

AMERICAN ASSOCIATION FOR RESPIRATORY CARE

Board of Directors Meeting
July 15, 2008 - Phoenix, Arizona

Minutes

Attendance

Guests

Toni Rodriguez, EdD, RRT, President
Tim Myers, BS, RRT, NPS, President-Elect
Michael Runge, BS, RRT, Past President
Ruth Krueger, MS, RRT, VP/Internal Affairs
Colleen Schabacker, BA, RRT, FAARC, Secretary/Treasurer
Terence Carey, MD, BOMA Chair
Patricia Doorley, MS, RRT, FAARC
Rick Ford, BS, RRT, FAARC
Debbie Fox, MBA, RRT-NPS
George Gaebler, MEd, RRT, FAARC
Denise Johnson, BS, RRT
Jim Maguire, PhD
Robert McCoy, RRT, FAARC
Susan Rinaldo Gallo, MEd, RRT
James Taylor, RRT
Linda Van Scoder, EdD, RRT
Brian Walsh, RRT-NPS, RPFT

Absent

Karen Stewart, MS, RRT, FAARC, VP/External Affairs (excused)
Michael Hewitt, RRT-NPS, FAARC (excused)
Joan Kohorst, MA, RRT-NPS (excused)

Consultant

Dianne Lewis, MS, RRT, FAARC, President/Presidents Council
John Hiser, MEd, RRT, FAARC, Parliamentarian

Staff

Sam Giordano, MBA, RRT, FAARC, Executive Director
Tom Kallstrom, BS, RRT, AE-C, FAARC, Chief Operating Officer
Ray Masferrer, RRT, FAARC, Associate Executive Director
Steve Nelson, RRT, FAARC, Associate Executive Director
Cheryl West, MHA, Director of Government Affairs
Miriam O'Day, Director of Legislative Affairs
Ann Marie Hummel, Regulatory Affairs
William Dubbs, MHA, MEd, RRT, Director of Education and Management
Dale Griffiths, Business Development Director
Tony Lovio, Controller

CALL TO ORDER

President-elect Tim Myers called the meeting of the AARC Board of Directors to order at 8:00 a.m. MDT, Tuesday, July 15, 2008.

Secretary-Treasurer Colleen Schabacker called the roll and declared a quorum.

SPECIALTY SECTION REPORTS

EDUCATION SECTION REPORT

Ruth Krueger moved to accept **Recommendation 08-2-52.1** “That the AARC continue support of the Educator Academy.”

Ruth Krueger moved “To accept **Recommendation 08-2-52.1** for information only and follow up with Jeff Ward to submit this to the Program Committee for consideration.”

Motion Carried

Ruth Krueger moved to accept **Recommendation 08-2-52.2** “That the AARC continue support of Clinical Preceptor Education.”

Ruth Krueger moved “To refer **Recommendation 08-2-52.2** to the Program Committee for information only and follow up with Jeff Ward to then submit to the Program Committee for consideration.”

Motion to Refer Carried

Ruth Krueger moved to accept **Recommendation 08-2-52.3** “That the AARC continue involvement with the Education Section Chair in the 2015 and Beyond project.”

Ruth Krueger moved “To accept **Recommendation 08-2-52.3** for information only as this is already in progress.”

Motion Carried

HOME CARE SECTION REPORT

Ruth Krueger moved to accept **Recommendation 08-2-53.1** “To develop a task force to determine the potential benefits of an education meeting that combined topics related to homecare, sleep and pulmonary rehab.”

Bob McCoy moved “To amend **Recommendation 08-2-53.1** to include ‘That the AARC investigate the potential benefits of an educational meeting that combines topics related to homecare, sleep and pulmonary rehab.’”

Motion to Amend Carried

Amended Motion Carried

Linda Van Scoder moved “To refer **Recommendation 08-2-53.1** to the Program Committee.”

Mike Runge moved “To amend referral of **Recommendation 08-2-53.1** to include that it be sent to the Homecare Section, Sleep Section and Continuing Care Rehab Section chairs to determine feasibility and prepare a proposal to send to the Program Committee.”

Motion to Amend Referral Carried

Amended Referral Carried

HEMOCARE DISCUSSION

Bob McCoy raised the issue of RTs in the home, and the perception of payers and physicians that respiratory therapists in the home are oxygen and equipment jockeys. He stated there is no evidence showing the respiratory therapist’s presence in the home results in better outcomes than when RTs are not in the home and would like to see the AARC initiate research in homecare to prove the value of those RTs.

Mr. McCoy stated the Homecare Section is very sensitive to the e-mail AARC sent to members regarding home care patients’ rights. He feels there is a need to have an internal and external public relations campaign to correct this situation.

President Toni Rodriguez clarified that the email sent to members on patients’ rights was aimed at helping the patients and not meant to offend homecare practitioners. Sam Giordano reiterated AARC’s support of all therapists whether they work in homecare or otherwise.

LONG TERM CARE SECTION

Ruth Krueger moved to accept **Recommendation 08-2-56.1** “That the AARC develop a position statement on Respiratory Care Services in Long Term Care using the existing voluntary ORCR standards and the Tennessee Standards of Ventilator Care in Rehabilitation Facilities as a framework.”

Ruth Krueger moved “To refer **Recommendation 08-2-56.1** to the Executive Office for further investigation of standards and report back to the Executive Committee.”

Motion to Refer Carried

NEONATAL PEDIATRIC CARE SECTION REPORT

Ruth Krueger moved to accept **Recommendation 08-2-55.1** “That the AARC investigate the feasibility of offering a pediatric specific program during the Summer Forum.”

Colleen Schabacker moved “To refer **Recommendation 08-2-55.1** to the Program Committee.”

Michael Runge moved “To amend referral of **Recommendation 08-2-55.1** to include ‘That it be sent to the Neonatal Pediatric Chair to work out details on the proposals and agenda along with Ray Masferrer in preparation of the Program Committee’s consideration.”

Motion to Amend Referral Carried

Amended Referral Carried

SLEEP SECTION REPORT

Ruth Krueger moved to accept **Recommendation 08-2-57.1** “That the Board of Directors review current **Policy #SS 001**, Policy Amplification #1: ‘Section Nominations’ and assign the appropriate committee to consider removing this charge from the AARC Policy and Procedure Manual (See ATTACHMENT “E”).”

Ruth Krueger moved “To accept **Recommendation 08-2-57.1** for information only.”

Motion Carried

Ruth Krueger moved to accept **Recommendation 08-2-57.2** “That the AARC BOD approve the implementation of an Ad Hoc Committee to explore and develop criteria for a Quality Respiratory Care Recognition (QRCR) program which would recognize sleep centers that meet specific requirements developed by this committee.”

Linda Van Scoder moved “To refer **Recommendation 08-2-57.2** to the Ad Hoc Pinnacle Award Committee to redesign the current QRCR program with a hierarchical format to include: generic core quality standards at level 1, specific standards as identified by specialty sections such as the Long Term Care and Sleep sections for their unique facilities at level 2, and generic Pinnacle Standards at level 3.”

Motion to Refer Carried

SURFACE TO AIR SECTION REPORT

Ruth Krueger moved to accept **Recommendation 08-2-58.1** “That the AARC create a position statement on the use of respiratory therapists (at a minimum) being involved in the transport of a ventilated acute critically injured or ill child.”

Ruth Krueger moved “To refer **Recommendation 08-2-58.1** to BOMA for consideration to move forward for a position statement and report back at the December meeting.”

Motion to Refer Carried

Ruth Krueger moved to accept **Recommendation 08-2-58.2** “Previously submitted recommendation: ‘That the AARC establish a formal liaison with the Association of Air Medical Services AAMS’. This recommendation was referred to President Rodriguez for consideration to appoint in January of 2008 and was ruled out of order as the Executive Office is already working on this. In addition, this recommendation was initially recommended in July 2007.”

Ruth Krueger moved “To accept **Recommendation 08-2-58.2** for information only as Sam Giordano will be meeting with Dawn Filippa in a few weeks to discuss the intent of the request and its implications for the AARC.”

ACCEPTANCE OF SPECIALTY SECTION REPORTS

Ruth Krueger moved “To accept the Specialty Section reports as presented.”

Motion Carried

RECESS

President-elect Tim Myers recessed the meeting of the AARC Board of Directors at 9:40 a.m. MDT, Tuesday July 15, 2008.

RECONVENED

President Toni Rodriguez reconvened the meeting of the AARC Board of Directors at 10:05 a.m. MDT, Tuesday July 15, 2008.

ROUNDTABLES

ASTHMA DISEASE ROUNDTABLE REPORT

Ruth Krueger moved to accept **Recommendation 08-2-44.1** “That the AARC President appoints Eileen Censullo, RRT as the new Chair of the Asthma Disease Management Roundtable.”

Motion Carried

ROUNDTABLE UPDATE

George Gaebler updated members on the development of a policy that will define what level of activity is required of Roundtables and when to dissolve them. George Gaebler will develop a report on Roundtable activities and send to liaisons of the Roundtables and to the Board. It is Mr. Gaebler’s assessment that all Roundtables are doing what they were assigned to do and there is no evidence at this point to eliminate any, however he will continue to work on a policy.

ACCEPTANCE OF ROUNDTABLE REPORTS

Ruth Krueger moved “To accept the Roundtable reports as presented.”

Motion Carried

ORGANIZATIONAL REPORTS

AMERICAN SOCIETY FOR TESTING MATERIALS (ASTM) REPORT

Linda Van Scoder moved to accept **Recommendation 08-2-65.1** “That the AARC President extends an offer for the ASTM to hold their fall meeting during the 2009 AARC annual meeting.”

Linda Van Scoder moved “To refer **Recommendation 08-2-65.1** to the Executive Director to draft a response letter for the President’s signature addressed to ASTM.”

Motion to Refer Carried

Linda Van Scoder moved to accept **Recommendation 08-2-65.2** “That the AARC publish ASTM meeting reports on the AARC website for interested members to review ASTM activity and provide input to the representative for discussion or action.”

Linda Van Scoder moved “To refer **Recommendation 08-2-65.2** to the Executive Office to determine the best way to share the meeting reports.”

Motion to Refer Carried

CLINICAL LABORATORY STANDARDS INSTITUTE REPORT

Ruth Krueger moved to accept **FM 08-2-12.4** “That President Toni Rodriguez draft a congratulatory letter to Susan Blonshine recognizing the ‘Excellence in Mentoring’ award she recently received from CLSI.”

Motion Carried

NEONATAL RESUSCITATION REPORT

Linda Van Scoder moved to accept **Recommendation 08-2-76.1** “That the AARC President appoints John Gallagher RRT-NPS as the new AARC liaison to the Neonatal Resuscitation Program Steering Committee.”

Motion Carried

RATIFICATION OF PRESIDENTIAL APPOINTMENTS

Linda Van Scoder moved “To ratify the appointments of Eileen Censullo as Chair of the Asthma Disease Management Roundtable and John Gallagher as liaison to the Neonatal Resuscitation Roundtable Steering Committee.”

Motion Carried

AMERICAN ASSOCIATION OF ALLERGY ASTHMA AND IMMUNOLOGY (AAAAI) UPDATE

Tim Myers stated that since we had not received a report from the AAAAI representative in a few years, and the rep was relieved of her position this past spring, the AARC may want to contact AAAAI concerning the role of this person and what is expected in an attempt to assign a new representative. Sam Giordano later spoke to Kay Whalen, Executive Director of AAAAI and discovered Ms. Whalen was unaware there was an AARC liaison to AAAAI. Dr. Carey believes it would be beneficial to maintain representation with AAAAI and will discuss this issue with members of BOMA when they meet next.

ACCEPTANCE OF ORGANIZATIONAL REPRESENTATIVE REPORTS

Linda Van Scoder moved “To accept the organizational representative reports as submitted.”

Motion Carried

ACCEPTANCE OF ARCF, NBRC & COARC REPORTS

Susan Rinaldo-Gallo moved “To accept the ARCF, NBRC, and CoARC reports as submitted.”

Motion Carried

RECESS

President Toni Rodriguez recessed the meeting of the AARC Board of Directors at 10:35 a.m. MDT, Tuesday, July 15, 2008.

RECONVENE

President Toni Rodriguez reconvened the meeting of the AARC Board of Directors at 10:55 a.m. MDT, Tuesday, July 15, 2008.

UNFINISHED BUSINESS

PRESIDENTIAL APPOINTMENT RATIFICATION

George Gaebler moved to accept **FM 08-2-12.5** “That the AARC BOD ratify the Presidential appointment of Mr. John Davies as Chair of the Research Roundtable.”

Motion Carried

RATIFICATION OF ROUNDTABLE CHARGES

Ruth Krueger moved to accept **FM 08-2-12.6** “That the AARC BOD ratify the charges of the following three Roundtables:

Charges for New Round Tables:

Research Round Table Charges:

1. Establish an effective platform for networking and communication between the members of your roundtable.
2. Enroll additional members and begin to actualize the vision of an effective and efficient roundtable for all healthcare practitioners with an interest in respiratory care research.
3. Bring the concerns and issues of your membership as related to research in respiratory care to the attention of the AARC Board of Directors as indicated.
4. Provide the AARC Program Committee with formal proposals for

lectures/seminars that meet the needs of your membership and enlighten all healthcare practitioners on the topic of respiratory care medical research.

Military Round Table Charges:

1. Continue to develop relationships and strategies to achieve officer status for respiratory therapists in the U.S. uniformed services.
2. Establish an effective platform for networking and communication between the members of your roundtable.
3. Enroll additional members and begin to actualize the vision of an effective and efficient roundtable for all military healthcare practitioners with an interest in respiratory care.
4. Bring the concerns and issues of your membership as related to military issues to the attention of the AARC Board of Directors as indicated.
5. Provide the AARC Program Committee with formal proposals for lectures/seminars that meet the needs of your membership and enlighten all healthcare practitioners on the topic of the practice of respiratory care in the military.

Moderate Sedation Charges:

1. Establish an effective platform for networking and communication between the members of your roundtable.
2. Enroll additional members and begin to actualize the vision of an effective and efficient roundtable for all healthcare practitioners with an interest in moderate sedation.
3. Bring the concerns and issues of your membership as related to moderate sedation to the attention of the AARC Board of Directors as indicated.
4. Provide the AARC Program Committee with formal proposals for lectures/seminars that meet the needs of your membership and enlighten all healthcare practitioners on the topic of moderate sedation.

Motion Carried

PROPOSED HYPERBARIC ROUNDTABLE

President Toni Rodriguez reminded members that initiation of a Roundtable requires a minimum of 10 signatures and completion of appropriate paperwork. Then it is posted on the website in an effort to attract at least 50 additional individuals to form a roundtable. It will then be brought before the Board.

George Gaebler moved to accept **FM 08-2-82.1** "That the AARC BOD approves creation of the Hyperbaric Roundtable and furthermore charges the President to identify a chair and establish goals."

Motion Carried

AD HOC COMMITTEE ON SURVEY/SECTION LISTSERVS

President Rodriguez advised that there is a difference between a formal survey which requires approval by the Executive Committee and questions asked by those individuals on the Listservs who simply want to ask questions of their colleagues.

Susan Rinaldo-Gallo moved to accept **FM 08-2-35.1** “That the AARC BOD approve Policy # **BOD.027** as revised to include changes discussed at the meeting and subsequently be sent to section chairs and be posted on the Section and Roundtable Listservs (See ATTACHMENT “F”).”

Motion Carried

AD HOC COMMITTEE ON PINNACLE AWARD

President Toni Rodriguez reported that the Ad Hoc Committee on Pinnacle Award now has a new charge as follows:

To redesign the current QRCR program with a hierarchical format to include:

- 1.) Development of generic core quality standards at level 1;
- 2.) Development of specific standards as identified by specialty sections such as the Long Term Care and Sleep sections for their unique facilities at level 2;
- 3.) Development of generic Pinnacle standards at level 3.

President Toni Rodriguez asked President-elect Tim Myers to include this in the 2009 Goals and Committees list.

COMMITTEE DISSOLVED

President Toni Rodriguez advised that the Ad Hoc Committee on Survey Definition has been dissolved.

AD HOC COMMITTEE FOR DEVELOPMENT OF MANAGEMENT, RESEARCH AND EDUCATION

President Toni Rodriguez advised members that the Ad Hoc Committee for Development of Management, Research and Education had one charge which was to work up ideas for the development of management, research and educational leadership institutes for the membership.

The result of a conference call identified the following overarching concepts;

1. Institute should be established
2. One key coordinator and 3 subspecialty content coordinators, (1 for each part)

3. Content coordinator would assemble content experts
4. Everyone takes core, then goes to specific discipline.

Linda Van Scoder moved to accept **FM 08-2-38.1** “That the AARC BOD approve the initial steps as outlined in the Committee report for creating a Management, Research and Education Institute (See ATTACHMENT “H”).”

Motion Carried

POLICY REVIEW

Policy #BOD .016

Board of Medical Advisors

Change “Advisors” to “Directors” in the title.

Change #2 under Policy Amplification to “by 12:00 Noon on the final day.”

Change Date Reviewed and Date Revised to July 2008

See ATTACHMENT “F”

Policy #BOD.017

Board of Directors

Stands as is.

Change Date Reviewed to July 2008

See ATTACHMENT “F”

Policy #BOD.019

Description of VP of External Affairs

Stands as is.

Change Date Reviewed to July 2008

See ATTACHMENT “F”

Policy #BOD.020

Position Description Profiles OFFICE: Secretary-Treasurer

Stands as is.

Change Date Reviewed to July 2008

See ATTACHMENT “F”

Policy #BOD.021

Position Description Profiles OFFICE: Director

Change Date Reviewed and Date Revised to July 2008

Under “Minimum Requirements” change as follows:

- 2.a For Director at Large, must have:
 - served at least three years in a leadership role in a chartered affiliate or at national level, or;

- served at least two years as an officer or delegate or alternate delegate of a chartered affiliate, or;
- served as a member of the Board or Officer of the AARC, or;
- served as a section chair.

2.b Remove the second “of”.

See ATTACHMENT “F”

Policy # SS .001

Specialty Section Operations

See ATTACHMENT “E”

Policy # SS.005

Maximization of Member Participation

Change Date Revised to July 2008

See changes in ATTACHMENT “F”

Ruth Krueger moved to accept **FM 08-2-01.2** “That the AARC BOD accept the Policy Review revisions as presented.”

Motion Carried

Linda Van Scoder moved to accept **FM 08-2-01.1** “That the Executive Office develop a policy for Listserv moderation and content in line with the current Listserv rules, and to bring back to the Board in December.”

Motion Carried

HOUSE RESOLUTIONS

Past Speaker Debbie Fox presented the House resolutions as follows:

Mike Runge moved to accept “**HR 16-08-01** “Resolved that the AARC indicate on the current affiliate membership report whether an individual member has provided an e-mail address, whether they opt to share the address and whether the address is active (no bounce back).”

Mike Runge moved “To refer **HR 16-08-01** to the Executive Office for implementation.”

Motion to Refer Carried

Linda Van Scoder moved to accept **HR 44-08-02** “Resolved that the AARC CRCE application process and member transcript be modified to separately break out the hours

devoted to specific course content categories to ensure the usefulness of the transcript in reporting to state licensure boards.”

Mike Runge moved “To refer **HR 44-08-02** to the Executive Office to determine feasibility and report back at the December meeting.”

Motion to Refer Carried

Susan Rinaldo Gallo moved to accept **HR 22-08-04** “Resolved that the AARC create an ad hoc committee to investigate and recommend the feasibility of creating an AARC student leadership initiative.”

Mike Runge moved “To refer **HR 22-08-04** back to the House of Delegates for further development of a proposed plan to be submitted to the Board for action.”

Motion to Refer Carried

Ruth Krueger moved to accept **HR 29-08-05** “Resolved that the AARC engage the NBRC in discussions aimed at reducing the significant cost barrier to participation in the Registry credentialing program, with the ultimate goal being that the total cost to candidates qualified to participate in the Registry credentialing program not exceed that required of qualified candidates for participation in the Certification credentialing program.”

Ruth Krueger moved “To refer **HR 29-08-05** to the President for the purpose of suggesting that the NBRC prepare a presentation on the rationale for their fee structure to be presented to the AARC membership.”

Motion to Refer Carried

UNFINISHED BUSINESS

Jim Maguire moved “To bring **Recommendation 07-3-51.1** back to the table:

“That the Board of Directors considers establishing an Ad Hoc Committee or task force charged with developing clinical standards and personnel qualifications for the management of sleep disordered breathing to include a focus on two key areas: the peri-operative setting and the ambulatory setting. The committee should include but not be limited to representatives from the Executive Office, external organizations, and the specialty sections.”

Jim Maguire moved “To refer **Recommendation 07-3-51.1 BOD** to the President-elect to include in his charges to the Sleep Section for 2009.”

Motion to Refer Carried

NEW BUSINESS

RESPIRATORY INFORMATICS ROUNDTABLE

President Toni Rodriguez reported that the Association has received the initial 10 names and supporting paperwork to establish an Informatics Roundtable.

Susan Rinaldo Gallo moved to accept **FM 08-2-82.2** “To further investigate and move forward on establishing the Informatics Roundtable and bring back by the December meeting.”

Motion Carried

APPOINTMENT RATIFICATION TO AMERICAN HEART ASSOCIATION

Linda Van Scoder moved to accept **FM 08-2-04-7** “To ratify the Presidential appointment of Rich Branson as AARC’s representative to American Heart Association, and Terry Volsko as alternate representative.”

Motion Carried

TREASURER’S MOTION

Secretary-Treasurer Colleen Schabacker moved to accept “That the expenses incurred at this meeting be reimbursed according to AARC policy.”

Motion Carried

Colleen Schabacker moved “To adjourn the meeting of the AARC Board of Directors.”

Motion Carried

ADJOURNMENT

President Toni Rodriguez adjourned the meeting of the AARC Board of Directors at 1:00 p.m. MDT, Tuesday, July 15, 2008.

ATTACHMENT “A”

Massachusetts Bylaws

BY-LAWS OF THE CORPORATION

ARTICLE I - NAME, LOCATION, CORPORATE SEAL

The name of the corporation is **MASSACHUSETTS SOCIETY FOR RESPIRATORY CARE, Inc.** The principal office of the corporation shall be located at **P O Box 685, Beverly, Massachusetts 01915-0010.** The corporate seal shall be circular in form and have inscribed thereon the corporation name, year of incorporation and the word "Massachusetts".

ARTICLE II - BOUNDARIES

The area included within the boundaries of the corporation shall be the Commonwealth of Massachusetts. The Board of Directors shall determine the boundaries of the chapters within the Commonwealth.

ARTICLE III - PURPOSE

The corporation is organized to sponsor and encourage, on a regional and statewide basis, educational programs for those persons interested in the field of respiratory care: to advance the science, technology, ethics and art of respiratory care through state, interstate and intrastate institutes, meetings, lectures, newsletters and other materials; and to facilitate cooperation between respiratory care personnel and the medical profession, hospitals, government agencies, service companies, industry and other agencies or organizations interested in respiratory care or pulmonary medicine; except that the corporation shall not engage in the unauthorized practice of medicine under the laws of the Commonwealth, and except that no part of the funds, income or property shall be distributed nor inure to the benefit of any private member or individual, nor shall the corporation perform particular services for individual members thereof.

ARTICLE IV - MEMBERS

Section 1. Classes. The membership of the corporation shall include three (3) classes: Active Member, Associate Member, and Special Member.

Section 2. Prerequisites. **An individual is qualified for membership in the corporation if he/she is a member of the AARC as specified in the AARC Bylaws.** Applicants for membership shall meet qualifications of ethical practice and suitable moral standards as determined by the membership committee. ~~Active Members shall be high school graduates or have evidence of equivalent education.~~

Section 3. Active Member. ~~An Individual shall be classified as an eligible to be an Active member if he/she lives or works in Massachusetts and meets ONE of the following criteria: (1) is legally credentialed as a respiratory care professional, OR (2) is a graduate of an accredited educational program in respiratory care, OR (3) holds a credential issued by the NBRC. Active Members in good standing shall be entitled to all the rights and privileges of membership of the Corporation including: the right to hold office, hold committee chairs, and vote.~~

Section 4. Associate Member. ~~Individuals shall be classified as are eligible to be Associate Members if they hold a position related to respiratory care and but do not meet the requirements to become an Active Member. They shall have all of the rights and privileges benefits of the Corporation except to hold office, vote, or serve as chair of a standing committee. The subclasses of Associate Membership are:~~

- ~~a. Foreign Member Individuals are eligible for Associate membership if they are residents of any foreign country.~~
- ~~a. Student Member - Individuals shall be classified as Associate Member while they are enrolled in an accredited educational program in respiratory care not to exceed a maximum period of three (3) months immediately thereafter. Individuals will be classified as Student Members if they meet all the requirements for Associate Membership and are enrolled in an educational program in respiratory care accredited by, or in the process of seeking accreditation from an AARC-recognized agency.~~
- ~~b. Physician - Individuals will be classified as Physician Members if they meet all the requirements for Associate membership and are duly licensed as doctors of medicine or osteopathy.~~
- ~~c. Industrial - Individuals will be classified as Industrial Members if they meet all the requirements for Associate Membership and their primary occupation or business or a majority of their business time is directly or indirectly devoted to the manufacture, sale, or distribution of equipment or products which are directly or indirectly used in the area of respiratory care.~~

Section 5. Special Member:

- a. Life Member. Life Members shall be members who have rendered outstanding service to the corporation. Life membership may be conferred by a majority vote of the Board of Directors, upon recommendation by the membership. They shall pay no dues and shall have all the rights and privileges of an Active Member.
- b. Honorary Member. Honorary membership may be conferred upon persons who have rendered distinguished service in the field of respiratory care, upon recommendation by the membership, and confirmation by a majority of the Board

of Directors. Honorary Members shall have all the rights and privileges of the corporation except that they shall not be entitled to hold office, chair committees, or vote: and they shall be exempt from the payment of dues.

