). A most current draft of the legislation or proposed regulation or policy.
- 4) 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 society’s request for funding the State GAC Co-Chair shall:
  - 1) Distribute the state society’s letter of request and supportive information to the members of the State GAC who shall:
  - 2). 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 recommendation 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 disbursed.

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### 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
  - 1) Total current assets and current liabilities.
  - 2) Expected revenues and disbursements per the state society's budget.
  - 3) The amount of money the state society has spent to date on its legislative/regulatory/policy effort.
  - 4) 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.
  - 5) 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:
  - 1) 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
  - 2) Be contingent upon issuance and acceptance by both parties of a contract, memorandum or agreement stating terms and conditions relating to the allocation of funds. Terms shall include
    - i. 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.

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- ii. 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 Office.
  - iii. Provision for loan repayment via Society Revenue Sharing withholding on any loan payment that is delinquent for more than 60 days.
  - iv. Depending on the circumstances other terms of 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.

DEFINITIONS:

ATTACHMENTS:

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Policy No.: 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.



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Policy No.: SS.002

7. If the active membership of a specialty section is no longer at least 1,000 members as of
8. 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 Specialty Section Director of the specialty section not meeting the 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 can not 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.
9. 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.

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Policy No.: SS.002

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 and Section 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:

ATTACHMENTS:

# American Association for Respiratory Care Policy Statement

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Policy No.:BOD.024

SECTION: Board of Directors  
SUBJECT: **AARC Disaster Relief Fund**

EFFECTIVE DATE:

DATE REVIEWED: July 2015

DATE REVISED: July 2015

## REFERENCES:

**Policy Statement:** The AARC president may activate the Disaster Relief fund for AARC members in the event of a federal or state declared disaster.

## **Policy Amplification:**

1. In the event of a federally and state declared disaster the state President and/or House delegate will notify the AARC Executive Office of a disaster declaration.
2. The AARC Executive Office will communicate to the AARC President.
3. The Executive Office will provide Disaster Relief Forms to the State Affiliate President(s) as well as requesting AARC members.
4. The Application review process will be conducted as follows:
  - a. Members of good standing in the AARC prior to the onset of the disaster are eligible for a grant.
  - b. The member fills out an application for assistance and sends that form directly to the AARC; where membership status is verified.
  - c. The AARC President will send the member's application to the appropriate State Affiliate President for verification that the member is in an affected area and sustained property loss or damage.
  - d. The State Affiliate President submits their approval or disapproval of the application to the AARC Executive Office in writing. The Executive Office will inform the member of the status of their application (i.e. cut a check or decline the application with documentation of reasons for the action).

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5. Members of good standing in the AARC prior to the onset of the disaster are eligible for a grant. Funds will be allocated based on criteria set by the AARC President at the time of the disaster until all designated funds have been expended.
  - a. Funding will also include payment of membership dues.
6. The AARC President will authorize a call to all AARC Members for donations to the Disaster Relief Fund at any time it is deemed appropriate and/or necessary.
7. Records relating to the disbursement of Disaster Relief Funds will be available to any AARC member upon written request of their State Affiliate President.
8. The AARC President may consider activating the fund upon request of an affiliate president in the event of a state or local governmentally proclaimed state of emergency or disaster.

DEFINITIONS:

ATTACHMENTS: