



# **Arkansas Society for Respiratory Care**

## **Policy and Procedure Manual**

**2012**

Presented at December 10, 2005 Board of Directors Meeting

Presented at February 17, 2006 Board of Directors Meeting

Presented at June 9, 2006 Board of Directors Meeting

Reviewed/Revised 2012 to be presented at the September 25, 2012 Board of Directors Meeting

The purpose of this manual is to provide direction to the duly elected Officers of the Arkansas Society for Respiratory Care in the performance of their respective duties for the Respiratory Care Practitioners of Arkansas whom they represent.

This manual will include the Job Descriptions/Duties of the respective offices as previously developed by the ASRC Board of Directors along with procedural guidelines to insure performance of the official duties are in the best interest of the ASRC and the AARC. The procedural guidelines will not be in conflict with the AARC or ASRC Bylaws.

A copy of the AARC Chartered Affiliates Handbook is located at the end of this manual to will provide additional information for the Officers of the Society.

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# PRESIDENT

## OFFICER DESCRIPTION/DUTIES

TITLE: President

LAST REVISED: October 1992  
 October 1999  
 October 2002  
 December 2004  
 July 2012

DESCRIPTION:

The President is an elected officer of the Arkansas Society for Respiratory Care and is the Chair of the Board of Directors.

DUTIES:

Develop implementation plan for established ASRC goals and distribute at the first ASRC BOD of his/her term of office.

Submit a "President's Report" to the ASRC Website on a quarterly basis. (The first one should include goals and objectives)

Submit the "Officers List" and "Affiliate Information" forms via online request, before January 1<sup>st</sup>. The President should receive an AARC e-mail following each fall election with a link to the forms.

Set tentative Board of Directors Meeting dates for the remaining year at the first meeting of the new term.

Prepare in advance a written agenda for all Board of Directors (BOD) meetings.

Attend and preside over all Board of Directors Meetings

Attend House of Delegates Meeting if Delegate or Alternate Delegate cannot attend.

Act as an ASRC spokesperson at national and local media events, national and local legislative endeavors, and affiliate educational presentations. In the event that the President cannot attend such event, he/she should appoint a spokesperson who is in good standing with the ASRC.

Assure that decisions of the Board of Directors do not conflict with the ASRC Bylaws.

Delegate or carry out all the orders and resolves of the Board of Directors.

Have Vice President inform Chairpersons of decisions and information pertinent to their District.

Assists President-Elect with Planning a transitional meeting (or leadership workshop) for the new Board taking over each year.

Keep current on issues affecting the practice of Respiratory Care at the state and national level.

Maintain contact with PACT committee and assist in legislative efforts.

Arkansas Society For Respiratory Care  
Board of Directors  
*DATE and TIME OF MEETING*  
*Place of Meeting*

**Roll Call**

Review of previous minutes

**Officers Reports**

President	-	
President Elect	-	-
Vice President	-	
Past President	-	
Secretary	-	
Treasurer	-	
Medical Directors	-	
Delegate Report	-	-

**District Report**

District 1	-
District 2	-
District 3	
District 4-	

**Committee Reports**

By-Law/Licensure	-
Budget & Audit	-
Program/Elections/Nominations-	
PACT	-
Membership	-
Public Relations	-
Education	-
Web Site	-
Ad HOC Committee	-
Unfinished Business	-
New Business	-
Adjournment	-

## **ASRC BOD Meeting Procedures**

### **Basic Principles**

1. Parliamentary procedure exists to facilitate the transaction of ASRC business and to promote cooperation and harmony.
2. All BOD members have equal rights, privileges, and obligations.
  - The majority has the right to decide.
  - The minority has rights which must be protected.
3. A quorum must be present for the group to act. (6 of the 10 Voting BOD members)
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. BOD members have the right to know at all times what the immediate pending question is, and to have it restated before a vote is taken.
7. No BOD member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

## **ASRC BOD Meeting Procedures**

### **Basics of Motions**

All motions must be seconded and adopted by a majority vote unless otherwise noted.  
All motions may be debated unless otherwise noted.

## **About Motions**

<b>About Motions</b>	<b>Purpose of Motion</b>	<b>To Enact Motion</b>
Main Motion	to take action on behalf of the body	debatable; requires majority vote
Adjourn	end the meeting	not debatable; immediately voted upon and requires majority vote
Call for Orders of the Day	asks to stick to the agenda	not debatable; requires 1/3 majority to sustain
Call to Question	closes debate and forces vote	not debatable; requires 2/3's majority vote
Motion to Limit or Extend Debate	limits or extends debate	not debatable; requires 2/3's majority vote
Point of Order	is a question about the process or a particular motion	automatic if granted by Chair
Point of Information	to ask about the process or particular motion	automatic
Motion to Rescind	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote
Motion to Suspend the Rules	suspend formal process for a short period	debatable and requires 2/3's majority vote

## **About Debate**

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

## **About Voting**

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.



**PAST - PRESIDENT**

## OFFICER DESCRIPTION/DUTIES

TITLE: Past-President

LAST REVISED: October 1992  
October 1999  
October 2002

DESCRIPTION:

The Past-President is the immediate former ASRC President and a non-elected officer of the Arkansas Society for Respiratory Care and serves as advisor to the Board of Directors. The Past-President is a voting member of the Board.

DUTIES:

Act as advisor/consultant to the President and Board of Directors.

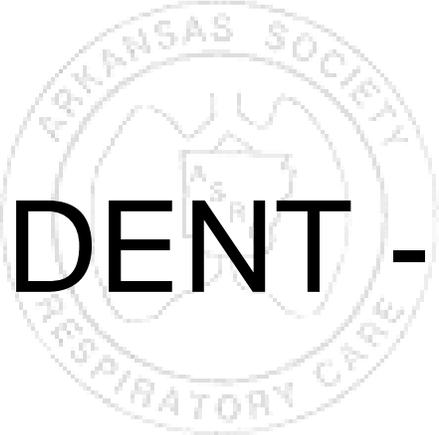
Serves as a member of the Budget and Audit Committee and assists the newly elected ASRC President in formulating the new budget.

Attends all regular Board of Directors Meetings.

Assists the newly elected President with the Transitional meeting (or leadership workshop) for new Board members and District Chairs/Vice-Chairs.

Keeps current on legislative issues affecting the practice of Respiratory Care at both the State and national level.

Assists in the legislative efforts of the PACT.



**PRESIDENT - ELECT**

## OFFICER DESCRIPTION/DUTIES

TITLE: President-Elect

LAST REVISED:   October 1992  
                           October 1999  
                           October 2002  
                           *December 2004*

DESCRIPTION:

The President-Elect is an elected officer of the Arkansas Society for Respiratory Care and is successor to the office of President when the President's term of office ends.

DUTIES:

Establish and write goals pertaining to the maintenance and growth of the ASRC and submit two copies to the AARC Director of Membership Services before January 1<sup>st</sup>. These goal and objectives for the year should convey what the President wants to achieve and should include plans to increase membership.

Plan a transitional meeting (or leadership workshop) for the new Board taking over each year.

Attends all regular Board of Directors Meetings.

Assists the President in representing the ASRC at national and local media events, as well as educational presentations in each district.

Help promote the growth and communication in the ASRC by submitting articles, or questions for discussion, or opinions to the ASRC Website.

During the end of his/her term of office but before the end of the year, choose Committee Chairpersons.

Have a proposed budget for the new term ready for review by the Board of Directors at the "transitional meeting" (or first meeting of the new term).

In the event of a vacancy in the office of President, President-elect shall become President to serve the unexpired term and shall serve the successive term as President.



**VICE PRESIDENT**

## OFFICER DESCRIPTION/DUTIES

TITLE: Vice-President

LAST REVISED:   October 1992  
                           October 1999  
                           October 2002

DESCRIPTION:

The Vice-President is an elected officer of the Arkansas Society for Respiratory Care and serves as a backup for the office and duties of President-Elect should the President-Elect resign, or become unable to carry out the duties of his/her office during the term.

DUTIES:

Communicate with each District Chairperson on a monthly basis, providing direction and support for all district activities.

Assist District Chairs in the development of educational or social events in each district.

Insure the District Chairs submit a report of all findings in each district on a quarterly basis to the ASRC Website.

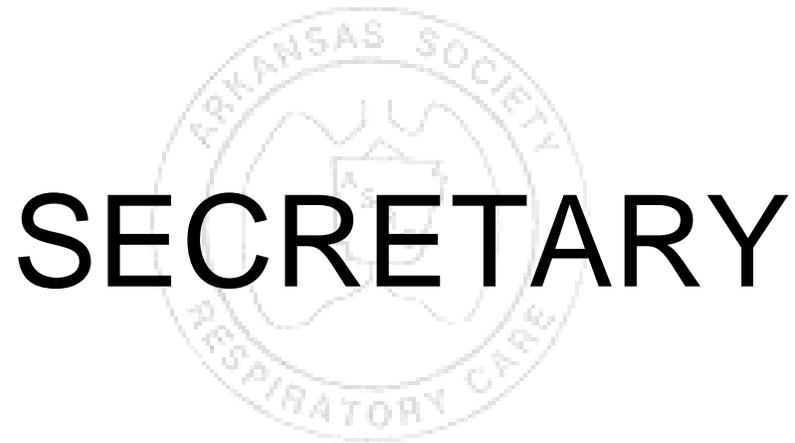
Serve as a member of the Public Relations and Membership Committee.

Carry out duties as assigned by the Board of Directors or President.

Attend all Board of Directors meetings.

The Vice-President shall assume the office and duties of the President-Elect in addition to his/her duties as Vice-President in the event that the President-elect leaves office during his/her term.

The Vice President will assume the duties and responsibilities, but not the office of the President if the Presidency should be vacated.



## OFFICER DESCRIPTION/DUTIES

TITLE: Secretary

LAST REVISED: October 1992  
 October 1999  
 October 2002  
*December 2004*

DESCRIPTION:

The Secretary is an elected officer who acts as the recorder and historian for the ASRC.

DUTIES:

Attend all Board of Directors meetings.

Notify all interested members of (Board of Directors) meetings

Distribute agenda to Board of Directors at meetings

Record minutes of all Board of Directors meetings

Distribute the minutes of Board of Directors meetings to each Board member within 30 days following the meeting and post minutes on the ASRC Website.

Distribute the minutes of Board of Directors meetings to the AARC Director of Membership Services within 30 days following the meeting.

Execute, manage, and file as permanent records all ASRC minutes and correspondence.

Transfer all official records and permanent files after his/her term of office to the succeeding ASRC secretary.

Assist in mail-outs to ASRC members, hospitals, and schools.

Work with the membership committee chairperson to keep an accurate, up-to-date record of membership for mailing list.

Provide each new Board of Director member and committee chairperson with their respective ASRC job description including specific charges by the incoming President. This is done at the ASRC "transitional meeting" or leadership workshop at the beginning of the ASRC fiscal year.

Develop and maintain a separate log of all ASRC BOD motions for review at all ASRC BOD meetings.

## **POLICY AND PROCEDURE MANUAL RE: BOARD ACTIONS**

Definition: Any action voted upon by the ASRC Board of Directors which directly or indirectly affects the practice or philosophies of respiratory care and/or the operation of the ASRC.

Record Keeping: Board of Director actions shall be recorded by the ASRC Secretary. Actions are to appear in the Society Minutes during which the action occurred. The Action is to appear in the minutes in bold face and numbered according to the policy outlined in this section.

A separate listing of actions shall be kept by the Secretary and be available at all BOD meetings for reference.

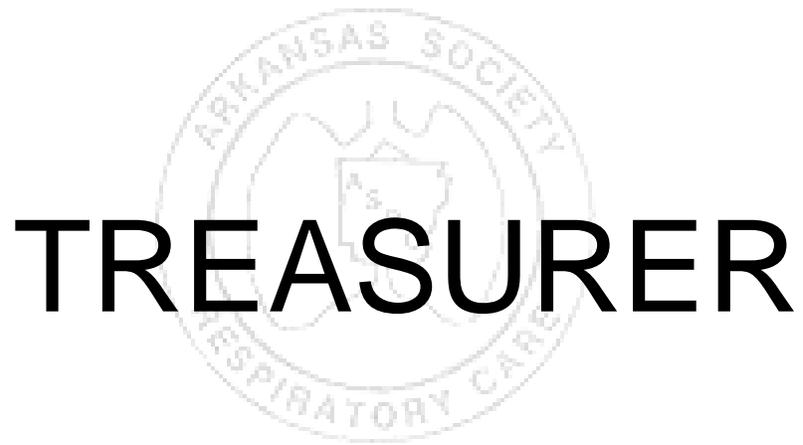
Numbering: category, year action taken, and the number of the action in sequential order will record Actions affecting the business operations of the Society. Category and the number of the resolution shall record HOD Resolutions.

- Categories:
- I. Business Operations
    - A. Policy
    - B. Program
    - C. Society Offices

II. HOD Resolutions

Example: **BOD Action I.A.01.01 - The Secretary of the ASRC shall record all ASRC BOD actions in accordance with the Board Policy regarding Board Actions.**

**Policy presented to the Board 7-13-01. Motion to accept by Kathy Boyle, seconded by Theresa Gramlich. Motion passed.**



# TREASURER

## OFFICER DESCRIPTION/DUTIES

TITLE: Treasurer

LAST REVISED: October 1992  
 October 1999  
 October 2002  
 December 2004

DESCRIPTION:

The Treasurer is an elected officer who is keeper of the budget and charge for all funds, securities and bills of the Society. The office of Treasurer must be bonded.

DUTIES:

1. Maintain accurate and true accounts of all financial transactions of the Arkansas Society for Respiratory Care.
2. The Treasurer shall receive, disburse, and account for all Society monies and assets as directed by the Board of Directors.
3. Reimburse all Board of Director members and Delegates submitting official receipts for approved expenses according to the budget or as assigned by the Board of Directors. All reimbursements will be by check only and signed by those officers authorized by the BOD.
4. Report all financial transactions in a detailed report (income and expenses) at each BOD meeting.
5. Validate all receipts to be accurate and true prior to submitting checks for reimbursement.
6. Attend all Board of Directors meetings.
7. Serve as a member of the Budget and Audit Committee.
8. Work with the President of the ASRC to file all annual Federal Income Tax Forms (IRS Form 990).
9. Submit two copies of the Arkansas Society for Respiratory Care "Annual Financial Report" to the AARC Chartered Affiliates Committee Liaison.
10. Sign himself/herself and control bonded Board of Directors designated signatures (three) on all instruments for the payment of proper and legal Society debts.



**SENIOR DELEGATE**

## OFFICER DESCRIPTION/DUTIES

TITLE: Senior Delegate

LAST REVISED: October 1992  
October 1999  
October 2002

DESCRIPTION:

The Delegate is an elected, non-voting member of the Board of Directors who serves as the ASRC representative to the AARC House of Delegates. The Delegate's term of office is 4 years but is staggered with the newly elected delegate. Thus the last two years of the Delegate's term, would advance him/her to Senior Delegate.

DUTIES:

Attend all Board of Directors meetings.

Submit a written report of House of Delegates meeting activities at the subsequent BOD meeting and to the ASRC Website.

Act as ASRC coordinator for AARC and House of Delegate programs on the state level.

Assume the duties of the delegate if he/she can't or if assigned by the BOD.

Explain AARC House of Delegate government and act as a resource to the ASRC committees and/or members to provide answers when possible to pertinent questions.

Submit completed "Credentials Form" to the AARC in a timely manner.

Attend all House of Delegate meetings

Convey motions/resolutions to the House of Delegates of ASRC BOD and individual members when proposed.

Pursue an appointment on a House of Delegates committee.

Take on other duties as assigned by the BOD.

Submit an article to the ASRC Website twice each year.

Provide to the AARC Nominating Committee the names of qualified ASRC members for nomination to AARC offices.



## OFFICER DESCRIPTION/DUTIES

TITLE: Delegate

LAST REVISED: October 1992  
October 1999  
October 2002

DESCRIPTION:

The Delegate is an elected, non-voting member of the Board of Directors who serves as the ASRC representative to the AARC House of Delegates. The term of office for the Delegate is 4 years, with the last two years acting as Senior Delegate.

DUTIES:

Attend all Board of Directors meetings.

Assist in submitting a written report of House of Delegates meeting activities at the subsequent Board of Directors meeting.

Assist the Senior Delegate in carrying out AARC and House of Delegates programs on the state level.

Assume the duties of the Senior Delegate if he/she/ can't or if assigned by the Board of Directors.

Assume the duties of the Senior Delegate at the completion of the Senior Delegates last two years in office.

Explain AARC or House of Delegates government and act as a resource to ASRC members to provide answers when possible to pertinent questions.

Assist in submitting a completed "Credentials Form" to the AARC.

Attend both the House of Delegates meeting if possible.

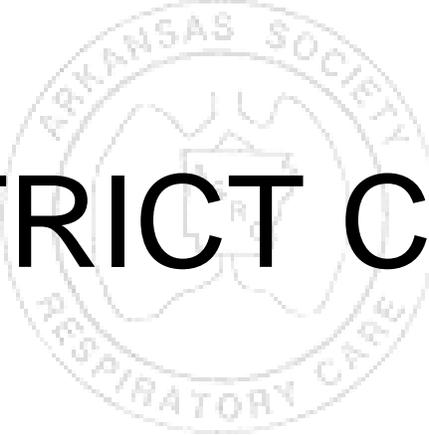
Convey motions/resolutions of ASRC members when pertinent to the House of Delegates.

Pursue an appointment on a House of Delegates committee.

Take on other duties as assigned by the Board of Directors.

Take part in the ASRC Website.

Collect from ASRC Vice President and other sources, written reports concerning activities and other information specifically helpful in attaining the "Chartered Affiliate Award" and submit the reports to the AARC "Chartered Affiliate" committee.



**DISTRICT CHAIR**

## OFFICER DESCRIPTION/DUTIES

TITLE: District Chairperson

LAST REVISED: October 1992  
 October 1999  
 October 2002  
 December, 2005  
 July, 2012

DESCRIPTION:

The four District Chairpersons are elected ASRC liaisons to the members for local activities and educational events in the District 1, District 2, District 3, and District 4 (See BYLAWS Article XI; Section 1.).

DUTIES:

Attend all Board of Directors meetings.

Communicate with members/department heads in the district and submit a written report of district activities, educational events, and concerns to the Vice President or President and the Board of Directors during meetings. These reports should also be posted on the ASRC Website.

Submit a written report of district activities and educational events to the ASRC Website manager on a quarterly basis.

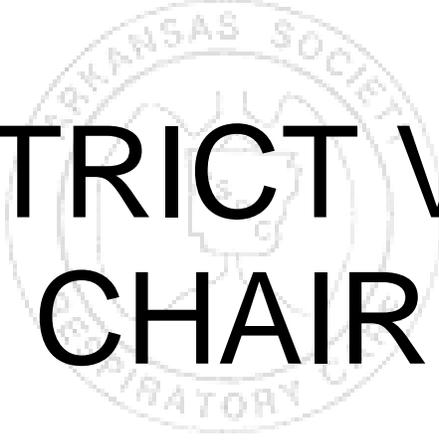
Assist the Public Relations committee in getting press releases of respiratory care events to ASRC Website, AARC PR Section, local media, and newspapers.

Develop Contact persons in district high schools, colleges, and hospital PR Departments for the purpose of recruiting and recognition for the respiratory care profession.

Plan, coordinate and present the membership of their respective district with at least one educational/social activity annually.

Attend Legislative meetings as a Constituent and member of the ASRC Board of Directors with PACT Chair/Co-Chair when possible. Take photos of such meetings.

Provide the Vice President or President with a list of members within their district available and willing to participate on ASRC committees or run for ASRC Board of Directors.



**DISTRICT VICE  
CHAIR**

## OFFICER DESCRIPTION/DUTIES

TITLE: District Vice-Chairs

LAST REVISED:     October 1999  
                           October 2002  
                           December, 2005

DESCRIPTION:

The four District Vice-Chairs are elected ASRC liaisons who serve as backup for the District Chairpersons and assist in the duties of the District Chairpersons. Should the District Chairperson resign or become unable to carry out the duties of their term, the Vice-Chair of that District will assume the duties and position of the District Chair. The District Vice-Chairs normally assume the position and duties of District Chairperson at the end of the District Chairperson's term.

DUTIES:

Attend all Board of Directors meetings, especially if the District Chair is unable to attend.

Assist the District Chair in communicating with members/department heads in the district. Submit all findings in a written report to the District Chair and the Public Relations Chair.

Communicate with the PR Chair and assist in getting district activities and related respiratory care news events to the ASRC Website, AARC PR Section, and newspapers, and local media. Follow up on use and publication of those various releases.

Attend Legislative meetings as a Constituent and member of the ASRC Board of Directors with PACT Chair/Co-Chair when possible. Take photos of such meetings.

Assist the District Chairperson in planning, coordinating and presenting the membership with at least one educational/social activity within their respective district. Take photos for web site in absence of the PR Chair.

Assist the District Chairperson in obtaining a list of members within their district available and willing to participate on ASRC committees or run for ASRC Board of Directors.

# MEDICAL DIRECTOR



## OFFICER DESCRIPTION/DUTIES

TITLE: Medical Director

LAST REVISED: December, 2005

DESCRIPTION:

The Medical Director(s) is an appointed official of the Arkansas Society for Respiratory Care. The Medical Director(s) shall be a licensed physician engaged in the practice of clinical, educational, organizational or investigative respiratory care.

DUTIES:

Act as advisors to the ASRC Board on matters of medical policy.

Assist appropriate Committees regarding educational and medical issues.

Be a non-voting member of the ASRC Board of Directors.

Act as physician liaison to the community.



**COMMITTEES**

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Bylaws Committee/Chairperson

REPORTS TO: President/ Board of Directors

LAST REVISED:     October 1992  
                          October 1999  
                          October 2002  
                          July 2012

COMPOSITION:

The committee shall consist of not fewer than three (3) members one being a Past President.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTIONS:

Chairperson shall attend and present a written report at the annual ASRC Business Meeting.

Receives and reviews additions and or deletions to the ASRC Bylaws.

Ensures all proposed additions and or deletions of the ASRC Bylaws are in compliance with the AARC Bylaws.

Submits all reviewed additions and or deletions to the ASRC Board of Directors for approval.

Communicates directly with the AARC concerning bylaws changes and submits to the AARC all changes prior to the AARC Rotation Date for review. (See Chartered Affiliates Handbook)

**BYLAWS**  
**ARKANSAS SOCIETY FOR RESPIRATORY CARE**  
**CONSTITUTION AND BYLAWS**

ARTICLE I : NAME

This organization shall be known as the Arkansas Society for Respiratory Care, hereinafter referred to as the ASRC, a chartered affiliate of the American Association for Respiratory Care, hereinafter referred to as the AARC, which is incorporated under the General Not For Profit Corporation Act of the State of Illinois.

ARTICLE II : BOUNDARIES

The areas included within the boundaries of this Society shall be the boundaries of the State of Arkansas.

ARTICLE III : OBJECT

Section 1. Purpose

- A. To encourage and provide on a regional basis, educational programs for those persons interested in the field of respiratory therapy and diagnostics, hereinafter referred to as Respiratory Care.
- B. To advance the science, technology, ethics, and art of Respiratory care through regional institutes, meetings, lectures, and the preparation and distribution of newsletter and other materials;
- C. To facilitate cooperation between respiratory care personnel and the medical profession, hospitals, service companies, industry, and other agencies within the state interested in Respiratory Care.
- D. To provide education of the general public in pulmonary health promotion and disease prevention.

Section 2. Intent

- A. No part of the net earning of the Society shall inure to the benefit of any private member or individual, nor shall the corporation perform particular services for individual members thereof.
- B. In the event of the dissolution of this Society, whether voluntary or involuntary, all of its remaining assets shall be distributed in such a manner as the Board of Directors of this Society shall, by majority vote, determine to the best calculated to carry out the objectives and purposes for which the Society is formed. Distribution of funds, income, and property of the Society may be made 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 payees or

distributes are exempt from income taxation under the provisions of Section 501, 2005, and 2552 of the Internal Revenue Code, or any later or other sections of the Internal revenue code which amend or supersede the said sections. The Society shall not commit any act which shall constitute unauthorized practice of medicine under the laws of any state in which the parent Association is incorporated.

#### ARTICLE IV : MEMBERSHIP

##### Section 1. Classes

The membership of this Society shall include three (3) classes: Active Member, Associate Member, and Special Member as described in the AARC Bylaws, Article III. The classifications and limitations of the membership shall be as defined in Article III of the AARC Bylaws.

##### Section 2. Eligibility

- A. An individual is eligible to be a active member of this Society if he/she is a member of the AARC as specified in Article III, Section 2 of the AARC Bylaws.
- B. An individual is eligible to be an associate member of this Society if he/she holds a position related to respiratory care but does not meet the requirements to become an active member. Associate members shall have all the rights and privileges of membership except that they shall not be entitled to hold office, vote, or serve as a director or chair of any standing committee. Associate Membership will include the following subclasses:

Student Member: Individuals will be classified as Student Members if they meet all the requirements for Associate members and are enrolled in an educational program in respiratory care accredited by an AARC-recognized agency.

Industrial Member: Individuals will be classified as Industrial members if they meet all the requirements for Associate membership and their primary occupation or business is directly or indirectly devoted to the manufacture, sales, or distribution of equipment or products which are directly or indirectly used in the area of respiratory care.

- C. The Special Member category is to be the same as the Bylaws of the AARC under Article III, Section 4.

##### Section 3. Application of Membership

Application for Membership in this Society shall follow the procedure specified in Article III, Section 6 of the AARC Bylaws which shall also serve as application to this Society.