~~c. Inactive Member. Members are eligible for Inactive Membership provided they are Active or Associate Members in good standing when applying for inactive status. Inactive Members shall have all the rights and privileges of the corporation except they shall not be entitled to hold office, chair committees or vote.~~

Section 6. Application, **Membership** and Dues: The corporation membership application procedure and any membership dues shall be established by the Board of Directors.

~~Section 7. AARC Members: All members of the American Association for Respiratory Care (AARC) shall be members of the corporation in the membership category corresponding to their AARC membership category.~~

ARTICLE V - DIRECTORS

Section 1. Powers. The Board of Directors, subject to any action at any time taken by such members as then have the right to vote, shall have the entire charge, control and management of the corporation, its property and business and may exercise all or any of its powers.

Section 2. Composition. The Board of Directors shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past-President, **Senior** Delegate and **Junior** ~~Alternate~~ Delegate to the A.A.R.C. House of Delegates, **a maximum of four (4) Directors At Large**, and **a maximum of** two (2) representatives from each chapter. An industrial representative may be selected by the vendors of the state, and upon approval of the Board shall be a member with voting powers.

Section 3. Election. Except that the Chapter-Representative-Directors shall be elected by the Chapters, the Board of Directors shall be elected as specified in Article VIII.

Section 4. Vacancies. Any officer vacancy at any time existing in the Board shall be filled as specified in ARTICLE VI. **Any vacancy of a Director-at-Large shall be filled by a majority vote of the then Directors, or at the next election.** Any **Senior** Delegate or ~~Alternate~~ **Junior** Delegate vacancy shall be filled as specified in ARTICLE IX, Section 6. Any vacancy existing ~~as to of~~ a Chapter-Representative-Director shall be filled by vote of the Chapter members or Board of Directors.

Section 5. Enlargement of the Board. The number of the Board of Directors may be increased and one or more additional Directors elected at any special meeting of the members, called at least in part for that purpose, or by the Directors by vote of a majority of the then Directors.

Section 6. Tenure. Directors may resign by delivering their written resignation to the corporation at its principal office or to the President or Secretary. Resignations shall be effective upon receipt unless they are specified to be effective at some other time or upon the happening of some other event.

Section 7. Removal. Upon refusal or neglect of any member of the Board to perform the duties of that office, or for any conduct deemed prejudicial to the corporation, the Board of Directors shall have the power to declare an office or directorship vacant by a two-thirds (2/3) vote. Written notice shall be given to the member that the office has been declared vacant. Absence at ~~four (4)~~ **fifty (50) percent** of the board meetings in any calendar **year** may be cause for removal of an officer or director.

Section 8. Action at Meeting. At any meeting of the Directors at which a quorum is present, the action of the Directors on any matter brought before the meeting shall be decided by the majority of those present and voting, unless a different vote is required by law, the Articles of Organization, or these By-Laws.

Section 9. Special Action. Any action by the Directors may be taken without a meeting if a written consent thereto is signed by all the Directors and filed with the records of the Directors meetings. Such consent shall be treated as a vote of the Directors for all purposes.

Section 10. Executive Committee. The Executive Committee of the Board of Directors shall consist of the President, President-Elect, Vice-President, Immediate Past-President, Secretary, Treasurer, **Senior** Delegate and ~~Alternate~~ **Junior** Delegate. They shall have the power to act for the Board of Directors between meetings of the Board of Directors and such action shall be subject to ratification by the Board at its next meeting.

Section 11. Multiple Offices. No officer, **Director-at-Large**, or delegate shall hold Chapter office simultaneously.

Section 12. Term of Office. The term of office for corporate Directors shall be as follows: Officers as specified in Article VI, Section 4, Delegates as specified in Article IX, Section 3, Directors-at-Large for 1 year, and Chapter Representatives for 1 year. The Terms shall begin at the close of the transition meeting.

ARTICLE VI - OFFICERS

Section 1. Officers. The officers of the corporation shall be President, President-Elect (who shall automatically succeed to the Presidency upon the expiration of the President's term of office), Immediate Past-President, Vice-President, Treasurer, and Secretary.

Section 2. Powers and Duties.

- a. President. The President shall be the chief executive officer of the corporation. The President shall preside at all meetings and at all meetings of the Board of Directors; prepare an agenda for the annual business meeting; ~~and submit it to the membership not fewer than thirty (30) days prior to such a meeting in accordance with ARTICLE VIII of these By-Laws~~ 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 meetings~~ appoint standing and special committees subject to the approval of the Board of Directors; be an ex-officio member of all committees except the Elections and Nominations Committees; present to the Board of Directors and membership an annual report of the activities of the corporation.
- b. President-Elect. The President-Elect shall become acting President and shall assume the duties of the President in the event of the President's absence, resignation, or disability, and shall perform such other duties as shall be assigned by the President or the Board of Directors.
- c. Vice-President. The Vice-President shall assume the duties but not the office of the President-Elect in the event of the President-Elect's absence, resignation, or disability, and will also continue to carry out the duties of the Vice-President as shall be assigned by the President or the Board of Directors. The Vice-President shall function as Chairperson of the Program and Education Committee.
- d. Treasurer. The Treasurer shall have charge of all funds and securities of the Corporation: and shall have custody of the corporate seal; endorse checks, notes, or other orders for payment of bills; disburse funds as authorized by the Board of Directors and/or in accordance with the adopted budget, and deposit funds as the Board of Directors may designate. The Treasurer shall submit written financial reports in a timely fashion to the Board of Directors as well as a written quarterly financial report to the AARC. The Treasurer shall also submit tax forms to the IRS at the appropriate time.
- e. Secretary. The Secretary shall be sworn; shall be Secretary both of the Directors and the Corporation; shall have charge of keeping the minutes of the Board of Directors regular business meetings and the annual business meeting, submitting a copy of the minutes of every meeting of the governing body and other business of the corporation to the Executive Office of the AARC within ~~ten (10)~~ **thirty (30)** days following the meeting; execute the general correspondence; affix the corporate seal on documents so requiring, and in general, perform all duties as from time to time shall be assigned by the President or the Board of Directors, and be Chairperson of Chapter Affairs. In the absence of the Secretary from any meeting, a Secretary pro tempore shall be chosen. If the Secretary is not a resident of the Commonwealth, the Board of Directors shall appoint a resident agent.

Section 3. Vacancies in Office.

- a. In the event of a vacancy in the office of President, the President-Elect shall become acting President to serve the unexpired term and shall serve their own, the successive one, as President.
- b. In the event of a vacancy in the office of President-Elect, the Vice-President shall assume the duties, but not the office, of President-Elect as well as their own until the next meeting of the Board of Directors at which time the Board ~~shall~~ **may** elect a qualified member of the corporation to fill the vacancy or may hold a special election by the members of the corporation.
- c. In the event of a vacancy in any other office on the Board of Directors, the Directors may elect a qualified member of the corporation to fill the vacancy.

Section 4. Term of Office. The term of office for corporate officers shall be ~~for one (1) year.~~ **as follows: The President-Elect, President, and Past President shall be for one(1) year; The Vice President, Secretary and Treasurer shall be for two(2) years.** The terms shall begin ~~on January 4~~ **at the close of the transition meeting.**

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Nominations Committee. Each year at least one hundred and twenty (120) days before the annual business meeting, the Board of Directors shall elect a Nominations Committee to prepare a slate of nominees for the following year. At least ninety (90) days prior to the annual business meeting, the Chairperson shall present the slate of nominees to the Board of Directors for approval.

Section 2. Nominations.

- a. The Nominations Committee may place in nomination the names of one or more persons for the offices of President-Elect, Vice-President, Secretary, Treasurer, ~~and Alternate~~ **Junior Delegate, and Directors At Large.**
- b. Only Active Members in good standing shall be eligible for nomination.
- c. The Nominations Committee shall provide a pertinent biographical sketch of each nominee's professional activities and services to the organization, all of which shall be a part of the ballot.
- d. Upon written petition of ten (10) ~~Active Members or five (5) percent of the active membership, whichever is the greater number,~~ filed at the office of the corporation, not less than sixty (60) days prior to the annual business meeting, any other member or members may be nominated. If a nominating petition is so filed, such further nominations shall be placed on the ballot.

Section 3. Ballot.

- a. The slate of nominees and biographical sketches shall be ~~mailed~~ **provided via the US Postal Service or electronically** to every Active Member in good standing and eligible to vote at least thirty (30) days prior to the annual business meeting.
- b. If the Board of Directors specifies that the vote shall be by mail, the list of nominees shall be so designed as to be a secret mail ballot with provisions for write-in votes for each office. Ballots, to be acceptable, must be postmarked at least five (5) days before the annual business meeting. The deadline date shall be clearly indicated on the ballot.
- c. If the vote is to be conducted at the annual business meeting, the date time and place shall be clearly indicated on the ballot. Provision shall be made for absentee ballots, which allows all eligible members the opportunity to vote.
- d. If the Board of Directors specifies that the vote shall be electronic, voting must be completed by the specified deadline. The deadline date shall be clearly indicated on the electronic ballot.**

Section 4. Elections Committee. The President shall appoint an impartial Election Committee which shall check the eligibility of each ballot and tally the votes at the annual business meeting. The results of the election shall be announced at the annual business meeting.

Section 5. Special Elections. A Special Election may be held to fill a vacancy as outlined in Article V, Section 3 and Article VI, Section 3

- a. Nominations shall be accepted in accordance with Article VII, Section 2, no less than sixty (60) days prior to the date of the Special Election.**
- b. Ballots shall be provided in accordance with Article VII, Section 3, no less than thirty (30) days prior to the date of the Special Election.**

ARTICLE VIII - MEETINGS

Section 1. Board of Director Meetings

- a. The Board of Directors shall hold at least ~~two (2)~~ **Six (6)** regular and separate meetings in addition to the annual business meeting during a calendar year.
- b. Special Meetings. Special meetings of the Board of Directors may be called by the President at such times as the business of the corporation may require, or upon written request of a majority of the members of the Board of Directors filed with the President and Secretary of the corporation.
- c. Quorum. A **majority of the filled positions** ~~number equal to the Executive Committee plus two other members of the Board of Directors~~ shall constitute a quorum at any meeting of the Board.
- d. Directors may send a proxy who shall have voting powers, but whose presence will not count as if the Director is present. Their presence shall be counted for purposes of attaining a quorum.
- e. Notices. Notices of any special meeting of the Directors shall be given by the Secretary to each of the Directors by mailing to each, postage prepaid, and addressed to the Directors at their address as registered on the books of the corporation, or if not so registered, at their last known home or business address, a written notice of such meeting at least four **(4)** days before the meeting or delivering such notice to him/her at least forty-eight **(48)** hours before the meeting, or by sending to him/her at least forty-eight **(48)** hours before the meeting, by prepaid telegram addressed to them at such address, notice if such meeting. If the Secretary refuses or neglects for more than twenty-four **(24)** hours after receipt of the call to give notice of such special meeting, or if the office of Secretary is vacant or the Secretary is absent from the Commonwealth, or incapacitated, such notice may be given by the officer or one of the Directors calling the meeting. Notice need not be given to any Director if a written waiver of notice, executed by the Director before or after any meeting, is filed with the records of the meeting, or to any Director who attends the meeting without protesting prior thereto or at its commencement the lack of notice to him/her. A notice or waiver of notice of a Directors meeting need not specify the purposes of the meeting.

Section 2. Meetings of the Membership

- a. Annual Business Meeting. At least ~~420~~ **sixty (60)** days in advance, the Board of Directors or President shall specify the date and the hour for the annual business meeting of the membership. The date and hour shall be stated in the notice of the meeting. The purposes for which the annual meeting is to be held, in addition to those prescribed by law, by the Articles of Organization or by these By-Laws, may be specified by the Directors or the President. If no annual meeting is held in accordance with the foregoing provisions, a special meeting may be held in lieu thereof, and any action taken at such meeting shall have the same effect as if taken at the annual meeting.
- b. Special Meetings. Special meetings of the membership may be called by the President, a majority of the Directors or upon the written application of a majority of the members who are entitled to vote at the meeting stating the time, place and purposes of the meeting.
- c. Place of Meetings. All business meetings of members shall be held at the principal office of the corporation unless a different place (within the Commonwealth of Massachusetts) is fixed by the Directors or the President and stated in the notice of the meeting.
- d. Notices. Notice of all business meetings of members shall be given as follows, to wit: a written **or electronic** notice, stating the place, day and hour thereof, shall be given by the Secretary (or the person or persons calling the meeting.), at least ~~sixty (60)~~ **thirty (30)** days before the meeting, to each member entitled to vote thereat and to each member who, by law, the Articles of Organization, or these By-Laws, is entitled to such notice, by leaving such notice with them or at their residence or usual place of business, **electronic notice**, or by mailing it, postage prepaid, and addressed to such member at their address as it appears upon the books of the corporation.
- e. Quorum. A majority of the voting members registered at a duly called business meeting shall constitute a quorum.

- f. Action at Membership Meeting. When a quorum is present, the action of the members on any matter properly brought before such meeting shall be decided by the majority of the members present and entitled to vote and voting on such matter, except where a different vote is required by law, the Articles of Organization, or these By-Laws. Any election by members shall be determined by a plurality of the votes cast by the members entitled to vote at the election.
- g. Special Action. Whenever, in the judgment of the Board of Directors, it is necessary to present any business to the membership prior to the next regular or annual business meeting, the Board of Directors may, unless otherwise required by these By-Laws, instruct the Elections Committee to conduct a vote of the membership by mail. The question thus presented shall be determined according to a majority of the valid votes received by mail within thirty (30) days after the date of such submission. Any and all action approved by the members in accordance with the requirements of this Article shall be binding upon each member thereof. Any amendment to the By-Laws of this corporation shall be presented to the membership as provided in Article XIX.

ARTICLE IX - CORPORATION DELEGATES TO THE AARC HOUSE OF DELEGATES

Section 1. Election. Delegates of this corporation to the House of Delegates of the AARC shall be elected **by Active MSRC members** as specified in Article ~~VIII~~ **VII** of the AARC By-Laws. An ~~Alternate Junior~~ Delegate shall be elected into office every two (2) years.

Section 2. Duties. The duties of the Delegates shall be as specified in **Article VII, Section 3** of the By-Laws of the AARC.

Section 3. Term of Office. The term of office for ~~Alternate Junior~~ Delegates shall be two (2) years, commencing **at the close of the transition meeting on January 4** following their ~~his/her~~ election to the office of ~~Alternate Junior~~ Delegate. The term of office for **Senior** Delegates shall be two (2) years immediately following the completion of their ~~his/her~~ term as ~~Alternate Junior~~ Delegate.

Section 4. Succession. Individuals serving as ~~Alternate Junior~~ Delegates shall immediately become **Senior** Delegate upon completion of their ~~his/her~~ term as ~~Alternate Junior~~ Delegate.

~~Section 5. Maximum Term. No person may serve more than two (2) consecutive full terms as Alternate Junior Delegate/Senior Delegate.~~

Section 6. Vacancies. **Any Vacancy of the Senior Delegate shall be filled by the Junior Delegate. Any Vacancy of the Junior Delegate shall remain vacant until the next regular election, or until filled by a special election in accordance with Article VII, Section 5.**

Section 7. Multiple Offices. Delegates may not hold concurrent elective office in the Corporation or its Chapters.

ARTICLE X - COMMITTEES

Section 1. Standing Committees. The members of the following Standing Committees shall be appointed by the President, subject to the approval of the Board of Directors, to serve for a term of one (1) year, except as otherwise provided by these By-Laws. The standing committees of the corporation are: BUDGET & AUDIT, BY-LAWS, CHAPTER AFFAIRS, **DISASTER PREPAREDNESS**, ELECTIONS, GOVERNMENTAL AFFAIRS, JUDICIAL, MEMBERSHIP, NOMINATIONS, PROGRAM & EDUCATION, PUBLIC RELATIONS, RESPIRATORY DISEASE PREVENTION, and STUDENTS & SCHOLARSHIP.

Section 2. Special Committees and Other Appointments. Special Committees may be appointed by the President.

Section 3. Committee Chairperson's Duties.

- a. The President shall appoint the Chairperson of each Committee.
- b. The Chairperson of each Committee shall confer promptly with the members of their Committee on work assignments.
- c. The Chairperson of each Committee may recommend prospective Committee members to the President. When possible, the Chairperson of the previous year shall serve as a member of the new Committee.
- d. The Chairperson of each committee shall submit a budget to the Budget and Audit Committee for the next fiscal year.
- e. **Committee chairpersons shall report at the times and in the manner charged by the President.** All Committee reports shall be ~~made in writing and~~ submitted **in writing or electronically** to the President and Secretary of the Corporation at least ~~ten (10)~~ **five (5)** days prior to the meeting at which the report is to be read.

ARTICLE XI - DUTIES OF COMMITTEES

Section 1. Budget and Audit Committee.

- a. This Committee shall consist of the Executive Committee and the Medical Advisor (or the Medical Advisor's designate) and shall be chaired by the President-Elect.
- b. This Committee shall propose an annual budget for approval by the Board of Directors at least ninety (90) days prior to the beginning of the new fiscal year. This Committee shall formally request budget input from any appropriate individual.
- c. The Committee shall submit a proposed budget to the Board of Directors at least thirty (30) days prior to the end of the fiscal year and shall ensure that an approved budget is in effect by the beginning of the new fiscal year.

- d. This Committee shall annually review and formally report to the Board of Directors the financial/accounting status of the Corporation within 60 days after the end of the fiscal year.
- e. Based on the findings of the review, the committee shall recommend whether or not an outside audit should be performed.
- f. The Chairperson shall review the ~~quarterly~~ Chapter reports and authorize the payment of quarterly revenue sharing to each Chapter as appropriate.

Section 2. By-Laws Committee.

- a. This Committee shall consist of at least three (3) members, one (1) of whom shall be a Past President.
- b. The Committee shall receive and prepare all amendments to the By-Laws for submission to the Board of Directors. The Committee may also initiate such amendments for submission to the Board of Directors.
- c. Upon approval of the Board of Directors, amendments shall be submitted for approval to the membership and to the AARC.

Section 3. Chapter Affairs Committee. This committee shall be appointed if Chapters are active within the Commonwealth.

- a. This Committee shall consist of the Secretary of the corporation and at least one (1) representative from each Chapter.
- b. This Committee shall receive applications for Chapters and review the proposed By-Laws and amendments for compliance with the objectives of the A.A.R.C. and the corporation and report its findings to the Board of Directors.
- c. The Committee shall review the minutes of all meetings of the Chapters and advise the Chapter President and Secretary of any irregularities or other recommendations.

Section 4. Disaster Preparedness Committee.

- a. This Committee shall consist of at least three (3) members, one of whom should be a member of one of the Massachusetts Department Of Public Health Emergency Preparedness Regional Committees.**
- b. This Committee shall report to the Board information, findings, activities, and recommendations from the MA committee.**

Section 4.5. Elections Committee.

- a. This Committee shall be chaired by the President-Elect and shall consist of at least five (5) members. with one (1) member from each Chapter who shall serve for a one (1) year term of office.
- b. This Committee shall prepare, receive, verify and count ballots for all elections held during the calendar year.

Section 5.6. Governmental Affairs Committee.

- a. This committee shall monitor legislative and governmental activities that are of interest to the corporation.
- b. This committee shall report to the Board on such activities and formulate recommendations, if requested.

Section 6.7. Judicial Committee.

- a. This Committee shall consist of five (5) members.
- b. This Committee shall review formal, written complaints against any individual corporation member charged with any violation of these By-Laws or otherwise with any conduct deemed detrimental to the corporation or the AARC. Complaints or inquiries may be referred to this Committee by the Judicial Committee of the AARC.
- c. If the Committee determines that the complaint justifies an investigation, a written copy of the charges shall be prepared for the Medical Advisor(s) or their designate with the benefit of legal counsel if deemed advisable.
- d. A statement of charges shall then be served upon the member and an opportunity given that member to be heard before the Committee.
- e. After careful review of the results of the hearing conducted with the benefit of legal counsel, when the Chairperson of the Committee deems counsel necessary or advisable, the Committee may, by a two-thirds (2/3) vote of its entire membership recommend to the Board of Directors expulsion or suspension of such member. A complete report shall be forwarded, including all documents, to the Chairperson of the Judicial Committee of the AARC, after a final decision has been made by the Corporation's Board of Directors.

Section 7.8. Membership Committee.

- a. The Committee shall consist of at least ~~five (5)~~ **three (3)** members with one (1) member from each **Active** Chapter who shall serve for a one (1) year term of office.
- b. This Committee shall undertake activities approved by the Board to encourage and support membership in the AARC/MSRC.

Section 8.9. Nominations Committee.

- a. This Committee shall consist of ~~five (5)~~ **three (3)** members with at least one (1) member from each **Active** Chapter who shall serve for a term of one (1) year.
- b. This Committee shall prepare for approval by the Board of Directors a slate of officers for the annual election as specified by Article VII of these By-Laws.
- c. It shall be the duty of this Committee to make the final critical appraisal of candidates to see that the nominations are in the best interests of the A.A.R.C. and the Corporation through a consideration of personal qualifications and geographical representations as applicable.

Section 9.10. Program and Education Committee.

- a. This Committee shall consist of at least six (6) members and be so constructed as to provide experienced members for program and education planning and shall be chaired by the Vice-President.
- b. The Medical Advisor or designate will be a consultant member of this Committee.
- c. This committee shall be responsible for the planning and managing of the annual educational meeting as well as for any other educational activities as assigned by the President or the Board.
- d. This committee shall monitor the continuing education regulations and accept, review, and approve applications for Continuing Education contact hours. The approval shall be ratified by the Board of Directors.

Section ~~40~~ 11. Public Relations Committee.

- a. This Committee shall consist of at least three (3) members, one (1) of whom shall be a Past President.
- b. The Committee shall maintain such liaison as has been established by the Board of Directors with other individuals whose activities may be of interest to members of this corporation. This shall include the preparation of exhibits, programs and other items to bring the message of Respiratory Care, the M.S.R.C., and the AARC to medical, nursing and hospital groups as well as educational facilities in the community at large.

Section 44 12. Respiratory Disease Prevention Committee.

- a. This committee shall develop and encourage activities promoting research, respiratory disease prevention and respiratory health.
- b. This committee shall appropriately recognize individuals, organizations, or agencies who have contributed to respiratory disease prevention and respiratory health.

Section ~~42~~ 13. Student & Scholarship Committee.

- a. This committee shall consist of at least three (3) members, one (1) of whom is the President-Elect, and one (1) of whom is the Medical Director.**
- ~~a-b.~~ This committee shall develop and encourage student participation in respiratory care and other related activities.
- ~~b-c.~~ This committee shall administer the scholarship activities of the corporation **in accordance with the guidelines established by the Board of Directors.**

ARTICLE XII - CHAPTER ORGANIZATIONS

Section 1. Affiliation. The Chapters shall be affiliated with the MSRC, Inc. and shall abide by the rules and regulations of the corporation. The boundaries of the chapters shall be:

- Chapter 1 - Suffolk County, Norfolk County, Middlesex County, Essex County
- Chapter 2 - Bristol County, Plymouth County, Barnstable County, Dukes County, Nantucket County
- Chapter 3 - Worcester County
- Chapter 4 - Hampshire County, Hampden County, Franklin County
- Chapter 5 - Berkshire County

Section 2. Organization. Each Chapter's internal organization shall not be in conflict with these By-Laws, the Laws of the Commonwealth of Massachusetts, or the Internal Revenue Code.

Section 3. Officers and Chapter Representation.

- a. The **Active** Members of this corporation working in each Chapter shall elect a President, Secretary, two (2) delegates to the MSRC, and other officers as their By-Laws may require. The Secretary shall be the official correspondent for the Chapter to the corporation.
- b. The two (2) delegates from each Chapter shall be members of the corporation's Board of Directors.
- c. Membership in a Chapter shall be determined by place of employment.