#### Article V: OFFICERS AND CHAIRPERSONS

##### Section 1. Officers

The officers of the Society shall be: a President, a President-elect, a Vice-President, the immediate Past President, a Secretary, and a Treasurer.

Section 2. District Representation

Each District shall be represented on the Board of Directors by the District Chairperson. In situations where a District Chair cannot attend a Board of Directors meeting, the Vice-Chair for that District will provide representation and assume voting privileges.

Section 3. Term of Office

- A. The term of office for Society officers shall be for one (1) year. The term shall begin January 1 of each year.
- B. 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.
- C. The term of office for District Chairpersons shall begin January 1 of each year and shall be for one (1) year and not to exceed three (3) consecutive terms.

Section 4. Vacancies in Office

- A. In the event of a vacancy in the office of President, President-elect shall become President to serve the unexpired term and shall serve the successive term as President.
- B. In the event of a vacancy in the office of the President-elect, the Vice-President shall assume only the duties, but not the office. He shall perform these duties as well as his own until a special election can be held to fill the vacancy. The election shall be held within 60 days from the date on which the office was vacated.
- C. Any vacancy that occurs in an office; of the board of directors, shall be filled by special election within 60 days from the date of the vacancy. A vacancy in a District Chairperson shall be administered in accordance with Article XI Section 2 of these bylaws.

Section 5. Duties of Officers

A. President

He/She shall preside at all meetings of the Board of Directors. He/She shall prepare an agenda for all 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; and, present to the Board of Directors and membership an annual report of the Society activities.

B. President-elect

The President-elect shall automatically succeed the president when the term ends. He/She will perform such duties as shall be assigned by the President or the Board of Directors and also serve his/her term as an active member of the Program Committee.

C. Vice-President

He/She will be the liaison of the district chairpersons which involves frequent communication, direction, and support for them. He/She will report communications and activities from the districts to the President monthly. In the event of a vacancy in the office of President-elect, the Vice President shall assume the duties, but not the office of the President-elect, and shall also continue to serve as Vice President until the next scheduled election.

D. Treasurer

The treasurer shall have charge of all funds and securities of the Society; 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 may designate. He/She shall see that full and accurate accounts are kept and submit monthly trial balances to the Secretary within twenty (20) days after the monthly closing of the books; make a written quarterly financial report to the quarterly meetings of the Board of Directors.

E. Secretary

The Secretary 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 Society to the Executive Office of the AARC within thirty (30) days following the meeting; executing the general correspondence; affixing the corporate seal on documents so requiring, and in general, performing all duties as from time to time shall be assigned by the President or the Board of Directors.

F. Past President

The Past President (ASRC President the former year) is a voting member of the Board, and serves in an advisory capacity to the Board of Directors.

G. Other Officer Responsibilities

All duly elected ASRC Officers shall adhere to the Position Description Guidelines, and all subsequent revisions, with respect to other duties and responsibilities.

## ARTICLE VI: NOMINATIONS AND ELECTIONS

### Section 1. Nominating Committee

The Board of Directors shall appoint a Nominating Committee each year at least one hundred and eighty (180) days before the annual business meeting to present a slate of nominees for the upcoming election. The Chairman shall report the slate of nominees to the Board of Directors at least ninety (90) days prior to the annual business meeting.

## Section 2. Nominations

- A. Annually, the Nominating Committee shall place in nomination the names of at least one (1) person for the offices of President-elect, Vice-President, Secretary, Treasurer, and District Vice-Chairperson. Biennially, the Nominating Committee shall place in nomination at least one person for the office of Delegate.
- B. Only Active or Life Members in good standing shall be eligible for nomination.
- C. District Representatives must be employed in the district in which they are nominated to serve.
- D. The 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.
- E. Any active member shall be placed on the ballot if a written petition of nomination by ten (10) or more Active or Life Members if filed with the Society Secretary not less than sixty (60) days prior to the annual business meeting.

## Section 3. Elections Committee

- A. The President shall appoint an impartial Elections Committee which shall prepare, distribute, verify, (by affixing the official ASRC SEAL to each ballot), and receive all ballots. The results of the election shall be made public at the annual business meeting.
- B. At least thirty (30) days prior to the annual business meeting, the Nominating Committee's slate and biographical sketches shall be mailed to every Active Member recorded in the AARC membership directory, who is in good standing and eligible to vote. New society members must have joined the AARC at least (60) days prior to the Annual Business Meeting to assure a record of their membership with the AARC and to receive a ballot.
- C. If the Society's Board of Directors specifies, the vote shall be so designed as to be a secret mail ballot to members in good standing at their last address of record with provisions for write-in votes of each office. Ballots, to be acceptable, must be postmarked at least ten (10) days before the annual business meeting. The deadline date shall be clearly indicated on the ballot.
- B. If the vote is to be conducted at the annual business meeting, the date, time and place shall be clearly indicated on the ballot. Provisions shall be made for absentee ballots, which allow all eligible members the opportunity to vote.
- E. Society elections shall be determined by a majority of votes cast. A tie vote shall be decided by lot.
- F. Any Elections' Committee member who accepts a nomination must resign from the Elections Committee.

## ARTICLE VII: BOARD OF DIRECTORS

### Section 1. Composition and Powers

- A. The executive government of this Society shall be vested in a Board of twelve (12) Active or Life Members consisting of the President, President-elect, Vice-President, Secretary, Treasurer, Immediate Past-President, and five (5) District Chairpersons. The Delegates shall be non-voting members of the Society Board of Directors.
- B. The President shall be Chairperson and presiding officer of the Board of Directors. He/She shall invite in writing such individuals to the meetings of the Board as he shall deem necessary, with the privilege of voice but not vote.
- C. 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 Society, the Board of Directors shall have the power to declare an office vacant by a two-thirds (2/3) vote. Written notice shall be given to the member within ten (10) days of such action that the office has been declared vacant.

### Section 2. Duties

- A. Supervise all business and activity of the Society within the limitations of these Bylaws.
- B. Adopt and rescind standing rules, policies and procedures of the Society.
- C. Determine remuneration, stipends, Annual Business Meeting fees for the following year, and other related matters, after consideration of the budget.

### Section 3. Meetings

- A. The Board of Directors shall hold the annual business meeting at the time of the annual educational seminar and shall not hold fewer than four (4) regular and separate meetings during the calendar year.
- B. Special meetings of the Board of Directors shall be called by the President at such times as the business of the Society shall require, or upon written request of three (3) members of the Board of Directors filed with the President and Secretary of the Society.
- C. A majority of the Board of Directors shall constitute a quorum at any meeting of the board providing that the president and / or the vice-president is present.
- D. The Board of Directors, shall have the power to call an executive session. The executive session shall include only members of the Board of Directors and those individuals invited by the Board of Directors to attend. The executive session shall be held only in conjunction with regularly scheduled or specially scheduled meetings. The purpose of an executive session shall be to discuss recommendations from the Judicial Legislative Committee, or sensitive subjects/actions that would better serve the state society to be carried out discreetly. These subjects and actions shall

include, but not be limited to: recommendations from the Judicial-Legislative Committee, declaring an office vacant, removal of any committee chairperson from duty, requests from individual members to the Board of Directors of the ASRC of a personal nature, actions concerning a member of the Board of Directors at which time the Board member in question shall be asked to remove him/herself from the session.

The Board of Directors shall not record, for the minutes, any discussions held during the executive session. Board members present during the executive session shall not discuss with any individual the proceedings taking place during the executive session. Violation of this statement will result in action from the ASRC Judicial-Legislative Committee and may result in revocation of membership in the ASRC.

#### Section 4. Mail and Phone Vote

- A. 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 Bylaws, 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 such submission, or a change in the Bylaws, when a two-thirds (2/3) majority of valid votes received is required. Any and all action approved by the members in accordance with the requirements of this Article shall be binding upon each member thereof. The results of the mail vote will be recorded in the next regular meeting minutes.
- B. Whenever, in the judgment of the President, it is necessary to present any business to the remainder of the Board, the President may follow the aforementioned mail vote or adhere to the following Phone Vote guidelines. The President shall contact every member and explain the consequences of the vote. The President shall obtain a yes or no to the question and record by name the responses. An explanation of the question and the vote itself shall be recorded in the next regular Board of Directors meeting minutes.

#### Section 5. Multiple Offices

No officer or delegates shall hold District office simultaneously and no past president shall hold any elected office until his/her term is expired.

### ARTICLE VIII: ANNUAL BUSINESS MEETING

#### Section 1. Date and Place

- A. The Society shall hold an annual business meeting during the annual educational seminar; additional meetings may be held as required to fulfill the objectives of the Society.
- B. The date and place of the annual business meeting and additional meetings shall be decided in advance by the Board of Directors and must be within the boundaries of the state of Arkansas. In the event of a major emergency the Board of Directors shall cancel the scheduled meeting, set a new date and place if feasible, or conduct the business or the meeting by mail provided the material is sent in the same words to the voting membership.

#### Section 2. Purpose

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.

Section 3. Notification

Written notice of the time and place of the annual business meeting shall be sent to all members of the Society not fewer than forty-five (45) days prior to the Meeting.

ARTICLE IX: SOCIETY DELEGATES TO THE AARC HOUSE OF DELEGATES

Section 1. Election

Delegates of this Society to the House of Delegates of the AARC shall be elected every two years for a four-year term. Each delegate shall serve one (1) four-year term. Persons nominated to the position of Delegate must possess previous ASRC Board Member experience for a minimum of 2 years out of the preceding 6 years prior to election.

Section 2. Duties

The duties of the Delegates shall be as specified in the AARC Bylaws.

Section 3. Board Member (ex-officio)

The Delegates shall be non-voting members of the Society Board of Directors.

Section 4. Multiple Offices

Delegates may not hold concurrent elective offices.

Section 5. Vacancies

Any vacancy in the office of Delegate shall be filled by special election within sixty (60) days of the vacancy.

ARTICLE X: COMMITTEES

Section 1. Standing and Special 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 for the PACT committee members, who will serve a minimum of three (3) years. Members of the Program Committee shall be appointed by the Board of Directors.

- |               |                                            |
|---------------|--------------------------------------------|
| 1. Membership | 7. Program                                 |
| 2. Budget     | 8. Publications                            |
| 3. Audit      | 9. Public Relations                        |
| 4. Elections  | 10. Education                              |
| 5. Nominating | 11. Political Advocacy Contact Team (PACT) |
| 6. Bylaws     |                                            |

Section 2. Special Committees

Special committees such as the Judicial Committee, may be appointed by the President to meet special needs.

Section 3. Committee Chairperson's Duties

- A. The Chairperson of each committee shall confer promptly with the members of their respective committee on work assignments.
- B. 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.
- C. All committee reports shall be made in writing and submitted to the President of the Society at least ten (10) days prior to the meeting at which the report is to be read.
- D. All committee members shall be members in good standing of the AARC. Non-members or physician members may be appointed as consultants to committees.

Section 4. DUTIES OF COMMITTEES

A. Membership Committee

- 1. The committee shall consist of at least one Society Delegate and one other member.
- 2. They shall be responsible for recruitment activities for the society and shall work closely with the district chairpersons and Vice-Chairpersons to formulate these activities for their specific areas.
- 3. They shall be responsible for maintaining an accurate mailing list and a system for updating such list in a timely manner.

B. Budget Committee

- 1. This Committee shall be composed of the Treasurer and a Past President and at least one other society member.
- 2. They propose an annual budget for approval by the Board of Directors.
- 3. The Chair of this committee can not be the Treasurer of the Society.

C. Audit Committee

- 1. This Committee shall be composed of the President, the President-elect, the Treasurer and at least one other active member.
- 2. They conduct an annual audit of the financial records of the Society and submit such to the Board of Directors.
- 3. The Chair of this committee can not be the Treasurer of the Society.

D. Elections Committee

1. This Committee shall consist of three (3) active Members.
2. This Committee shall prepare, receive, verify, and Count ballots for all elections held during the calendar year.

E. Nominating Committee

1. This Committee shall prepare for approval by the Board of Directors a slate of officers, district representatives, and delegates for the annual election.
2. The Committee shall consist of at least three (3) members who shall serve for a term of one (1) year.
3. It shall be the duty of the Committee to make the final critical appraisal of candidates to see that the nominations are in the best interests of the AARC and the Society through a consideration of personal qualifications and geographical representations as applicable.

F. Bylaws Committee

1. Shall consist of at least three (3) members, one (1) of whom shall be a past-president.
2. Shall receive, review, and prepare all Amendments to the Bylaws for submission to the Board of Directors.

G. Program Committee

1. This Committee shall consist of at least three (3) Members appointed by the Board of Directors.
2. The chairperson will appoint other active members including the President-elect and the Medical Advisor to assist him/her in planning the annual meeting.

H. Publications/Website Committee

1. This Committee shall consist of at least three (3) Members, one (1) of whom shall be a past-president.
2. This committee shall concern itself with the marketing, content, and writing of informational and educational material, specifically on the ASRC website.
3. This Committee shall concern itself with the publication of a Society Newsletter, if one is deemed necessary by the Board.