Section 4. Activities. Each Chapter organization shall be encouraged to expand the membership of the Chapter, disseminate pertinent respiratory professional information and to develop educational activities and other such activities as is consistent with the articles of organization, these By-Laws, the Laws of the Commonwealth of Massachusetts, or the Internal Revenue Code.

Section 5. Responsibilities of the Chapter Delegate.

- a. The Delegate shall actively represent to the corporation Board of Directors the constituency of the Chapter from which the Delegate is elected.
- b. The Delegate shall convey the activities of the corporation to the Chapter from which the Delegate is elected.
- c. The Delegate shall participate in the activities of the Membership Committee.
- d. The Delegate shall insure the timely submission of the Chapter quarterly financial reports.

Section 6. Chapter Requirements.

- a. Admission.
 - 1) Ten (10) or more Active Members of the Corporation may apply to become an affiliated Chapter of the Corporation.
 - 2) The formal application shall be sent to the Corporation's office and shall consist of a list of Chapter Officers, membership, minutes of the organizational meetings, By-Laws, geographical location by counties and a letter requesting approval of the proposed Medical Advisor.

- 3) The Corporation Board of Directors shall act upon the application within ninety (90) days. If the application is approved, the Corporation shall recognize the Chapter as an affiliate of the Corporation, designate the Chapter boundaries, recognize two voting delegates on the Board of Directors of the Corporation and bestow eligibility for Chapter Revenue Sharing.
- b. Maintenance.
 - 1) A written or oral report of the meetings of the Chapter shall be made to the Board of Directors of the Corporation at its regular meetings.
 - 2) Annually, the names and addresses of all new officers and Medical Advisor(s) shall be sent to the Corporation's office within ten (10) days following their appointment or election.
 - 3) A written financial report shall be submitted on the Corporation-provided forms to the Chairperson of the Corporation's Budget and Audit Committee within thirty (30) days of the close of each quarter.
- c. Dissolution. Chapters having no evidence of maintenance activities (see Article XII, 6b) for at least four (4) consecutive months may have their affiliation rights rescinded by a **two-thirds (2/3)** vote of the Corporation's Board of Directors at a regularly scheduled meeting. The responsibility for any remaining Chapter assets or liabilities shall be assumed by the Corporation.

ARTICLE XIII - AFFILIATION

This Corporation shall be affiliated with the American Association for Respiratory Care (AARC) and shall abide by the rules and regulations of the American Association for Respiratory Care as promulgated from time to time, to the extent that they are not inconsistent with the Articles of Organization, these By-Laws or the Laws of the Commonwealth of Massachusetts.

ARTICLE XIV - SOCIETY MEDICAL ADVISOR

The corporation shall have at least one (1) Medical Advisor who shall conform to Article X, Section 3 of the A.A.R.C. By-Laws.- **The Medical Advisor must be a physician who has an identifiable role in clinical, organizational, educational or investigative respiratory care. The Medical Advisor must be a member of the Corporation during his/her term.** Each **Active** Chapter shall have at least one (1) Medical Advisor. Together, they shall form a Board of Medical Advisors of which the corporation Medical Advisor shall be Chairperson, elected by Board of Directors ~~to include~~ **as provided for in** Article VI, Section 3c.

ARTICLE XV - FISCAL YEAR

The fiscal year of this corporation shall be designated by the Board of Directors of the Corporation.

ARTICLE XVI - DUES AND ASSESSMENT

~~Section 1. Active, Associate, and Special Members Employed within the Corporation's boundaries. Corporate Dues shall be considered paid in full upon payment of A.A.R.C. dues. Compliance with Article III, Section 7.8, Paragraph a. of the A.A.R.C. By-Laws is required for membership.~~

~~Section 2. Active, Associate Members Not Employed within the Corporation's Boundaries. Annual dues for each category of membership other than Corporation's Honorary and Life shall be determined for the following year by the Board of Directors after consideration of the budget.~~

~~Section 3.2. Assessments.~~ The corporation shall have the right to assess the membership and the Chapters.

ARTICLE XVII - ETHICS

If the conduct of any member shall appear, by report of the Corporation or the AARC, Judicial Committee, to be in willful violation of the By-Laws or standing rules of this corporation or the AARC, or prejudicial to this corporation's interests as defined in the AARC Code of Ethics, The Board of Directors may, by a two-thirds vote of its entire membership, suspend or expel such a member. Within thirty (30) days after receipt of notice of expulsion, the expelled member shall have the right to appeal the decision to the Board of Directors. If such an appeal is made, the Board at its next meeting, shall ~~either~~ uphold, reverse or modify the action of the Committee. There shall be no appeal from the decision of the Board of Directors. All such suspension or expulsion actions shall be reported immediately to the AARC Judicial Committee **and may be reported to the Massachusetts Board of Respiratory Care.**

ARTICLE XVIII - PARLIAMENTARY PROCEDURE

The rules contained in the current edition of *Robert's Rules of Order* shall govern whenever they are not in conflict with the By-Laws of the Corporation.

ARTICLE XIX - AMENDMENTS

These By-Laws may be amended at any regular or called meeting, in writing, by electronic vote, or by mail vote of the members by a two-thirds (2/3) majority of those voting, provided that the amendment(s) were presented to the membership in writing at least sixty (60) days prior to the vote.

ATTACHMENT “B”

South Carolina Bylaws

SOUTH CAROLINA SOCIETY
FOR
RESPIRATORY CARE
BYLAWS

ARTICLE I NAME

This organization is a chartered affiliate of the American Association for Respiratory Care, (herein referred to as the AARC) which is incorporated under the General-Not-For-Profit-Corporation-Act of the state of Illinois, and shall be known as the South Carolina Society for Respiratory Care, (herein referred to as the SCSRC), incorporated under the General-Not-For-Profit-Corporation-Act of the State of South Carolina.

ARTICLE II BOUNDARIES

- A. The SCSRC being an affiliate of the AARC and recognized as an official extension of that organization, is limited by the geographical boundaries of the state of South Carolina. The SCSRC assumes the responsibility of coordination of all revenue generating activities, either directly or indirectly sponsored/endorsed by the parent organization within the aforementioned boundaries.
- B. The state is divided into four (4) regions consisting of the following counties:
 - a. 1. Coastal Region: counties of Beaufort, Berkley, Charleston, Colleton, Dorchester, Hampton, and Jasper.
 - b. 2. Midlands Region: counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chester, Clarendon, Fairfield, Kershaw, Lancaster, Lee, Lexington, Newberry, Orangeburg, Richland, Sumter, and York.
 - c. 3. PeeDee Region: counties of Chesterfield, Darlington, Dillon, Florence, Georgetown, Horry, Marion, Marlboro, and Williamsburg.
 - d. 1. Piedmont Region: counties of Abbeville, Anderson, Cherokee, Edgefield, Greenville, Greenwood, Laurens, McCormick, Oconee, Pickens, Saluda, Spartanburg, and Union.

ARTICLE III OBJECT

Section 1: Purpose

The SCSRC is formed to:

- 1. Encourage, develop, and provide education programs for those persons interested in the field of Respiratory Care and diagnostics.
- 2. Advance the science, technology, ethics, and art of Respiratory Care through institutes, meetings, lectures, publications, and other materials.
- 3. Facilitate cooperation and understanding among Respiratory Care personnel and the medical profession, allied health professions, hospitals, service companies, industry, governmental organizations, and other agencies interested in Respiratory Care.

4. Provide education to the general public in pulmonary health promotion and disease prevention. Section 2: Intent
1. No part of net earnings of the SCSRC shall insure the benefits of any private member or individual, nor shall the corporation perform particular services for individual members thereof.
2. The Board of Directors shall provide for the distribution of the funds, income, and property of the SCSRC to charitable, educational, scientific, or religious corporations, organizations, community chests, foundations, or other kindred institutions maintained and created for one or more of the foregoing purposes, if at the time of distribution the payee or distributes are exempt from income taxation, and if gifts or transfers to the payee or distributes are then exempt from taxation, under the provisions of Section 501, 2055, and 2522 of the Internal Revenue Code or changes which amend or supersedes the said Sections.
3. In the event of dissolution of the SCSRC, whether voluntary or involuntary, all of its remaining assets shall be distributed in such manner as the Board of Directors of the SCSRC shall by a majority vote determine to be best calculated to carry out the objectives and purposes for which the SCSRC is formed. The distribution may be made available to any charitable, educational, scientific, or religious corporations, organizations, community chests, foundations or other kindred institutions maintained and created for one or more of the foregoing purposes, if at any time of distribution, the payee or distributors are then exempt from taxation under the provisions of Sections 501, 2055, 2052 of the Internal Revenue Code or changes when amend or supersede the said section.
4. The SCSRC shall not commit any act which shall constitute the unauthorized practice of medicine under the laws of the State of South Carolina or State of Illinois.

ARTICLE IV MEMBERSHIP

Section I: Prerequisite for Membership

An individual is eligible to be a member of the SCSRC if he or she is a member of the AARC as specified in Article III of the AARC Bylaws-

Section II: Classes

The membership of the SCSRC shall include three (3) classes : Active Member, Associate Member, and Special Member.

Section III: Active Member

An individual is eligible for Active Membership is he/she lives in the United States or its territories or was an Active Member prior to moving outside its borders or territories, and meets ONE of the following criteria: (1) is legally credentialed as a respiratory care professional if he/she is employed in a state or territory that maintains a legal credential for respiratory care professionals OR (2) is a graduate of educational program in respiratory care accredited by an AARC-recognized agency, OR (3) holds a credential issued by an AARC-recognized agency. An individual who was an AARC Active Member in good standing on December 8, 1994, will continue as such, providing his/her membership remains in good standing shall be entitled to all the rights and privileges of

membership of the Association including: the right to hold office, hold committee chairs, and vote.

Section 4: Associate Membership

Individuals will be classified as ~~an~~ Associate Members if they hold a position related to respiratory care but do not meet the requirements to become an Active Member. Associate Members shall have all the rights and privileges of ~~t~~ membership except that they shall not be entitled to hold office, vote, serve as a director, or chair any standing committee of the SCSRC. There shall be the following sub-classes of Associate Membership:

1. Foreign Member—Individuals will be classified as foreign members if they meet all of the requirements for Associate Membership and they are citizens of or reside in any country other than the United States of America.

Student Member—Individuals will be classified as Student Members if they meet all of the requirements for Associate Membership and are enrolled in an educational program in respiratory care accredited by, or in the process of seeking accreditation from, and AARC recognized agency.

Physician Member—Individuals will be classified as Physician Members if they meet all of the requirements for Associate Membership and are duly licensed as doctors of medicine or osteopathy.

2. Industrial Member—Individuals will be classified as Industrial Members if they meet all of the requirements for Associate Membership and their primary occupation or business or a majority of their business time is directly or indirectly related to the manufacture, sale, or distribution of equipment or products which are directly or indirectly related used in the area of Respiratory Care.

Section 5: Special Member

1. Life Members shall be members who have rendered outstanding service to the SCSRC. Life Membership may be conferred by a majority affirmative vote of the Board of Directors. Life Members shall have all rights and privileges of Active Membership of the SCSRC including the right to hold office, hold committee chair, and vote. For these members, the SCSRC will be responsible for payment of AARC Active Member dues.

2. Honorary Members shall be individuals who have rendered distinguished service to the field of Respiratory Care. Honorary Membership may be conferred by a majority affirmative vote of the Board of Directors. Honorary Members shall have all of the rights and privileges of membership of the SCSRC except the right to hold office, hold committee chair, or vote. For these members, the SCSRC will be responsible for payment of the AARC dues as an Associate Member.

3. General Members shall be individuals who have interest in Respiratory Care and who do not qualify for other membership classifications. General Members shall have all rights and privileges of Associate Membership in the SCSRC except that they shall not be entitled to hold office, hold committee chair, or vote.

Section 6: Application for Membership

1. Application for membership in the SCSRC shall follow procedure specified in Article III, Section 5 and 6 of the AARC Bylaws.
2. Upon acceptance into the AARC an individual will automatically become a member of the SCSRC if the individual lives within the geographical boundaries of the state of South Carolina.
3. Each SCSRC member must annually reassess his qualifications for membership by renewing his/her membership.

Section 7: Ethics

If the conduct of any member shall appear to be in violation of the Bylaws, Code of Ethics, or other regulations, policies or procedures adopted by the SCSRC or shall appear to be prejudicial to the SCSRC interests, such member may be reprimanded, suspended, expelled, or have his/her membership status reclassified in accordance with the procedures set forth in the SCSRC policies and procedures.