I. Public Relations Committee

1. The Committee shall maintain such liaison as has been established by the Board of Directors with other organizations whose activities may be of interest of the members of this Society. This shall include the preparations of exhibits, programs, and other

items to bring the message of respiratory care and the AARC to medical, nursing and hospital groups as well as educational facilities where use of such material can be expected to recruit new people to the field of respiratory care. Such material shall be subject to the approval of the Board of Directors.

2. Review the minutes of all meetings of the District and advise the District Chairperson of any irregularities or other recommendations.

J. Education Committee

1. Shall consist of three (3) members in which one (1) is recommended to be a faculty member in a Co-ARC approved Entry-level or Advanced Practitioner Program.
2. Shall review, assess the need for and recommend to the Board all educational activities for the ASRC membership.
3. Shall complete all applications for all seminars and Scholarships that are to be held for the following year.
4. Shall hold a meeting before the Budget and Audit Committee in order to formulate and propose a budget for education for the following year.

K. Political Advocacy Contact Team

1. This committee shall consist of not fewer than three members, one of them being a past president. Each member will hold a three-year term as set forth by the AARC.
2. This committee will take an active role on issues affecting the profession of respiratory care by establishing contact with state and federal legislators through letters, facsimiles, e-mail and/or personal contact as necessary when important legislative issues arise.

L. Special Committees

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

1. Judicial Committee

(a). Shall consist of four (4) current Board members and may include previous Society officers at the president's request.

(b) Shall be called by the president upon request of any society member to review formal, written complaints against any individual society member charged with any violation of the Society Bylaws or otherwise with a conduct deemed detrimental to the Society or the AARC.

(c) Shall carefully review the complaints. Legal counsel may be summoned at the discretion of the committee chairperson. Committee recommendations shall be forwarded to the full ASRC Board of Directors. If the Board agrees that action

should be taken, a copy of documentation shall be sent to the Chairperson of the Judicial Committee of the AARC.

(d) All hearings, meetings and recommendations shall be held in strict confidentiality.

M. Other Duties and Responsibilities

All Committees, standing and special, shall adhere to the Position Description Guidelines, with respect to other duties and responsibilities.

ARTICLE XI: DISTRICT ORGANZATIONS

Section 1. Boundaries of Districts

A. The area included within the boundaries of the District 1 shall be the boundaries of the following counties:

Arkansas	Baxter	Clay	Cleburne	Craighead
Crittenden	Cross	Fulton	Greene	Independence
Izard	Jackson	Lawrence	Lee	Lonoke
Mississippi	Monroe	Phillips	Poinsett	Prairie
Randolph	Searcy	Sharp	St. Francis	Stone
Woodruff				

B. The area included within the boundaries of the District 2 shall be the boundaries of the following counties:

Conway	Faulkner	Perry
Pulaski	Saline	VanBuren
White	Yell	

C. The area included within the boundaries of the District 3 shall be the boundaries of the following counties:

Benton	Boone	Carroll
Crawford	Franklin	Johnson
Madison	Marion	Newton
Pope	Sebastian	Washington

D. The area included within the boundaries of the District 4 shall be the boundaries of the following counties:

Ashley	Bradley	Calhoun	Chicot	Clarke
Cleveland	Columbia	Dallas	Desha	Drew
Garland	Grant	Hempstead	Hot Spring	Howard
Jefferson	Lincoln	Little River	Logan	Miller
Montgomery	Ouachita	Nevada	Pike	Polk
Scott	Sevier	Union		

## Section 2. Officer and District Representation

- A. Each District shall be represented by a Chairperson and a Vice-Chairperson. The Vice-Chairperson shall be elected by the active members of the respective Districts. The Vice-Chairperson shall serve one year as Vice-Chairperson to be followed by a year as Chairperson.
- B. Membership in a District shall be determined by last address of record as noted from the AARC Membership Roster. Those members living outside the boundaries of Arkansas shall be placed in the District of their employment.
- C. Any vacancy that occurs in the office of District Chairperson shall be filled by the Vice-Chairperson of that District. The Vice-Chairperson shall serve the unexpired term of the Chairperson and his or her own one-year term. Vacancies in the office of the Vice-Chairperson shall be filled by special election within sixty (60) days of the vacancy.

## Section 3. Activities

Each District organization shall be encouraged to expand the membership of the District and to develop education activities And such other activities as are consistent with the Article of Incorporation and these Bylaws.

## Section 4. District Admission Requirements

Ten (10) or more Active Members of the Society meeting the requirements for affiliation may become a District of the Society, subject to ratification by the Board of Directors of the Society. Members of the District must be members of the State Society.

## Section 5. Duties

Copies of the minutes of the educational and business meetings of the District shall be sent to the Society Secretary within thirty (30) days following any meeting.

## ARTICLE XII: 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, and shall be appointed by a majority vote of the Board of Directors. This appointment will be reviewed and confirmed annually by the Board of Directors.

## ARTICLE XIII: FISCAL YEAR

The fiscal year of the Society shall be from October 1 through September 30.

## ARTICLE XIV: ETHICS

If the conduct of any Society member is in violation of the Society bylaws, or deemed detrimental to the Society or AARC, the Board of Directors may appoint a special Judicial Committee to carefully review the complaints and initiate appropriate action as described in Article X, section four, paragraph F, subsection 1.

The Board of Directors may refer all action to the AARC Judicial Committee.

#### ARTICLE XV: PARLIAMENTARY PROCEDURE

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

#### ARTICLE XVI: AMENDMENTS

These Bylaws may be amended by mail vote of the Arkansas Society of the AARC by a two-thirds (2/3) majority of those voting. All amendments must be approved according to the AARC's Chartered Affiliate Handbook.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Budget and Audit Committee/chairperson

REPORTS TO: Vice President

LAST REVISED:     October 1992  
                           October 1999  
                           October 2002

COMPOSITION:

The committee shall consist of not fewer than three (3) members, one being the ASRC Treasurer (cannot chair), one being the Past President.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTIONS:

Chairperson shall attend and present a written report at the annual ASRC business meeting.

Chairperson (or designee) shall attend and present a written report to include committee activities (past, present and future), expenditures and revenue at Board of Directors meeting.

Carry out quarterly audits.

Draft year-end summary.

Draft summary for ASRC annual meeting.

Draft proposed budget (with assistance of President Elect) by beginning of ASRC fiscal year to be proposed at the first Board of Directors meeting of the year.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Nominations Committee/Chairperson

REPORTS TO: President

LAST REVISED:     October 1992  
                          October 1999  
                          October 2002

COMPOSITION:

The committee shall consist of not fewer than three (3) members appointed by the Board of Directors 180 days before the ASRC annual meeting.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTIONS:

Chairperson shall be spokesperson for the committee.

Present to the Board of Directors a slate of officers at least 90 days before the ASRC annual meeting containing the names of at least one person for the offices of President Elect, Vice President, Secretary, Treasurer, and District Chairs and Vice Chairs.



## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Elections Committee/Chairperson

REPORTS TO: President

LAST REVISED:     October 1992  
                          October 1999  
                          October 2002

COMPOSITION:

The committee shall consist of members appointed by the President who are not on the slate of nominees themselves. One member being a member of the Membership committee would be helpful to verify voting members in good standing.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTIONS:

Chairperson shall be spokesperson for the committee.

Prepare and distribute official ballots to all members in good standing who are eligible to vote at least 30 days prior to the ASRC annual business meeting. The slate of nominees and their respective biography could also be posted on the ASRC Website.

Receive (within 10 days of annual meeting) and verify by AARC number all ballots associated with the election of ASRC officers.

Report and publicize (on the ASRC Website) the results of the ASRC elections at the ASRC annual meeting.

Plan and issue the slate of practitioners for the annual state practitioner awards.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Educational Committee

REPORTS TO: President

LAST REVISED:     October 1992  
                          October 1999  
                          October 2002

COMPOSITION:

The committee shall consist of not fewer than three (3) members, including a faculty member from a Co-ARC approved Entry-Level or Registry program.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTIONS:

Chairperson shall be spokesperson for the committee.

The committee shall concern itself with continuing education programs and special education projects for the ASRC membership as directed by the President.

The committee shall assist District Chairs and Vice-Chairs in the development of CEU opportunities and complete all applications for CEUs for seminars that are to be held that year.

Chairperson (or designee) shall attend all Board of Directors meetings.

Submit a written report at Board of Directors meetings concerning committee activities (past, present, and future), expenditures and revenue.

The committee shall write educational questions according the national Sputum Bowl Guidelines for the ASRC to submit to the national Sputum Bowl.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Membership Committee/ Chairperson

REPORTS TO: President

LAST REVISED:     October 1992  
                           October 1999  
                           October 2002

COMPOSITION:

The committee shall consist of not fewer than three (3) members, one being either the ASRC Delegate or Alternate Delegate.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTION:

Chairperson shall be spokesperson for the committee.

The committee shall concern itself with the marketing of services and benefits of the AARC and ASRC to state Respiratory Care Practitioners, with the specific intent to gain and retain membership.

The chairperson (or designee) shall attend all District Education/social events to set up membership table and offer discount membership to new members.

The committee shall develop a speakers bureau for educational events.

The committee shall work closely with the PR Chair to assist in getting news regarding membership activities to ASRC Website.

The chairperson (or designee) shall attend all ASRC Board of Directors meetings.

The committee shall submit a written report at BOD meetings concerning committee activities (past, present, and future), expenditures and revenue.

Maintain a current list of members and membership records.

Provide a current, active membership and mailing list to the Elections committee.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Website Committee/Chairperson

REPORTS TO: President

LAST REVISED:     October 1999  
                          October 2002

COMPOSITION:

The committee shall consist of not fewer than three (3) members, one being the ASRC Past-President. **All members of the Board should take an active part in upgrading information on the website.** The Website will be maintained by a paid web master. All information will be forwarded to the web master for uploading onto the Website.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTION:

The committee shall concern itself with the market, content, writing, or soliciting of informational and educational material, specifically on the ASRC Website.

The Committee shall review and offer suggestions for updating the format of the ASRC Website.

The Committee shall oversee all articles, news releases, and opinions to assure that they are not damaging or inflammatory to the profession of respiratory care or the ASRC.

The Committee shall be responsible for archiving news and information that is no longer current or has exceeded a designated time limit.

The committee shall be responsible for the solicitation of any advertisements that may help alleviate the costs of maintaining the Website, if necessary.

The committee shall be responsible for the solicitation of articles, job vacancies, educational events, and bulletin board topics to be sent to the ASRC web master.

The chairperson or designee shall attend all BOD meetings.

Chairperson/editor shall submit a written report including committee activities (past, present, and future) expenditures and revenue at BOD meetings.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Public Relations Committee/Chairperson

REPORTS TO: President

LAST REVISED: October 1992  
October 1999  
October 2002

COMPOSITION:

The committee shall consist of no fewer than three (3) members, and should have a representative of each the various scopes of practices regarding respiratory care (home care, sales, education, acute care, subacute care, and management). All District Vice Chairs will be considered part of the PR Committee.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTION:

Chairperson shall be spokesperson for the committee.

The committee shall concern itself with activities that promote the respiratory care profession and ASRC with the public, hospitals, health care institutions and associations, regulatory agencies, local and state government, and other organizations. These activities may include press releases, local media, educational, Website, or public service activities that promote favorable recognition of the respiratory care profession and the ASRC.

Chairperson (or designee) shall attend all Board of Directors meetings.

Works closely with District Chairs/Vice Chairs to gather District news and events concerning the profession or ASRC activities.

Submit a written report including committee activities (past, present, and future) expenditures to the BOD at quarterly meetings.

Coordinate statewide activities during Respiratory Care week.

Coordinate media spots concerning ASRC activities and/or recognition for the respiratory care profession.

Recognizes, collects and forwards reports of ASRC Chartered Affiliate activities to the Delegate or Alternate Delegate by the summer of each year.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Program Committee

REPORTS TO: President

LAST REVISED: October 1992  
October 1999  
October 2002  
February 2005

COMPOSITION:

This committee shall consist of no fewer than three (3) members, appointed by the Board of Directors *from the active membership*. Initially, three members will be appointed to serve one (1), two (2), and three (3) year terms, respectively. Thereafter, the Board of Directors will appoint one member annually for a three (3) year term. The Chairperson of the Program Committee will be *appointed by the President and approved by the Board of Directors*.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES:

This committee shall prepare and plan the program and all activities for the Annual State meeting as requested by membership or directed by the President. This will include the location of the meeting and all speakers, topics, vendor exhibits, and social activities.

The Chairperson will appoint other active members including the President-Elect and the Medical Advisor to assist him/her in planning the annual meeting.

Assign a member of the committee to function solely as "Sputum Bowl Coordinator" for the Annual State Meeting Sputum Bowl Competition.

Submit a written report updating the progress of planning and implementing the annual state meeting at each Board of Directors Meeting.

Mail Annual State Meeting brochures no less than 30 days prior to the Annual State Meeting Date.

Coordinate promotional giveaways and sale items for the purpose of promoting membership during the ASRC annual meeting

Follow the AARC/ASRC guidelines regarding the educational meeting.

## COMMITTEE/CHAIRPERSON DUTIES

TITLE: Political Action Contact Team (PACT)

REPORTS TO: President

LAST REVISED:     October 1999  
                          October 2002

COMPOSITION:

The committee shall consist of not fewer than three (3) members, one of them being the Past-President. The first two members of this newly formed team, will hold a three year term as set forth by the AARC.

QUALIFICATIONS:

Active AARC/ASRC members in good standing.

DUTIES/FUNCTION:

The PACT was formed in May 1999 by the AARC in an effort to get AARC members more proactive on public policy issues at the state level. The PACT leaders should enlist the support of people throughout their states to start reaching out to the state and federal legislators about issues affecting the respiratory profession.

AARC/ASRC PACT members will take an active role on issues affecting the profession of respiratory care including: Prospective Payment in Skilled Nursing Facilities, Outpatient Care, and Home Health Care; home medical equipment issues; Medicare reform; Medicaid; tobacco and other federal and state issues.

PACT members will call, write, fax, E-mail, and personally contact members of Congress as necessary throughout the session and when important legislative issues arise.

PACT members will keep up-to-date on important issues through AARC communication channels.

PACT Committee Chair will submit a written report at least twice each year to the BOD and the ASRC Website regarding all activities (past, present, and future).

PACT committee will develop a network (phone tree, e-mail, fax, etc.) to alert ASRC members to possible action on legislative issues.

# ASRC Emergency Response Ad HOC Committee Established January 17, 2003

## **Purpose:**

In response to the war on terrorism and in support of the AARC Emergency Response Ad HOC Committee, the Arkansas Society for Respiratory Care establishes this committee. The sole purpose is to develop a team of volunteer respiratory therapists from each district that can respond to a terrorist attack or catastrophic disaster within the state of Arkansas. This committee will be subject to an **annual review** by the ASRC Board of Directors to evaluate need and efficiency.

**Chairperson:** ASRC President                      **Co-Chair:** ASRC President – elect

**Members:** The ASRC Board of Directors

## **Procedure:**

The ASRC President will serve primary contact person. The President – elect will serve as the secondary contact.

1. When contacted – information is received from the state or national authorities, which could be the AARC office, or a state health / government official.
2. The ASRC Pres / Pres - elect would then contact the BOD through a telephone call list.
3. The District Chairs would be responsible for contacting the RT volunteers in their respective districts, informing them of the need and plan of action.
4. The District Chairs would then report the number of volunteers per their district to the President. The President will inform the state / national authority of the ASRC personnel available to serve.
5. This is in conjunction with the AARC Emergency Response Ad HOC Committee currently in place, Mr. Bob Fluck, Chair.

**ASRC**

**Conducting a District Educational Meeting:  
An Organizational Framework**

**Art Middleton, RRT  
Theresa Gramlich, RRT**

## **IT'S YOUR JOB!!**

It has always been the job of the District Chairpersons to plan, coordinate and present the membership of their respective district with at least one educational/social activity annually. It is the job of the District Vice-Chairs to assist the Chairs in this endeavor. It is the most important activity you can provide to your district members. Recently, the Arkansas State Medical Board has increased the CEU requirements for licensure from 6 to 12 continuing educational units. Although many people can acquire these CEUs through a variety of means, none are more enjoyed or more valuable for networking with other respiratory care practitioners than the educational seminar or workshop. You have been elected by RCPs from your district and your job is to represent them, and to create a way to foster professionalism and education in your district.

It is, however, a somewhat overwhelming task to organize an educational meeting if you have never done so. Many of us have learned by "trial and error" but have been successful. So this short manual is a step by step How To Guide that you can follow to present your fellow RCPs with a high quality educational seminar. You may be pleasantly surprised to discover that there are people who are willing to help you by volunteering to do several things from speaking at your meeting, to helping with a brochure design, to mail-outs, to sponsorship. And when you see the finished product before you, it does indeed instill a sense of pride at your accomplishment. Remember, there are several people within the ASRC that are always available to help in many, many ways. All you need to do is let us know.

## **I. Getting Started**

### **A. Start Early - allow 3-4 months lead time prior to seminar date**

When considering organizing an educational seminar or workshop, the key to success and less stress is START EARLY. It takes about 3 - 4 months to really plan a good seminar, and given this amount of time, you can accomplish just about anything.

### **B. Select a site for the seminar**

Selecting a site should be fairly easy. Realistically, you should choose a site that has comfortable seating, good lighting, and allows for audio-visuals such as slide projectors, overheads, and computer display units. Seating capacity should be a minimum of about 35-40 up to about 100. In district meetings, the number of registrants is seldom over 100 people, even in the Central District which is the largest. Nearly all hospitals have conference rooms or auditoriums. Schools are also good places with large classrooms or auditoriums. Some hotels may even offer good rates on large meeting rooms and sometimes they even furnish audio-visual equipment.

## **II. Survey Your District**

### **A. Your Primary Guide to Topics**

If you are at a loss as to what topics to present at an educational meeting, surveying the practitioners in your area may prove very beneficial. It will also educate the leaders of the ASRC as to the needs of your district. Two years ago, the NW District ASRC surveyed the NW District and from this survey, several topics were presented at the meeting. An example of the survey letter is given on page 1 of the appendix. Feel free to change the names and dates to fit your own needs, and then mail, fax, or email to the hospitals, clinics, and home equipment dealers in your area. (The example letter is included on the disc using Word 6.0, titled Arkansas Society Survey and in the Appendix of this manual).

Other ideas for topics often come from people who have attended other seminars. Usually, a topic of interest was presented and this topic is then suggested as an idea for another education seminar. Looking through the recent past issues of the AARC Times is also a very good way to solicit ideas and topics for speakers. Finally, if you have a physician who is really supportive of Respiratory Care and agrees to speak at your education seminar, many times these physicians will have a specialty area or a particular area of interest they wish to speak about.

## **II. Extend Invitations via Letter to:**

### **A. Speakers (if they don't already have a topic, suggest topic from your survey results)**

Once you have a date, time, and place, you need to contact your potential speakers both by letter and by phone. If you call them first, it is best to follow-up with a letter so you don't have to rely on just your memory. If you elect to send them a letter first, then follow-up with a phone call about a week or two after the letter is sent. This gives the speaker a visual reminder about the seminar as well.

(Two example letters to speakers is provided on page 2 and 3 of the appendix)

### **B. Sponsors**

The ASRC will fund up to \$300 for each district to hold an educational seminar. But many times you may want to offer refreshments or even a meal as part of the day's activities. Sponsors, such as DME suppliers, pharmaceutical companies, or capital equipment vendors are usually willing to give small contributions to help defray the costs of such a seminar. The more you plan to have, the more monies it will likely take. The same rules for writing letters and using phone calls applies to soliciting sponsors. Use a letter first and follow-up by phone, or talk personally by phone and follow-up with a phone call.

**C. RC Directors/Home Care Companies**

Letters may also be sent to area hospital respiratory care directors an/or Home Care companies. Let them know what you are planning and when so that they may be more receptive to allowing staff members to attend your meeting. You may also write this letter and attach your survey thus necessitating only one mail out. (See the example on page 4 of the appendix.)

**IV. Funds**

**A. ASRC Start-Up Fund**

As mentioned previously, the ASRC budgets \$300 per district for the sole purpose of helping to fund an educational meeting. For some, this \$300 may be all that you need. In most cases, people hold these meetings in hospital conference rooms or schools where there is no room charge. Food items may be kept to a minimum thus cutting the cost of foods and refreshments. Many speakers will speak and waive the honorarium, this is particularly true of any ASRC Board member. What you should offer, however, is the cost to cover any speaker's traveling expenses such as gasoline and mileage, or lodging if necessary. If you have to rent audio-visual equipment, there may also be a charge. It really depends on what you want to offer the prospective participants. The more elaborate you want to be, the more it will cost. Still, you may be pleasantly surprised to discover how many things will be given or greatly reduced for your use.

Just remember, you must keep receipts of all of your expenses. For most who have done this, the reimbursement of expenses was easier than contacting the ASRC to send a check for each expense item as it was needed. So receipts are very important.

**B. Contact pharmaceutical/DME Companies/Vendors**

Many pharmaceutical and DME companies and other vendors do business with Respiratory Care Departments and practitioners across the state. For that reason, they are often very willing to contribute something toward an educational meeting. It may not be a great amount, but every little bit helps. It is suggested that you ask these companies to sponsor a speaker for \$100. This helps cover the travel costs of speakers. Many pharmaceutical and large equipment companies have a "speakers list" on various topics and will supply one for your meeting at no cost to you. Many of these are great.

If you can manage to secure 4 sponsors at \$100 each, then you have increased your budget to \$700 (counting the ASRC start up fund).

**C. Miscellaneous Expenses**

There are many "little" things that can add up. So be aware of some of these expenses/cost of printing and mailing brochures break refreshments items food items for meals speaker honorariums (if required) speaker travel possible audio-visual equipment name tags for participants pens for overhead transparencies overhead transparencies (if needed)

**V. Door Prizes**

You don't have to offer this, but it is fun and adds a small amount of anticipation for the participants. Door prizes are given away at the state meeting and were given away at the NW District meeting. But this is OPTIONAL and is entirely up to the one planning the meeting. I have been to several meetings where no door prizes were given and they were still high quality educational gatherings. But if you would like, here's some suggestions for offering door prizes:

**A. Contact Restaurants for lunch or dinner gift certificates.**

If they don't want to donate them and you have enough money, they are usually affordable and make great gifts for everyone.

**B. Movie Tickets from local Theatres**

**C. Contact local businesses.....** this list could be endless. Many nail salons, fitness centers, hair salons, massage salons are willing to give away free visits or courtesy offerings and may be willing to donate. This provides them with an expensive means of advertisement and they are often quite willing to donate.

**VI. CEUs**

**A. Send Application at least 60 days prior to meeting!**

It is very important to send the application for CEUs to the ARRC office no less than 60 days prior to the meeting date. The application can be found on the AARC Website at [www.AARC.org](http://www.AARC.org). (Education section). The form is relatively simple and you will notice that certain information needs to be obtained from your speakers such as their credentials and the objective of their lecture. This is why you should include the questions to obtain this information on the letter you send to speakers. If you need help, there is always someone with the ASRC who has experience with these forms and can help you fill them out and send them off to the AARC.

**VII. Brochures**

**A.** Brochures or Flyers can be made via computer and then taken to a printing company and printed in quantity or simply copied from copier. A flyer is supplied for you as an example in the appendix and is included on the disc. A brochure is also supplied. Feel free to adjust as needed for your own educational event. (page 5 - 8 of the Appendix)

**B.** Most anyone can make arrangements to attend your educational seminar if they have enough notice. We recommend that you mail the brochures to ASRC members in your district and area hospitals and home care companies 30 days (or 4 weeks) prior to the day of the event.

**C.** To get mailing labels of ASRC members and Hospitals in your district, you can contact the ASRC President or the current membership chair for these labels. John Lindsey also keeps an up-to-date database of all members and hospitals for the state meeting and will be happy to help you.

**VIII. Charges or Fees**

**A.** This is a subject of some debate. We don't have a standard charge for educational events. However, as an ASRC member, you should understand and support the decision voted on by the Board of ASRC Directors. The ASRC represents all respiratory care practitioners in the state, albeit only about 28% are members of the AARC/ASRC. Therefore, the Board of Directors unanimously voted to double the registration fees for participants who are non AARC members. If you decide to charge members \$25, then it will be \$50 for non AARC members. The cost of putting on a high quality educational event is not cheap, and we shouldn't ask our members to keep supporting those who don't care enough to join the AARC. (Fees for members have normally ranged from \$25-35 for one-day educational seminars). Recently, a proposal was brought to the ASRC Board to charge all non-AARC members \$15 per CEU hour. So in a 6 CEU seminar, that would be \$90... the cost of membership!

**B.** In the past few years, we have also waved registration fees for non-members if they join the AARC the day of the conference. We also offer that membership at a reduced rate (\$12) less than initial

annual fee, if they join THAT day. We wish to keep this practice going. Last year, there were 7 new AARC members who joined the day of the seminar and had their registration fees waved. Be sure to get special applications from AARC before the education event.  
They will be happy to send them to you.

**IX. Shortly Before the Scheduled day.....**

- A. If you mailed your brochures in a timely fashion, you should start receiving them probably right up to the day of the event. Keep track of all registration forms that are mailed to you or to you in care of your business. Keep all checks with the registration forms. Print or type each registrants name on a sheet of paper and make a space for each registrant to sign their name and AARC number on the day of registration. Save plenty of spaces on this sheet for those who may come and register the day of the event. This sheet will have to be mailed to the AARC after the seminar in order to credit RCPs with CEUs.
- B. If you have food breaks or meals planned, you will need to call these providers about a week before the event to let them know a tentative number of participants.
- C. Check again to make sure that audio-visual equipment is available and working. Call or Email speakers if you are unsure of their audio-visual needs.
- D. Obtain name tags, pencils/pens, and note paper for attendees.
- E. Prepare CEU Certificates for Attendees to take with them at the completion of the seminar. These can easily be made from any computer software program (Word, etc.)