ARTICLE V OFFICERS

Section 1: Officers

The officers of the SCSRC consist of : President, President-Elect, Immediate Past President, Vice President, Secretary and Treasurer.

Section 2: Term of Office

1. The term of office for officers (excluding President-Elect, President and Immediate Past President) shall be two (2) years. The term shall begin January 1 following the annual business meeting.
2. The Vice President, Secretary, and Treasurer shall not serve more than two (2) consecutive terms in the same office.
3. The President-Elect shall complete immediate successive full one (1) year terms for the offices of President-Elect, President, and Immediate Past President before being eligible to serve a successive term in any elected office.

D. The President-Elect, President, and Immediate Past President shall not serve more than one consecutive term in the same office. Section 3: Vacancies in Office

1. In the event of a vacancy in the office of President, the President-Elect shall become acting President to serve the unexpired term and shall serve his/her own successive term as President.
2. In the event of vacancy in the office of President-Elect, the Vice President shall assume the duties, but not the office of President-Elect as well as his/her own until the next meeting of the Board of Directors at which time the Board shall elect a qualified member to fill the vacancy.
3. Any vacancy in the office of Vice President, Secretary, or Treasurer shall be filled by the appointment of a qualified individual by the Board of Directors. Individuals so appointed shall serve until the next scheduled election.

4. In the event of a vacancy in the office of Immediate Past President, ~~that~~ the office shall remain vacant.

Section 4: Duties of Officers

1. The President shall be the Chief Executive Officer of the SCSRC.
 1. He/she shall preside at the annual business meeting and all meeting of the Board of Directors.
 2. Prepare an agenda for the annual business meeting.
 3. 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) calendar days prior to such meeting.
 4. Appoint special committee subject to the approval of the Board of Directors.
 5. Present charges to the standing and special committees upon assuming office.
 6. Be an ex-officio member of all committees except the Elections Committees.
 7. Present to the Board of Directors an annual report of the SCSRC activities.
2. The President-Elect shall become acting President and shall assume the duties of the President in the event of the President's absence, resignation, or disability, and shall perform such duties as assigned by the President or the Board of Directors. The President-Elect shall also serve as the Chair of the Elections and Judicial Committees.
3. The Immediate Past President shall advise and consult with the President and shall perform such other duties as ~~shall be~~ assigned by the President or the Board of Directors.
4. The Vice President shall perform such duties as shall be assigned by the President and the Board of Directors. He shall assume the duties of the President-Elect in the event of the President-Elect's absence, resignation, or disability, but will continue to carry out the duties of the office of Vice President. The Vice President shall be Chair of the Program Committee.
5. The Treasurer shall have charge of all of the funds and securities of the SCSRC; endorsing checks, notes or other orders for payment of bills; disbursing funds as authorized by the Board of Directors and/or in accordance with the adopted budget; depositing funds as the Board of Directors designates. He/she shall see that full and accurate accounts are kept, submit a written financial report at each Board of Directors meeting. At the expense of the SCSRC, he/she shall be bonded in the amount determined by the Board of Directors.
6. The Secretary shall have charge of keeping the minutes of the Board of Directors' meetings and the Annual Business Meeting, submitting a copy of the minutes of

every meeting of the governing body and other business of the SCSRC to the Executive Office of the AARC within ten (10) calendar days following the meeting; executing the general correspondence; affixing the corporate seal on documents so requiring, and in general, performing all duties as assigned by the President or the Board of Directors.

7. Additional duties of the officers will be defined in the SCSRC Policies and Procedures and must be approved by the Board of Directors.

Section 5: Executive Committee

1. The Executive Committee of the Board of Directors shall consist of the President, President-Elect, Immediate Past President, Vice President, Secretary, and Treasurer.
2. The Executive Committee shall have the power to vote for the Board of Directors between meetings of the Board of Directors. Such action shall be subject to ratification by the Board at **it's** next meeting.

ARTICLE VI BOARD OF DIRECTORS

Section 1: Composition of Powers

1. The Executive Government of the SCSRC shall be vested in a Board of fourteen (14) Active Members consisting of the President, President-Elect, Immediate Past President, Vice President, Secretary, Treasurer, and eight (8) Directors, two (2) from each geographical region. The term of office Directors shall begin January 1 following the Annual Business Meeting and shall be for a two (2) year nonrecurring term of office.
2. The President shall be Chair and Presiding Officer of the Board of Directors. He/She shall invite, in writing, such individuals to the meetings of the Board of Directors as he/she deems necessary, whom shall have the privilege of voice but not vote.
3. The Board of Directors shall have the power to declare an office vacant by a two-thirds (2/3) vote, upon refusal, neglect, or inability of any member of the Board to perform the duties of that office, or for any conduct deemed prejudicial to the Society. Written notice shall be given to the member that the office has been declared vacant. Absence from more than two (2) Board of Directors Meetings in one business year may cause that position to be declared vacant.

Section 2: Duties

1. Supervise all business and activities of the SCSRC within the limitation of these Bylaws.
2. Adopt and rescind standing rules, regulations, policies and procedures of the SCSRC.
3. After consideration of the budget, determine re-numeration and stipends for the following year, and other related matters.

4. Perform such other duties as may be necessary or appropriate for the management of the SCSRC.

Section 3: Vacancies

Any vacancy that occurs in the office of Directors shall be filled by appointment by the Board of Directors. An appointed Director shall serve until the next scheduled election or until his successor is elected. In the event there is a vacancy for two (2) Directors from ~~a~~one region, the electee with the highest number of votes will serve a two (2) year term and the electee with the second highest number of votes will serve a one (1) year term.

Section 4: Directors

There shall be eight (8) Directors. Four (4) Directors shall be elected each year, one from each geographical region, and such others as necessary in order to fill existing vacancies.

Section 5: Meetings

1. The Board of Directors shall meet immediately following the annual business meeting of the SCSRC and shall hold not fewer than two (2) regular and separate meetings during the calendar year.
2. Special meetings of the Board of Directors shall be called by the President at such times as the business of the SCSRC shall require, and/or upon written request of two (2) members of the Board of Directors filed with the President and Secretary of the SCSRC.
3. A majority of the Board of Directors shall constitute a quorum at any meeting of the Board.
4. All SCSRC members or invited guests of the Board of Directors may attend all open Board of Directors meetings.
5. All meetings are open unless declared closed by the Executive Committee.

Section 6: Mail Vote

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

Section 7: Telephone/Electronic Mail Vote

1. Whenever, in the judgment of the Executive Committee, it is necessary to present any business to the Board of Directors prior to the next scheduled business meeting a telephone or electronic-mail vote via Quick Response Survey (QRS) will be conducted. A two-third (2/3) vote of the Board of Directors is required for approval.

Section 8: Multiple Offices

No officer, Board Member, or Delegate shall hold more than one (1) SCSRC Office simultaneously.

ARTICLE VII SOCIETY REPRESENTATION TO THE AARC HOUSE OF DELEGATES

Section 1: Election

1. Delegates of the SCSRC shall be elected by the Active Members of the SCSRC as specified in Article VI, Section 5 of the AARC Bylaws.
2. The SCSRC Board of Directors shall have the power to declare the office of Delegate vacant upon refusal, neglect, or inability of the Delegate(s) to perform the duties of the office, or for any other conduct deemed prejudicial to the SCSRC. Written notice shall be given to the Delegate(s) that the office has been declared vacant.

Section 2: Duties

1. The duties of the Delegates shall be as specified in the AARC Bylaws.
2. The Delegates shall serve as ~~non~~-voting members of the SCSRC Board of Directors.
3. The Delegates shall not hold concurrent elective offices.

Section 3: Term of Office

The term of office shall be for four (4) years with one Delegate being elected every two (2) years.

Section 4: Vacancies

1. Should a Delegate position become vacant, the President (or designee as the President and the Board deems appropriate) shall represent the SCSRC in the House of Delegates until the next scheduled election of a Delegate.

ARTICLE VIII SOCIETY MEDICAL ADVISOR

The Society shall have at least one (1) Medical Advisor who shall conform to Article X, Section 3 of the AARC Bylaws.

ARTICLE IX COMMITTEES

Section 1: Standing Committees

The Standing Committees of the South Carolina Society for Respiratory Care shall be:

1. Audit Committee
2. Budget Committee
3. Bylaws Committee
4. Elections Committee
5. Judicial Committee
6. Legislative Committee
7. Membership and Public Relations Committee
8. Policy and Procedure Committee
8. Program Committee
9. Publication Committee
10. Scholarship Committee

The Chairs of these committees shall be appointed by the President subject to the approval of the Board of Directors, unless otherwise stated in these Bylaws. These Chairs shall serve as stated in the SCSRC Policy and Procedure Manual.

Section 2: Composition and Duties of Committees

1. Audit Committee

1. The Committee shall consist of a Director appointed as chair by the Board of Directors, and two (2) active SCSRC members, elected by the Board of Directors, but who are not presently serving on the Board.
2. The committee is responsible for the auditing of the affairs of the SCSRC, and insuring that no category of the budget is exceeded without a two-thirds (2/3) approval of the Board of Directors.
3. The committee shall submit their report to the Board of Directors, the result of which shall be presented to the SCSRC membership.

2. Budget Committee

1. The Committee shall consist of the Executive Committee, chaired by the President.
2. The Budget Committee shall present the budget at the first regular Board of Directors meeting of the fiscal year for ratification by the Board of Directors.

3. Bylaws Committee

1. The committee shall consist of the Immediate Past President and four (4) Active Members, one from each region of the state.
2. Proposed amendments to the Bylaws may be originated by the Board of Directors and/or the SCSRC membership and submitted to the Bylaws Committee through the Board of Directors. The committee shall review the proposed amendments and submit their recommendation to the Board of Directors.

4. Elections Committee

1. The committee shall consist of the President-Elect who shall serve as Chair. The Chair will appoint a committee of qualified members as stated in the SCSRC Policy and procedure Manual. The committee shall prepare, for Board of Directors approval, a slate of Officers, Directors and Delegate(s) (when applicable). The Chair of the committee shall report a slate of nominees to the Board of Directors at least ninety (90) days prior to the annual business meeting. The final slate of nominees shall be approved by the Board of Directors before submission to the general membership.
2. Utilizing approved SCSRC policy and procedure, the Elections Committee may place in nomination the names of qualified candidates for the offices of President-Elect, Vice President, Secretary, Treasurer, Delegate(s), Directors. In accordance with the SCSRC Policy and Procedure Manual the committee will prepare and distribute pertinent biographical information concerning each candidate.
3. At least thirty (30) days prior to the Annual Business Meeting, ballots setting forth the slate of nominees shall be mailed to each Active Member in good standing.

Provisions shall be made on the ballot for write-in votes for each office to be filled. Ballots should be returned, enclosed in the special envelope provided, to the Chair of the Elections Committee, and must be postmarked at least five (5) calendar days prior to the Annual Business Meeting. The deadline date and time shall be clearly indicated on the ballot.

E. Judicial Committee

5. The Committee shall consist of not fewer than four (4) Active Members with the President-Elect serving as Chair.
6. The Committee shall review membership challenges or complaints against any member charged with any violations of the SCSRC Bylaws, code of ethics, policy and procedures, or any conduct deemed detrimental to the SCSRC. Such complaints must be filed with the Chair of the Judicial Committee. The Committee shall conduct a review in accordance with established policy and procedures. Such policies and procedures shall be available to any members upon request.

Complaints or inquiries may be referred to the SCSRC Judicial Committee by the Judicial Committee of the AARC.

7. If the Committee determines in its sole discretion that the complaint warrants further action, a written statement of the charges shall be prepared with the benefit of legal council if deemed advisable, and the matter shall be resolved according to established policies and procedures.
8. The member shall have the right to appeal the decision of the committee to the Board of Directors. There shall be no appeal from the decision of the Board of Directors.

F. Legislative Affairs Committee

1. The Committee shall consist of a Chair and at least four (4) Active Members.
2. The Committee shall monitor and advise the Board of Directors of pending and proposed legislation which may influence the practice of Respiratory Care in the state of South Carolina.

G. Membership and Public Relations Committee

1. The Committee shall consist of the ~~Chairman~~ Chair and at least one (1) Active Member from each of the four (4) regions.
2. The Committee shall concern itself with the relations of the SCSRC, the public, hospitals, and health care institutions.

H. Policy and Procedure Committee

1. The Committee shall consist of a Chair appointed by the President and the Chairs of each standing Committees.
2. The Committee shall review and revise the Policy and Procedure Manual which shall be approved by the Board of Directors.