**X. Seminar Day - Registration**

- A. Have a table set up in plain view of the area will the meeting will take place. Registration should begin one (1) hour before the first speaker is scheduled to begin. Have name tags available on the table for attendees to complete.
- B. Check to assure proper room temperature. Check to assure proper functioning of audio-visual equipment. Might be good to have "plan B" just in case..... like a back up speaker should one not be able to show up as planned..... or a larger room should you have more attendees than planned (what a great problem to have!)
- C. Issue CEU certificates to attendees whose names were on the registration list AFTER the meeting has ended.

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# **Chartered Affiliate Handbook**

(Updated 01/2012)

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE**

# INTRODUCTION

This handbook has been prepared by the Chartered Affiliates Committee to assist the chartered affiliates in doing the best possible job. The president of each affiliate should use this handbook as a guide not only for himself/herself, but for all the other officers as well. In order to ease the yearly transition, the "Chartered Affiliates Handbook" should be passed on from president to president. The relationship between the chartered affiliates and the AARC must be strong and continuous. The chartered affiliate is charged with the responsibility of generating local activities that extend the Association's numerous benefits to members. In return, the Association provides services that assist the chartered affiliates to carry on their functions with maximum efficiency and effectiveness. Remember - the chartered affiliate, through service to its members, is the keystone of the AARC's structure! Strong, active chartered affiliates provide the Association with the manpower, energy, and stimulation necessary for its growth.

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## **2012 CALENDAR OF EVENTS**

### **(Dates may vary slightly)**

Mar. 5-6 AARC PACT Hill Lobby Day  
 Mar. 5 Request delegate funding applications.  
 Mar. 5 Request Credentials of Delegate forms for summer HOD meeting.  
 Mar. 5 Request resolutions to be considered at the summer, HOD meeting.  
 Mar. 19 Request nominees for Life and Honorary Memberships.  
 Mar. 19 Request nominees for Outstanding Affiliate Contributor Award.  
 Apr 1 Deadline for submission of material for the Summit Award.  
 Apr 20-21 AARC Board of Directors spring meeting - Irving, TX.  
 Apr 22-23 Leadership Workshop - Irving, TX.  
 Apr 30 Nominees due for Life and Honorary Memberships.  
 May 2 Delegate assistance applications due.  
 May 7 Credentials of Delegate forms due.  
 May 18 HOD resolutions for summer meeting due.  
 May 28 Nominees due for Outstanding Affiliate Contributor Award.  
 May 28 Request reports for the Agenda Books for the summer HOD meeting.  
 June 11 HOD resolutions for summer meeting put on the list serve.  
 June 25 Request HOD resolutions for fall meeting.  
 June 25 Request Credentials of Delegate forms.  
 June 25 Request information form from HOD officer nominees.  
 June 25 Reports due for the Agenda Books for the summer HOD meeting.  
 July 9 Mail HOD Agenda Books.  
 July 13-15 Summer Forum, Santé Fe, NM.  
 July 16-17 HOD meeting, Santé Fe, NM.  
 July 16-17 BOD meeting, Santé Fe, NM.  
 July 23 Request delegate funding applications.  
 Aug. 6 Recipient of Summit Award notified.  
 Aug. 22 Credentials of Delegate forms due.  
 Aug. 23 Information forms due from HOD officer nominees.  
 Sept. 5 Delegate assistance applications due.  
 Sept. 9 HOD resolutions for fall meeting due.  
 Sept. 10 Request reports for the Agenda Books for the fall HOD meeting.  
 Sept. 10 HOD resolutions for fall meeting put on the list serve.  
 Oct. 4 HOD reports due for the Agenda Books for the fall meeting.  
 Oct. 18 Agenda Books mail for the fall HOD meeting.  
 Oct. 21-27 National Respiratory Care Week.  
 Nov. 8-9 HOD meeting, New Orleans, LA.  
 Nov. 8-9 BOD meeting, New Orleans, LA.  
 Nov. 10-14 International Congress, New Orleans, LA.

## GENERAL INFORMATION

### Membership Billing

Membership billing occurs on a cyclical basis. AARC will invoice a portion of the membership each month. Dues statements will mail approximately 90 days prior to membership expiration date.

### Dues

In general these are the dues options for AARC members:

Regular (2 publications) \$90.00

AARC Choice - AARC Times - \$78.50

AARC Choice - Respiratory Care - \$78.50

AARC Plus - (one section included) - \$125

Foreign Plus - \$165

Student - \$50

### Membership Roster

All presidents are authorized to download the state's membership roster. You can do that at any time. You'll need your member number and password in order to log in. You'll find the link to download your list at [www.aarc.org/state\\_society](http://www.aarc.org/state_society). The link is named "State Society Roster." You may assign up to one other person in your state to do this on your behalf. Usually that is the president elect or a membership chairman. (Remember you can use that list only for state society business and may not sell or rent it to any other entity.)

### Revenue Sharing

On a quarterly basis, the check for the chartered affiliate's portion (revenue sharing) will be mailed to the Chartered Affiliate Presidents. This covers the payments made in the previous quarter. You get \$12.00 for each Active or Associate member in your state society. If a member pays by voucher, a reduced rate will be noted signifying the percentage discount of that membership.

### Co-Marketing Monies

If you have signed the agreement to help co-market certain AARC online events, you may receive a quarterly payment of "co-marketing" monies. This is the portion you are paid for each person in your affiliate who takes that course in the previous quarter.

### Vouchers

Many state societies buy bulk vouchers to offer discounts to their members. Read more on that at:

<https://secure.aarc.org/membership/group.asp>

### Web Student Memberships

Free web-based memberships are offered to students if all faculty are members of the AARC. There are several important caveats and deadlines to follow. See:

[https://secure.aarc.org/membership/web\\_student.asp](https://secure.aarc.org/membership/web_student.asp)

### Specialty Section Newsletters

Newsletters from the Specialty Membership Sections will be e-mailed on a monthly basis to section members, plus a longer quarterly bulletin is posted on line.

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### AARC Times Deadline

The deadline for receipt of material to appear in AARC Times is the 10th of each month.

For example, if you submit material on or before January 10, this material will appear in the March issue. **Faxed material will be accepted. Submit to Marsha Cathcart**

**([cathcart@aacrc.org](mailto:cathcart@aacrc.org)).**

### Communications List

There is a listserv or electronic mailing list for state societies to use in order to communicate with one another. All presidents, presidents-elect and delegates are on that list in order that we can facilitate communication among all parties. You will send and receive from [HOD\\_pres@mail.aarc.org](mailto:HOD_pres@mail.aarc.org)

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# IMPORTANT DOCUMENTS OF YOUR ORGANIZATION

The following are important documents that every non-profit association must have.

## ***Articles of Incorporation:***

An organization's articles of incorporation can be thought of as the organization's contract with the state. The information included should reflect the minimum required by state law. The articles generally identify the organization's name, legal purpose and the disposition of its assets upon dissolution. This document spells out if you are considered to be a non-for-profit entity in your state. When you became a legal corporation, your affiliate filed articles of incorporation with the state.

### **Questions to consider:**

- Do you know where your organization's Articles of Incorporation are?
- Does the AARC have a copy of your Articles of Incorporation for safekeeping?

## ***Bylaws:***

The bylaws are more specific than the articles. Moreover, the association's practices must match its bylaws. If they do not, either the bylaws or the organization's practices must be amended to be consistent with each other. See below for more information on amending your bylaws.

### **I. In general, Bylaws of an AARC affiliate should contain:**

1. The official name.
2. The purpose.
3. The rights and duties of the organization's members (criteria for membership; voting rights; termination of membership).
4. Foundation for the composition and responsibilities of the board of directors and officers, (number; method for election; removal and filling vacancies; terms).
5. Names of standing committees of the board.
6. Set procedure for the manner in which the bylaws may be amended.

### **II. Things to consider when writing or revising Bylaws:**

1. Don't be overly restrictive in bylaws; spell out specifics in policies and procedures.
2. Chartered affiliates and their respective BOD must adhere to whatever the bylaws state; board members take an oath to uphold the bylaws.
3. Each Chartered Affiliate must review their Bylaws periodically, every 5 years.
4. All bylaws changes must be reviewed and approved by the AARC Bylaws Committee prior to final approval by the affiliate's BOD and submission to the affiliate's membership for approval.
5. All chartered affiliates should operate under bylaws that are consistent with the AARC Bylaws and have been approved by the AARC Board of Directors.
6. Questions to consider when reviewing your Bylaws:
  - a. Does the BOD and its policies and procedures fully adhere to each tenet of the current Bylaws?
  - b. Is there a copy of the current Bylaws readily available?

c. Are the Bylaws up to date or need review in accordance with current operations of the affiliate and/or the review schedule determined by the AARC?

### **III. Procedure for Amending Bylaws:**

The AARC Bylaws Committee is responsible for ensure that chartered affiliate's bylaws do not conflict with the AARC's bylaws. It is not the intent, nor is it the responsibility, of the AARC Bylaws Committee to edit the chartered affiliate bylaws when there are no conflicts with the AARC bylaws. However, when language is considered confusing or the reviewers are unsure of the intent, clarification may be requested, or suggestions as how to "clean up" the language may be offered.

The following procedure should be followed when amending chartered affiliate bylaws.

#### **1. A copy of the affiliates revisions are sent to the AARC Bylaws Chair, c/o the AARC Executive Office (Tina Sawyer).**

a. A cover letter cover letter that describes the reasoning for the proposed revisions is included along with a set of proposed bylaws changes. This explanation should be sufficient for the AARC Bylaws Committee to understand the intent of the proposed changes. The affiliate must provide a full copy of their bylaws with additions **underlined** and **bold** and with deletions appearing as strikeouts.

#### **2. The Bylaws Committee will review the proposed revisions.**

a. This process may take approximately one month for completion. The AARC Bylaws Committee Chair will communicate directly with each state's contact to rectify deficiencies in the draft of proposed changes, if any.

#### **3. The Bylaws Committee will recommend approval by the AARC Board**

a. Once the Bylaws committee is satisfied that the proposed changes in the bylaws do not conflict with the AARC's, they will send the bylaws to the AARC Board and recommend their approval.

#### **4. The AARC Board acts.**

a. In most cases, the Board will act on the Committee's recommendation to approve the proposed bylaws. However, in rare cases, they may send the bylaws back through the AARC Bylaws Committee to the state affiliate's contact requesting clarification or revision.

#### **5. Once the AARC Board approves, the affiliate follows established procedure for getting state membership approval of the new bylaws.**

For more information: Online Bylaws Amendment Chart

[http://www.aarc.org/state\\_society/aarc\\_hod/bylaws\\_status.html](http://www.aarc.org/state_society/aarc_hod/bylaws_status.html)

### ***Policies and Procedures:***

Further levels of specificity should be contained in a policy and procedure manual detailing the rules governing the association's operations. Membership processes, administrative rules, financial policies, parliamentary procedures, etc. should be outlined in policies rather than incorporated in the bylaws.

#### **Questions to consider:**

**Does the Chartered Affiliate have a state Policy and Procedure Manual?**

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**Could there be benefit from having one?**

For more information on Policies and Procedures: Best Practices Presentation on having a Policy and Procedure Manual for your State [http://www.aarc.org/state\\_society/aarc\\_hod/](http://www.aarc.org/state_society/aarc_hod/) (See Fall 2008 HOD Meeting)

***Minutes:***

Accurate minutes of each board of director's meeting should be prepared by the chartered affiliate secretary (see sample under "Secretary"). Copies of the minutes are to be retained in the chartered affiliate's permanent files, distributed to officers and members of the board of directors, and be available to be sent to the Chartered Affiliates Committee liaison, AARC, 9425 N. MacArthur Blvd., Ste. 100, Irving, TX 75063 upon request.

**Questions to consider:**

- Is there a permanent file where all minutes of meetings are kept?**
- Does more than one person know where this file is?**
- Is there a system for backing up of the file?**

***Financial Records:***

Affiliates should have regular (monthly or quarterly) accurate financial reports compiled by your Treasurer

(see more information under "Treasurer"). Affiliates should strongly consider having an annual audit performed by an outside auditor. Affiliates should keep financial reports on file in accordance with generally accepted accounting principles. Affiliates should consider bonding at least the Treasurer, the President and/or whoever else is designated to have access to the Affiliate's accounts.

**Questions to consider:**

- Is there a permanent file where all financial records of your affiliate are kept?**
- Does more than one person know where this file is?**
- Is there a system for backing up of the file?**

***Committees:***

It is up to each Affiliate to determine what committees are needed to assist the operations of the organization effectively. Some committees are standing committees while others may be appointed on an interim or ad hoc basis. Standing committees function in an ongoing fashion every year. Other committees may be needed for a short term and specific purpose and can be considered Ad Hoc committees. The President can appoint Committees that she/he deem necessary for the work of the BOD / affiliate. The Board of Directors should review the charter of each committee annually to ensure that the committee is still needed. Each committee chair should be required to provide, at least annually, a detailed report of his/her committee's activities. Reports should contain such information as attendance at special events, costs of activities, revenues, and other information of value to subsequent chairs. Ideally, two sets of committee reports should be preserved, one to be retained in the permanent chartered affiliate files and the other to be included in a committee file to be passed along each year to succeeding chairs.

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## **IMPORTANT DOCUMENTS TO FILE WITH AARC**

In addition to ensuring that the AARC has a current copy of each affiliate's bylaws (or allows us to link to a current copy on your website), the following information should be submitted to the AARC.

### **Annual contract**

The AARC and its affiliates sign a contract agreeing to work in concert with on another and not to engage in competitive activities. This will be sent by the AARC Executive Office to the affiliate's president when it is time to be signed/renewed.

### **List of officers**

The AARC needs to communicate in an ongoing fashion to the affiliate's president, delegates, and sometimes other officers and committee chairs. The names and roles of state affiliate's elected and appointed officials is reported to the AARC as soon as each office is filled and/or when the officials change through attrition or other reasons. A form for reporting this information at least annually is at:

[http://www.aarc.org/state\\_society/officers\\_list\\_form.pdf](http://www.aarc.org/state_society/officers_list_form.pdf)

### **Educational Meetings**

The Affiliates are asked to provide information on their Annual Educational Meeting and a contact person to refer exhibitors to in reference to the meeting.

### **Meeting minutes**

You are expected to maintain file copies of your meeting minutes that would be available upon request to the AARC. The minutes would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.

### **Financial Statement**

You are expected to maintain file copies of your annual financial report summary that would be available upon request to the AARC. The report would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.

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# OFFICERS

Below are suggested job descriptions for the officers in your state society.

## PRESIDENT

The President's responsibilities should include the following:

I. Preside at all chartered affiliate meetings

A. Executive Committee/Board of Directors Meetings.

1. Prepare agenda.

2. Notify members of time and place of meetings, even though a regular meeting schedule has been established.

3. When special projects are to be discussed, assure certain individuals involved are available and/or present.

4. Briefly review activities of all committees.

5. In absence of the secretary, delegate another member of the Board the responsibility of preparation and prompt distribution of minutes.

6. Encourage the use of parliamentary procedure or more efficient use of meeting time.

B. Educational Meetings

1. Preside over the meeting.

2. Maintain a definite schedule. Chartered affiliate business, miscellaneous reports and other activities should be restricted to essentials business items. Remember - members and guests are attending the meeting to hear the guest speaker(s).

3. Check on arrangements and other details of the meeting (including any biographical data on the speaker if you are making the introduction) well in advance.

II. Appoint and direct specific charges to the committees

A. Carefully match committee responsibilities with available manpower.

1. Avoid one-person committees.

2. Discuss what is expected of each committee and how each committee should interface to achieve the year's goals and objectives.

B. Strive to draw upon new manpower as a method of increasing member interest, as a source of new

ideas, and as training for future chartered affiliate officers and board members.

1. Try to give each member the opportunity to select the committee(s) on which he/she wishes to serve.

2. Ask whether or not the member would serve as chair of the committee.

3. If possible, select members of a committee who live in the same vicinity and/or arrange for telephone or internet conferencing so that it will be easier for them to meet. Remember, though, this may not always be desirable if general representation is necessary (ie: credentialing).

4. Try to arrange a joint meeting of the outgoing and incoming committee chairs to give the new chair an opportunity to learn what unfinished business is pending, in addition to other information necessary for a smooth transition and effective running of the committee.

C. Request annual reports which include accomplishments, problems, and recommendations.

D. Request committee chairs to furnish a schedule of committee meetings to permit the president's attendance.

E. Request periodic, comprehensive reports of committee activities.

F. Serve as ex-officio member of all committees with the exception of the Nominations and Elections.

III. Coordinate two-way communications with Executive Office

A. Inform officers and committee chairs of proper channels of communication. Normally, communications pertaining to chartered affiliate operations should be carried on with the Chartered

Affiliates Committee liaison, in the Executive Office.

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B. Keep chartered affiliate officers, board members and committee chairs informed of Executive Office and AARC activities and policies. When pertinent, the complete membership should receive information of this nature through announcements and bulletins.

IV. Provide supporting assistance in pursuing overall objectives. From time to time, there will be programs

and activities vital to the continued progress of the Association recommended by the AARC Board of

Directors or AARC committees. The chartered affiliate president will be called upon to implement these programs and activities locally.

V. It is the final responsibility of the president to see that ALL reports are submitted to the AARC and that

AARC requirements are met by the chartered affiliate board of directors and officers.

VI. Summary

A. To ensure a successful year as president:

B.

1. Select committee chairs and members based upon leadership, ability, and knowledge of the Association at all its levels.

2. Design planned, but flexible programs.

3. Define objectives for the year.

4. Keep members and committees well informed.

5. Maintain friendly personal contact with all members.

6. Encourage working members and committees.

7. Maintain regular attendance at chartered affiliate meetings; participate in all activities.

8. Consider incentives to keep the members interested.

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## **PRESIDENT-ELECT**

A chartered affiliate may elect its president one entire term in advance. This is done only as expressly provided for in the Bylaws. After having served one term as president-elect, he/she automatically serves as president for the next term.

Once a person has been elected president-elect, the chartered affiliate cannot change the decision regarding

succession of that person to the presidency with the following exceptions:

1. If he/she vacates office during his/her term as president-elect; or
2. If grounds arise for deposing him/her from that office (such as misconduct or dereliction of duty in office).

The president-elect's responsibilities should include the following (if spelled out in the chartered affiliate's bylaws):

- I. Act on behalf of the president in his/her absence.
- II. Assume the office of president if such office is vacated.
- III. Become familiar with the chartered affiliate's needs, affairs and procedures.
- IV. Make committee appointments for the following year when serving as president (see "President Section II").
- V. Meet with other new officers upon assuming the presidency to outline unfinished business, goals and objectives for the coming year; expectations, duties and responsibilities of the officers to both the chartered affiliate and the AARC (such as submission of minutes, forms, etc.).
- VI. Solicit ideas on committee appointments, membership drives, liaisons and future programs.
- VII. Serve as ex-officio member on several major committees.

## VICE PRESIDENT

The vice president's responsibilities should include but not be limited to the following:

- I. Act on behalf of the president in his/her absence if there is no president-elect.
- II. Assume the duties and responsibilities, but not the office of the President if the Presidency should be vacated.
- III. Take on other duties as directed by the President i.e.:
  - A. Communicate with the District or Chapter Leaders, when applicable, on a monthly basis, providing direction and support for all District or Chapter activities.
  - B. Assist the affiliate and/or District or Chapter Leaders, when applicable, in the development of educational or social events in each District or Chapter.
  - C. Insure that the program chairpersons and/or District or Chapter Leaders, when applicable, submit a report of all activities in their District or Chapter on at least a quarterly basis to their Board of Directors, on their web site or the AARC web site.
- IV. Serve as Chair or ex-officio member of several major committees, such as Program Committee, Public Relations Committee and Membership.
- V. Be available for special assignments to assist the president as such situations arise.

## SECRETARY

The secretary has the responsibility of maintaining all chartered affiliate records, reports, membership lists and minutes of regular and special meetings, including the Board of Directors meeting. The secretary maintains contact with the Chartered Affiliates Committee liaison and promptly furnishes such reports and records to that office as might be required, primarily those enumerated or contained in this manual. See Appendix A for samples and more suggestions for carrying out the role of secretary. As the workload of the secretary will vary with the size and activity of the chartered affiliate, it might become necessary to employ paid clerical, secretarial services in larger chartered affiliates.

The duties and responsibilities should include the following:

- I. Maintain chartered affiliate records. These records should minimally include minutes of all chartered affiliate meetings and complete reports of special events as supplied by committee chairs.
- II. Record all chartered affiliate meeting minutes. Minutes should contain a synopsis of discussions, action items assigned and decisions made at the meeting, but not what was said by members. Copies of minutes should be distributed promptly (within thirty days) to all members of the chartered affiliate BOD members and a copy, if requested, to the Chartered Affiliates Committee liaison in the Executive Office.
- III. Serve as the official correspondent for the chartered affiliate. In addition to normal correspondence with the chartered affiliate members and the AARC Executive Office, the secretary handles official communications as directed by the president, executive committee (if the chartered affiliate has one) and board of directors.
- IV. Maintain membership records. Every effort should be made to keep chartered affiliate membership records current at all times. The Executive Office supplies reports of national members added, dropped, or lapsed. These reports should immediately be integrated in chartered affiliate membership record files. Changes in membership, including address changes, should be transmitted to the active mailing list to keep it current. Address changes, changes in status and other pertinent information received directly by the secretary should be forwarded immediately to the AARC Executive Office, c/o the Chartered Affiliates Committee liaison.
- V. Prepare the agenda for all chartered affiliate meetings.
- VI. Submit a copy of the "Officer's List Form" immediately following the chartered affiliate elections to the Chartered Affiliates Committee liaison in the Executive Office (A form for reporting this information at least annually is at: [http://www.aarc.org/state\\_society/officers\\_list\\_form.pdf](http://www.aarc.org/state_society/officers_list_form.pdf)).
- VII. Submit a copy of the "General Information Form" and "Annual Meeting Information Form" to the Chartered Affiliates Committee liaison in the Executive Office (see forms at the back of this book).
- VIII. Submit a copy of all other forms and reports to the Chartered Affiliates Committee liaison in the Executive Office as may be requested or required.

## TREASURER

Whenever possible, the treasurer and other officers handling chartered affiliate funds are to be covered by a surety protection bond maintained by the chartered affiliate. A surety bond protects the affiliate in the case of fraud. This protection is not available through the AARC. See samples of financial reports in Appendix

B. The treasurer's duties and responsibilities should include the following:

I. Maintain accurate and true accounts of all financial transactions.

II. Receive and deposit all funds paid to the chartered affiliate. Serve as custodian of chartered affiliate reserves in the form of savings or checking accounts, stocks, bonds or other securities.

III. Disburse funds as authorized by the chartered affiliate Board of Directors. Disbursement should be only by check. Checks are to be signed by those officers (usually the president and treasurer) authorized by the chartered affiliate Board of Directors.

IV. Assist the Budget and Audit Committee in developing the chartered affiliate budget.

A. Work with each committee to develop each separate budget.

1. Require written approval from committee chairs for all committee expenditures.

2. Keep each committee aware of its individual budget performance.

B. Perform quarterly internal audits in conjunction with the Audit Committee Chairpersons, as applicable. Prepare financial reports for the chartered affiliate board of directors', distribute as directed by the president, and retain permanently in the treasurer's records. The Budget and Audit Committee should act in a supervisory capacity to the treasurer by reviewing all financial reports and attesting to their accuracy. The treasurer is usually a member of this committee.

V. Prepare annual financial reports for chartered affiliate records. The year-end audit should be performed by a CPA or private public accountant hired and contracted by the affiliate/society.

VI. Should verify filing requirements for organization exemption from income tax with local Internal Revenue Service or state officials. Requirements may vary by state. Forms may be obtained from your local Internal Revenue Service which includes specific instructions on completing the form.

VII. Submit a copy of the chartered affiliate's annual financial summary report to the Chartered Affiliates

Committee liaison at the Executive Office, if requested.

## Other Information that can help your Affiliate run more smoothly

This is a compilation of information created over the years based on questions to the Chartered Affiliates Committee and Executive Office of the AARC. It contains helpful advice and commonly asked questions.

### ORIENTATION OF NEW BOARD MEMBERS

An orientation for new Board members acquainting them with their roles and responsibilities should be developed and maintained. Orientation may include, but certainly is not limited to the following:

1. All new officers should be required to read the Chartered Affiliates Handbook and they should each sign off that they have read the book.
2. Assign task of archiving information for new board members to an officer, standing committee, or new committee.
3. Start with the most current year and work backwards.
4. Have committee members review previous minutes and determine what issues to present. It is recommended to include the following:
  - a) Year
  - b) President for that year
  - c) Break into topic categories for example: AARC, Business, Education
  - d) Landmark issues (AARC and your affiliate )
  - e) Recurring issues
  - f) Major resolutions/decisions that affect your chartered affiliate
  - g) National awards received
  - h) Other pertinent information regarding your affiliate

### INSURANCE COVERAGE

The AARC does not provide any insurance coverage for its chartered affiliates. Affiliates should bond at least the Treasurer and the President or whoever has access to the Affiliate accounts with a surety bond. A surety bond protects you in the case of fraud. This protection is not available through the AARC. We strongly encourage chartered affiliates to obtain General Liability insurance, including coverage of special events. You may also want to consider directors' and officers' liability insurance. These types of coverage are generally available through independent business insurance agents. Agents should be able to provide information regarding top-rated insurers (A.M. Best and Standard & Poor's ratings); it is suggested that affiliate's obtain multiple competitive quotes.