I. Program Committee

1. The Committee shall consist of a Chair and at least four (4) Active Members who shall serve in accordance with the established policies and procedures.
2. The Committee shall prepare the program for the Annual Meeting and all other programs as directed by the President.

J. Publications Committee

1. The Committee shall consist of a Chair, who is the Editor of the SCSRC publications and the Chairs of standing and special committees shall act as contributing editors.
2. The Committee shall concern itself with the execution of a dissemination of Society publications per approved policies and procedures.

K. Scholarship Committee

15. The Committee shall consist of a Chair and at least four (4) Active Members—Additional members shall be selected by the committee Chair per policy and procedure.

Section 3: Special Committees and Other Appointments

1. Special Committees may be appointed by the President, subject to the approval of the Board of Directors.
2. Representatives of the SCSRC to such external organizations as may be required shall be appointed by the President with the approval of the Board of Directors.

Section 4: Committee Chairs Responsibilities

1. The President shall appoint the Chair of each committee per the policy and procedure for each committee.
2. The Chair of each committee shall appoint members per policy and procedure, unless otherwise specified in the Bylaws.
3. Nonmembers or Physicians members may be appointed as consultants to committees, per policy and procedure.
4. Each Committee Chair requiring operating expenses shall submit a budget per policy and procedure.

ARTICLE X ANNUAL BUSINESS MEETING

Section I: Date and Place

1. The SCSRC shall hold an Annual Business Meeting each calendar year. Additional meetings may be held as required to fulfill the objectives of the SCSRC.

2. The date and place of the Annual Business Meeting and additional meetings shall be decided in advance by the Board of Directors. In the event of a major emergency, the Board of Directors shall cancel the scheduled meetings, set a new date and place if feasible, or conduct the business of the meeting by mail provided the material is sent in the same words to the voting membership.

Section 2: Purpose

1. The Annual Business Meeting shall be for the purpose of receiving reports of Officers and Committees, the results of the election and for other business brought by the President.
2. Additional business meetings shall be for the purpose of receiving reports and other business brought by the President.

Section 3: Notification

1. Written notice of the time and place of the Annual Business Meeting shall be sent to all members of the SCSRC not fewer than forty (40) calendar days prior to the meeting.

Section 4: Quorum

1. A majority of the voting members registered at a duly called business meeting shall constitute a quorum.

ARTICLE XI FISCAL YEAR

The fiscal year of the SCSRC shall begin on January 1 and end on December 31.

ARTICLE XII PARLIAMENTARY PROCEDURE

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

ARTICLE XIII BYLAWS INTERPRETATION

1. In the event of a problem with interpretation of the Bylaws, the question shall be referred to the Bylaws Committee.
2. The Board of Directors may refer a Bylaws Interpretation matter to the Committee by a two-thirds (2/3) affirmative vote.
3. The decision of the Committee is final.

ARTICLE XIV AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) majority vote of the Board of Directors provided that the amendment has been presented to the membership for comment and input at least sixty (60) days prior to the vote of the Board of Directors. All amendments must be approved by the AARC Bylaws Committee and ratified by the AARC Board of Directors to become effective.

SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE
BYLAWS

Revised: 1993

Revised: 2001

Revised: 2007

ATTACHMENT “C”

Inhaled Medication Administration Schedules Position Statement

American Association for Respiratory Care

9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

Position Statement

Inhaled Medication Administration Schedules

Inhaled Medication Administration Schedules

Inhaled medications administration incorporates a unique methodology and has a recognized time standard between nine and twenty minutes depending on the delivery device used for administration. It is the position of the AARC that medical facilities need to establish written policies and procedures for the safe and timely administration of inhaled medications that are appropriate for the facility and approved by the medical staff. These policies may differ from standard medication administration schedules and time frames, but must be implemented so that medications are administered as prescribed – i.e. Q 1 hour, QID, BID, etc. When a facility establishes an alternative schedule for the safe and effective delivery of inhaled medications, the AARC recommends that the inhaled medication delivery schedule window not exceed 60 minutes before and/or after the scheduled medication delivery due time.

Proposed 07/17/2008

ATTACHMENT “D”

Pulmonary Rehabilitation Position Statement

American Association for Respiratory Care

9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

Position Statement

Pulmonary Rehabilitation

A ~~program of~~ pulmonary rehabilitation program is an evidence-based multi-faceted ~~continuum of approach to providing services~~ designed for persons with pulmonary disease and their families. ~~As a component of~~ The goals of this respiratory disease management approach, the goals of pulmonary rehabilitation are to restore, or maintain, the patients' ~~to their~~ highest possible level of independent function and to improve their quality of life. Pulmonary rehabilitation, ~~generally conducted by~~ is a multi-disciplinary program and team of specialists, should be included in the overall management of patients with respiratory disease ~~to assist in alleviating symptoms and optimizing health~~. The respiratory therapist, by virtue of specialized education and expertise, ~~interest in the individual's respiratory care~~, is uniquely qualified to function as the leader ~~a key partner in~~ of a successful pulmonary rehabilitation program.

Effective 1973

~~Revised 2002~~

Revised 06/2008

ATTACHMENT “E”

**Policy #SS 001
As Brought Forth by the Sleep Section
In Recommendation 08-2-57.1**

Policy #SS.001

Page 1 of 2

SECTION: Specialty Sections

SUBJECT: **Specialty Section Operations**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: ~~July 2007~~ July 2008

DATE REVISED: ~~July 2007~~ July 2008

REFERENCES:

Policy Statement:

~~Each Specialty Section shall have a structure in place to assist the Section Chairperson~~ The Section Chairperson is responsible for ~~in the accomplishment of~~ accomplishing the Section's goals and charges.

Policy Amplification:

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

~~1. Section Nominations~~

- ~~A. Solicit nominations for the office of Section Chairperson elect~~
- ~~B. Submit nominations for the office of Section Chairperson elect to the AARC Elections Committee in accordance with Association Bylaws.~~

1. Section Publications

- A. Solicit information pertinent to Section members and publishing four (4) Section Newsletters each year.
- ~~B. Actively solicit specialty articles for Association publications as requested by the President and/or the Executive Director.~~ 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.

Policy #SS.001

Page 2 of 2

B. Make recommendations ~~through the Section Chairperson~~ 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 Section Practitioner of the Year Award Program.

~~5. Specialty Section Consultant Panel~~

~~A. Composed of Section members with recognized expertise in topic areas/issues encompassed by the Specialty Section.~~

~~6.4.~~ Each Specialty Section may have other project groups as necessary to complete additional specific charges from the President

~~7.5.~~ 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.

~~8.6.~~ 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.

ATTACHMENT “F”

Policy #BOD 027

American Association for Respiratory Care Policy Statement

Page 1 of 1
Policy No.: BOD.027

SECTION: **Board of Directors**

SUBJECT: **Policy for Surveys Conducted by the Association**

EFFECTIVE DATE: March 2001

DATE REVIEWED: July 2008

DATE REVISED: July 2008

REFERENCES: CT.0688b Revised

Policy Statement:

1. All surveys of the AARC membership must be reviewed and approved by the Executive Committee before permission will be granted for conducting them.
2. Information requests occurring within AARC Section mail lists (Listservs) do not require board review provided that they adhere to the rules governing them.

Policy Amplification:

1. The requester must submit a copy of the survey plus communication stating the intent of the survey to the AARC President c/o the Executive Office, no less than 30 days prior to the requested distribution date. The President will distribute the material directly to the Executive Committee.
2. Prior to Executive Committee the Executive Director or designate will evaluate the survey based upon the following criteria:
 - A. Overall appearance (e.g. clarity of layout, correction of typographical and other areas, etc).
 - B. Have similar surveys have been done within the last 24 months?
 - C. Clarity of questions and appropriateness of format.
 - D. No redundancy of questions.
 - E. Has the appropriate demographic information is requested.
 - F. Has a survey been sent to the same population of AARC members during the last six months?

3. After Executive Committee review, the requester will be informed by the Executive Office of the Committees decision. If revisions are needed, the requester shall

submit the revisions to the AARC Secretary who will be authorized to approve or reject these revisions on behalf of the Executive Committee.

DEFINITIONS:

ATTACHMENTS:

AARC Listserv Rules

General

1. Message content must be relevant to the intent of the electronic mail list.
2. The following are not permitted to be posted:
 - Advertisements or motions for products, services, job
 - Meetings and events not sponsored by AARC
 - Poems, jokes and other forms of personal expression, chain mail, virus warnings, etc.
 - Copyrighted material from a source other than the AARC
 - Inquiries and promotions related to products/services by consultants, manufacturers, marketing firms, and other similar entities outside of the AARC.
 - 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.

The Exchange of Information:

1. AARC members may use the Listserv to exchange information between other Listserv subscribers.
2. Information shared on Listservs may be distributed and used in other AARC sponsored forums, but may not be utilized for commercial purposes outside the AARC.
3. When you post a question, or series of questions, be sure that you title it with a good, concise, explanatory title in the subject line to clearly differentiate the message from others being posted or responded to.
4. Regarding information requests posted by Listserv clients, the Section [and Roundtable Chairs](#) determine if the Listserv posting represents a survey that requires Executive Committee approval. The following guidelines can be utilized to differentiate Listserv information requests from [query requests](#).

4.1 Surveys often include the capturing of user specific information and hospital/department demographics for comparison reporting.

4.2 The creator of a survey may embed a separate link to ask specific questions so participants do not have the option to view other responses. If the creator of this type of inquiry tool has not expressively indicated results will be shared and accessible to all Listserv participants, the Section Chair will refer the individual to the Executive Office as per Policy BOD 027.

5 The sender of the information request may instruct section participants to reply to the Listserv or reply directly to their personal email.

5.1 In the event responses are sent directly to the personal email of the individual who posted the information request, a summary of those responses should be posted so all Listserv participants may share the information.

5.2 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 email address of the person who posted the message by clicking on your “Forward To” button, and typing in or cutting and pasting in the email address of the individual to whom you are responding.

ATTACHMENT “G”

Policy Review

BOD.016

BOD.017

BOD.019

BOD.020

BOD.021

SS.005

Policy #BOD.016

Page 1 of 1

SECTION: Board of ~~Medical Advisors~~ Directors

SUBJECT: **Board of Directors Votes on House of Delegates Recommendations**

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: July 2008

DATE REVISED: July 2008

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 ~~a.m.~~ on the final day of the Board of Directors' Meeting.

Policy #BOD.017

Page 1 of 2

SECTION: Board of Directors

SUBJECT: **Position Description/Profiles**
OFFICE: President-elect, President

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: ~~March 25, 2004~~ July 2008

DATE REVISED:

REFERENCES:

POSITION DESCRIPTION/PROFILE

OFFICE: President-elect, President

DUTIES

Summary of Duties

The President-Elect primarily uses his/her term in preparation for the Presidency and may at times function as President.

The President is the Chief Executive Officer of the Association and has the fiduciary responsibility for all AARC activities during his/her term. The President is responsible to the Association membership through its Board of Directors.

Specific Duties

1. Presides as Chair over all meetings of the Association membership, Board of Directors, Executive Committee, and Finance Committee. These duties include setting the agenda, Assuring the meetings are effectively coordinated and conducted, that all officers and directors fulfill their duties, and that the decisions of the membership and its Board of Directors are carried out.
2. Appoints members of Association standing and special committees and representatives to other organizations subject to the approval of the Board of Directors.
3. Participates as an ex-officio member of all Association committees, except as otherwise provided in the Bylaws.
4. Assures that all Association committees and representatives fulfill their obligations as stated in the Bylaws and the Association's goals and objectives. This includes regular reports and communications, re-channeling Association resources as permitted, and replacing committee members and representatives in the best interest of the Association.
5. Oversees the performance of the Executive Office of the Association through direct supervision of the Executive Director. This includes regular communication with the Executive Director, problem resolution, performance evaluation, and other management responsibilities .
6. Oversees the performance of the Association Directors and Officers to assure that their duties are fulfilled, that conflicts of interest are disclosed, and that Association resources are available to support these responsibilities to the extent permitted.
7. Makes personal presentations before key groups, including the state and federal governments, other professional organizations, and any others which may assist in the Mission of the Association. This includes frequent travel on Association business, delivery of written and verbal

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Testimony, audio-visually assisted speeches and interviews with local and national news and other media.

8. Reviews the financial, membership, and other management information reports and assures that appropriate action is taken.
9. Assures that communication among the Board of Directors, House of Delegates, and Board of Medical Advisors is effective and that issues are resolved to meet the Association's Mission.
10. Represents the Association to all external organizations as deemed appropriate.
11. As President-elect, prepares the Association's budget for the upcoming term as President. This includes meetings and communication with the Executive Office staff, the Secretary-Treasurer, and other Finance Committee members; presentations to the Board of Directors and House of Delegates; and modifications as directed by the Board of Directors.

Minimum Requirements

Must be an active member of the Association.

1. 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).
2. Must have demonstrated timely and effective communication skills and the resources to maintain them.
3. Will be required to be present and Chair the Board of Director meetings and the Annual Business meeting yearly. Other meetings may be needed as the officer's schedule permits.
4. Must be able to commit a minimum of 8 hours per week to Association business.
5. Must have demonstrated the ability to appropriately conduct a business meeting.
6. Must project a professional image that is reflective of the Association.
7. Must be able to analyze and respond to a wide variety of situations and/or matters.
8. Must be knowledgeable of the Association's Mission and policies.
9. Must be knowledgeable of the duties of the various committees of the Association.
10. Must have demonstrated effective leadership skills through the development, execution, monitoring and follow-up of multiple projects.
11. Must have had service on the Board of the Association within the past five years at the time of nomination.

Preferred Characteristics

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

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SECTION: Board of Directors

SUBJECT: **Position Description/Profiles**
OFFICE: Vice President of External Affairs

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: July 2008

DATE REVISED:

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 Association, as authorized by the President, at designated meetings of 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 one or more AARC committees. Preferably should have served as chair of one or more AARC Committees.

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SECTION: Board of Directors

SUBJECT: **Position Description/Profiles**
OFFICE: Secretary-Treasurer

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: July 2008

DATE REVISED:

POSITION DESCRIPTION/PROFILE

OFFICE: Secretary-Treasurer
DUTIES

Summary of Duties

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 operation 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 member of the AARC.
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,

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- Director or House Officer, or demonstrated 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.
 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 a reasonable period of time, be accessible by telephone, fax, or other means of communication 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.
 10. 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.

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SECTION: Board of Directors

SUBJECT: **Position Description/Profiles**
OFFICE: Director

EFFECTIVE DATE: December 14, 1999

DATE REVIEWED: July 2008

DATE REVISED: July 2008

POSITION DESCRIPTION/PROFILE

OFFICE: Director
DUTIES

Summary of Duties

The Director is a member of the governing body of the Association which is ultimately responsible for all business and other activities of the AARC. The Director represents the membership in the best interests of the Association. The individual Director is responsible to the membership through the President. The Director may be elected to either a "Director-at-Large" position by the active membership of the Association or a "Section Director" position by the membership of each Specialty Section of at least 1000 active members of the Association. The specific duties of the Director are similar for either position.

Specific Duties

1. Participates in all regular and special meetings of the Board of Directors. This includes review of all materials prior to meeting, requesting additional information necessary to make informed decisions responding to issues during the meeting as appropriate, and disclosing any potential conflict of interest pertaining to the Director's fiduciary responsibility.
2. Between Board meetings, reviews all correspondence, financial statements and other reports presented. Takes actions required to fulfill the obligations as a member of the governing Board of the Association.
3. Participates in the development and approval of the budget of the Association.
4. Determines, interprets, and enforces policies, procedures, standing rules, and regulations of the Association.
5. Through the President, assures the efficient operation of the Executive Office and staff.
6. Participates in the short and long range planning with respect to the strategic plan and Mission of the Association.
7. Monitors and approves, as appropriate, budget performance and modifications to the allocation and distribution of resources of the Association.
8. May act as a liaison to standing or special committees as assigned by the AARC President.
9. Represents the Association as authorized by the AARC President.
10. Performs other such duties as necessary and appropriate for the management of the Association.

Minimum Requirements

1. Must be an active member of the Association.
2. For Director-at-Large,

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- a. must have served at least three years in a leadership role ~~in a chartered affiliate, or~~ at either State Affiliate or National level ~~a chartered affiliate~~ or;
- b. must have served at least two years as an Officer or Delegate or Alternate Delegate of a chartered affiliate, or;
- c. must have served as a member of the Board of Directors or Officer of the AARC or;
- d. served as a Section Chair.
- ~~b. For Section Director, must be a member of the Specialty Section of which they seek to represent.~~
3. Must have an employer that is supportive of the obligations and time commitments inherent to the office:
 - a. A minimum of 14 calendar days absence for Association 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 Association business, activities or Projects.
4. Must have resources to maintain timely communication.
5. Must be knowledgeable of the Mission and policies of the Association.
6. Must project a professional image that is reflective of the Association.

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.

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SECTION: Specialty Sections

SUBJECT: Maximization of Member Participation

EFFECTIVE DATE:

DATE REVIEWED: ~~March 2008~~ July 2008

DATE REVISED: ~~July 2007~~ July 2008

REFERENCES:

Policy Statement:

A primary goal of the Specialty Sections shall be maximization of Section member participation in Section activities.

Policy Amplification:

1. The following activities shall be designed to improve communication, visibility and credibility of the Specialty Section activities:
 - ~~A. In conjunction with the Executive Office, develop a Section Directory for each Specialty Section which shall include:~~
 - ~~1. All Section members~~
 - ~~2. All Section Committees and charges with names of Committee Chairpersons and members.~~
 - ~~3. A listing of Section members willing to serve as "Experts" on key topics~~
 - ~~B.~~ A. Publish Specialty Section Bulletins and use them to their full potential as communication tools.
 - ~~C.~~ B. Actively publicize all Section meetings and, as soon as possible after the meeting, publish a summary of the meeting minutes in the Section Newsletter.
 - ~~D.~~ C. Encourage those who cannot attend Section meetings to submit discussion topics/questions/ideas, etc. to the Section Chairperson for inclusion in the meeting agenda.
 1. If possible, plan Section business meetings at the beginning of, or during, a segment of lectures pertinent to the respective specialty Section to increase the number of Section members present and therefore attend the meeting.

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~~E.~~ D. In the first issue each year of each Section Newsletter, ~~publish a list of each Section Committee, the committee's focus, and~~ invite member participation in Section activities. ~~at the committee level.~~

~~F.~~ E. The President and President-elect shall seek input of the Section leadership in both the planning process and problem-solving process of the Association.

1. The President and President-elect shall credit the Specialty Section members when ideas are incorporated into strategies and action plans.

ATTACHMENT “H”

Management, Research & Education Institute

Ad Hoc Committee for Development of Management, Research and Education Institute Conference Call

Date: April 30th, 2008

Time: 10 am Central

Participants: Toni Rodriguez President AARC
Tim Myers President – Elect AARC
Sam Giordano AARC Executive Director

Charge: That the ad hoc committee work up some initial ideas on developing a Management, Research and Educational leadership Institute.

Summary of Discussion with recommendations:

Overarching concepts:

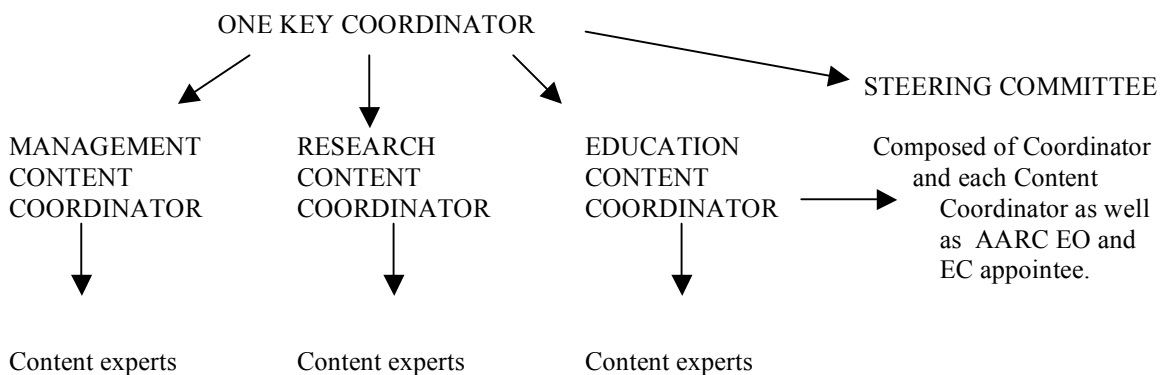
An institute is established to provide educational resources for respiratory care practitioners ready for the next step in their career through advanced study.

A major role of the Institute would be to provide career guidance as well as mentorship.

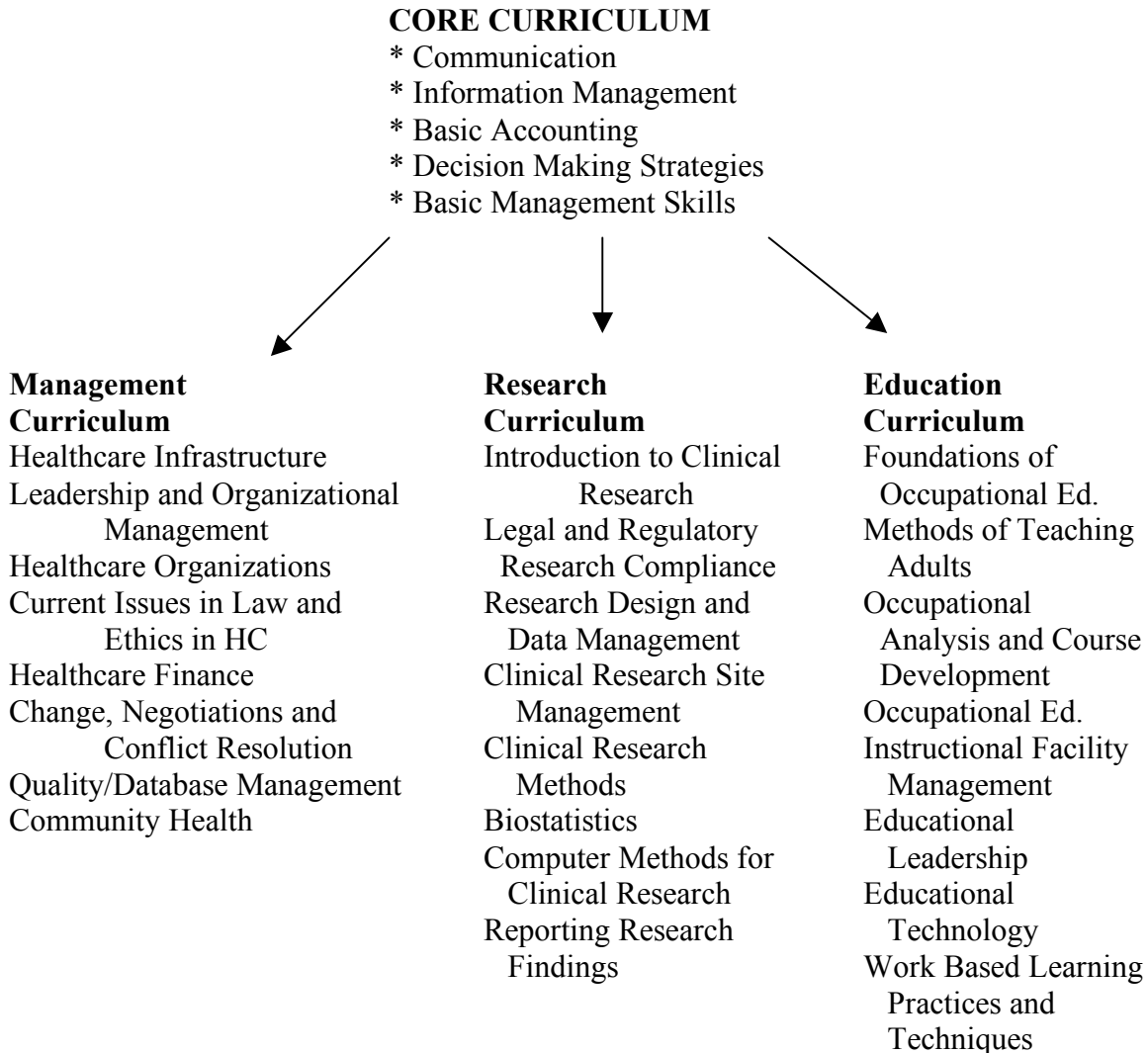
In the development of course curriculum thought should be given to the long term goal that courses would be accepted by degree granting institutions.

There is a core of basic knowledge essential to success in any of the sub specialties of the Institute.

Proposed organization structure:



Examples of curriculum layout:



Recommendations for initial steps:

1. Identify Key Coordinator and Content Coordinators.
2. Establish Steering Committee
3. Steering Committee teases out the Core Curriculum
4. Content Coordinators establish the group of experts for their area.
5. Content coordinators and experts develop the curriculum for their content areas.
6. Steering Committee approves final content curriculum and submits it to AARC BOD for approval for implementation.