### TRAVEL FUND

The AARC maintains a grant fund to help bring AARC Executive Office staff or AARC officers to your state society meetings. It provides partial funding for speakers coming to your conferences to present on AARC topics. Please call AARC's Controller at (972) 243-2272 to get the appropriate forms.

### AFFILIATE MEMBERSHIP LIST

The Membership List provided to you monthly by the AARC is the property of the AARC. You may use this list for official state society business only. Affiliates are not permitted to

sell, rent, or otherwise share the names and addresses to any entity or individual without the express consent of the AARC Executive Office. Affiliates are expected to maintain the confidentiality of this list at all times.

## **EMAILS**

The AARC does not share or release the email addresses of its members to any entity or individual, including its state societies. The AARC will email notifications to your members on your behalf at the request of the affiliate's President or designee. Please follow the instructions at: [http://www.aarc.org/state\\_society/emails.html](http://www.aarc.org/state_society/emails.html)

## **SUMMIT AWARD**

The Summit Award is given to the outstanding chartered affiliate each year. Information on that award is at: [http://www.aarc.org/state\\_society/summit\\_award/](http://www.aarc.org/state_society/summit_award/)

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# Appendix A

## Suggestions for Performance of the Secretarial Role

Resources are available to chartered affiliate secretaries as model or guide for more accurate performance of their duties. Suggestions and samples of various forms, minutes, and agendas have been included at the end of this section. Please note that the sample agenda and minutes are examples only and may be modified to meet the needs of statutes (for incorporated chartered affiliates) or other chartered affiliate requirements.

### I. RECORD-KEEPING

As noted above, it is suggested that the chartered affiliate maintain the following records to assure the smooth yearly transition of chartered affiliate officers. This duty often falls to the secretary.

As a recap, these are documents that should be retained:

1. Previous secretary's reports.
2. Annual meeting minutes and agenda.
3. Executive Committee minutes and agenda (if applicable).
4. Board of Directors minutes and agenda.
5. Roster of officers, directors, standing and special committee chairs and members.
6. Membership roster and records (this is sometimes delegated to a membership committee).
7. Chartered affiliate bylaws, Articles of Incorporation (if incorporated), amendments, AARC Charter, etc.
8. AARC Bylaws.
9. Chartered affiliate contracts and agreements.
10. Standing rules of procedure for the Board and committees.

### II. MINUTES

Equally important to the keeping of complete records is the accurate recording of all minutes. To aid in this task, sample minutes follow this set of guidelines. The following are essential to the records and must be recorded in the minutes:

1. Kind of meeting (regular, special, adjourned regular, adjourned special).
2. Name of chartered affiliate and assembly (Executive Committee, Board of Directors).
3. Date, place and time of meeting.
4. Name of presiding officer.
5. Name of secretary or substitute.
6. Number present or absent or roll call listing members present or absent.
7. Disposition of minutes of previous meeting (approved or dispensed with).
8. All main motions (except those which were withdrawn), points of order and appeals; whether sustained or lost, and all other motions not lost or withdrawn. Generally, the name of the member introducing a main motion is recorded but not the name of the member who seconds it.
9. Action taken on recommendations or resolutions contained in reports of:
  - a. Officers
  - b. Standing Committees
  - c. Special Committees

10. Corrections to published minutes (if any).
11. Report of action taken outside of meetings (mail votes, telephone polls, etc.).
12. Time of adjournment.
13. Date these minutes approved ("as read" or "as printed" or "as corrected" or approved" by committee).

At each BOD meeting, the secretary should have all items of unfinished business listed. A copy should be supplied to the president. Unfinished business includes: motions referred to committees, motions postponed until later meetings, and motions tabled, as well as "unfinished business" which is the motion (if any) that was pending when the last meeting adjourned. The motions referred to committee may come back before the assembly as committee reports. The motions postponed until a later meeting may come before the assembly again as general or special orders. Presidential committee appointments should be made at the meeting so they may be recorded in the minutes. Minutes may be approved by general consent or majority vote of the board of directors.

Corrections to the minutes are made:

1. At the time of reading;
2. If published - at the meeting following publication;
3. At any time - if amended or corrected at a later date, it requires a 2/3 vote of the Board of Directors.

Approval - When minutes are approved at the next meeting, this action should be recorded at the bottom of the minutes as follows:

"Approved as (read) (printed) (corrected)" \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

After the meeting, the minutes (notes) should be transcribed as soon as possible so that important discussion and decisions are easily recalled. Copies of minutes should be distributed promptly (within thirty days) to all members of the chartered affiliate board of directors and a copy, if requested, to the Chartered Affiliates Committee liaison in the Executive Office.

Motions of a permanent nature (continuing action) should be listed in the STANDING RULES, together with date of adoption. If a STANDING RULE is rescinded, the secretary should go back to the minutes and mark the date of rescinding (marginal correction) as well as striking from the STANDING RULES and entering the date rescinded. It is suggested that the STANDING RULES be filed with a blank page between each written page to facilitate future notes related to particular RULES.

If the meeting is adjourned and an announcement or motion is made that had to do with the meeting did not occur during the meeting, but is important enough to appear in the minutes, it may be listed after the signature of the secretary in the minutes. An example of this might be where a motion was made to adjourn until a specific date. After adjournment, it was noted by a member that the date is a national holiday; thus, a new motion is introduced. Write good minutes of basic construct and by avoiding lofty language. Avoid adjectives except when necessary to make the meaning clear. Make short paragraphs and indent deeply. Ask that a

motion be made in writing if it is long and rambling or difficult to record, or if there is apt to be comment later. Never keep minutes on loose sheets of paper. Original notes may be kept in a temporary notebook, but the minutes themselves should be in a permanent book (written or typed and pasted in). Always report some action or disposal of every motion recorded.

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NOTE: Reports - The secretary should record on the reports of committees the date of their receipt, what further action was taken, and preserve them among the records for which he/she is responsible. It is not necessary to vote a report as "accepted" or "should be placed on file."

### **III. MEETING AGENDA**

In most organizations, it is the responsibility of the secretary to prepare the agenda for the president. By so doing, the chairs of committees can anticipate the time for their reports; and, in general, the meeting may be conducted smoothly and professionally. It is strongly suggested that an agenda be prepared for all meetings, including committee meetings (agenda prepared by chairs), no matter how small or informal. The following are elements that should be included in the agenda:

1. CALL TO ORDER: It is the duty of the presiding officer to promptly call the meeting to order at the specified hour. This time should appear in the heading of the agenda as well as in the prior meeting announcement(s).
2. ROLL CALL: This is done by the secretary to identify who is present for the meeting and to determine if there is a quorum present.
3. CORRESPONDENCE: This item should appear on the agenda so the secretary may read relevant correspondence of interest to that meeting. Disposition of this correspondence is then ordered by the president (answer, to committee for study and/or action, and so forth).
4. TREASURER'S REPORT: The treasurer will give a report on the Affiliate's financial transactions for the last period.
5. OFFICER REPORTS: The officers will give a report of their activities during the last period.
6. COMMITTEE REPORTS: Committee Chairpersons will report on their activities during the last period and offer any recommendations or motions that need to be acted on.
7. GUESTS: At this time you may have a guest at the meeting who may be asked to give a report.
8. OLD BUSINESS: At this time the President can entertain any Old Business.
9. NEW BUSINESS: At this time the President may entertain any New Business.
10. ADJOURNMENT: Need a motion to adjourn.

### **IV. ANNUAL BUSINESS MEETING NOTICE**

The bylaws of most chartered affiliates specify, in more or less general terms, the time of the annual business meeting. The announcement of this meeting should be sent to the membership at least 30 days prior to the annual meeting unless otherwise specified in the bylaws. The secretary of an incorporated chartered affiliate is frequently required by statute to have on file and, in some instances, file an affidavit of Notice of Annual Meeting with an agency.

### **V. SPECIAL MEETING NOTICE**

For all special chartered affiliate meetings, it is wise to send the membership a meeting notice. If a program or agenda has been prepared, it should accompany the notice.

**VI. WAIVER OF NOTICE OF DIRECTORS MEETING**

In the event the incorporated chartered affiliate's board of directors chooses to meet without benefit of advance notice, a waiver of notice should be executed.

**VII. ELECTION PROCEDURES**

The chartered affiliate secretary of an incorporated chartered affiliate may be required by law to swear to the mailing of ballots to the membership.

*NOTE: Additional helpful suggestions will be found in the preface to Parliamentary Procedure at a Glance by O. Garfield Jones.*

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# Appendix B

## “SAMPLE MEETING MINUTES”

February 6, 2009

OSRC Board Meeting

Salem Convention Center

The regular meeting of the Board of Directors of the OSRC was called to order February 6<sup>th</sup>, 2009 at 9:10 a.m. in Salem, Oregon. Marilyn Barclay, OSRC President, was presiding. Will Lutsock, OSRC Secretary, recorded minutes of the meeting. 10 board members were present, 2 were absent. Quorum was confirmed.

Minutes of the December 3<sup>rd</sup>, 2008 board meeting were reviewed and approved as submitted without corrections.

### Committee Reports

#### Management Committee:

Committee chairwoman, Manya Kanavalov, presented the preliminary outline for the management seminar scheduled for the third week of August. Manya requests that members submit suggestions for

speakers prior to the next board meeting.

#### Membership Committee:

Committee chairwoman Carol Hardisty, provided results of our recent membership drive. OSRC membership has increased by 45 in the last quarter, which represents a 10% increase overall.

#### Board

members are encouraged to continue efforts contacting department managers who are not currently members.

#### Treasurers Report:

Jeff Beebe, OSRC Treasurer, presented a financial report detailing YTD budget statistics.

Postage for the recent mailing to OSRC members to inform them of proposed Bylaw changes has resulted in

a line item overage of \$140.00.

A motion was made by Norm Kerr, and seconded, to approve the line item overage of \$140.00.

President Barclay called for discussion, and a vote on the motion.

The motion passed.

#### Adjournment:

The meeting was adjourned at 1:00 p.m. by President Marilyn Barclay.

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# Appendix C

## “SAMPLE AGENDA”

### Board of Director’s Meeting

April 25th, 2009

Call to Order: 6:30 PM Dennis Archer

Roll Call: Lisa Bennett

Opening Remarks Dennis Archer

Welcome and thank you’s

Reading of the minutes and  
approval

Treasurer’s Report

Budget Proposal/

Steve Anderson

Dennis Archer

Finance

Membership Earl Moore

Program Dee Arkell/ Earl Moore

Scholarship/Continuing

Education

Garth Arkell

Bylaws Dennis Archer

Communications/Webmaster Terry Smith

Chapter Affairs Dennis Bing

Eastern Chapter Denny Duncan

Puget Sound Chapter Jon Jahns

Cascade Chapter Ty Sauve

Mt Rainier Chapter Jackie Ray

Central Chapter Tom Utigard

Nominations/Elections Donavan Knight/Thomasa McCown

Legislative Gary Wickman/Carl Hinkson

Delegates Report Gary Wickman/Eric Anderson

Strategic Planning Carl Hinkson

Sleep Nicki Bly

Unfinished Business

E-voting

New Business

Adjourn

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# Appendix D

## "SAMPLE TREASURER'S REPORT"

March 4, 2009

February Treasurer's Report

Balance last ment:

Checking Account \$ 1,441.88

Savings Account 5,738.39

Money Market Certificate 10,000.00

TOTAL \$17,180.27

Income:

Advertising: \$ 90.00

Dues 30.00

TOTAL \$ 120.00

Expenses:

McDonough District Hospital postage (executive) \$ 6.15

U.S. Post Office stamps (executive) 15.00

Holiday Inn meeting expense (program) 19.52

AARC labels (publications) 30.19

KAP Graphics 6 stats (program) 30.00

M. Jarotkiewicz postage (program) 217.00

U.S. Post Office P. O. Box rental

(Administrative services) 56.00

TOTAL \$ 373.86

Cash on hand as of 3/01/2009:

Checking Account: \$ 1,188.02

Savings Account: 5,738.39

Money Market Certificate: 10,000.00

TOTAL \$16,926.41

Betty Pendgraft Memorial Fund \$ 166.

**To All Chartered Affiliate Presidents and Delegates:**

Please update your bylaws chairs to insure that the process of amending your bylaws goes as smoothly and expeditiously as possible.

1. It is AARC policy that any time a chartered affiliate amends its bylaws that they be reviewed by the AARC Bylaws Committee and approved by the AARC Board of Directors.
2. The Board of Directors, acting on a resolution from the House of Delegates, has asked the Bylaws Committee to establish a rotation such that each Chartered Affiliate's Bylaws will be reviewed at least every 5 years. (If they have been submitted with amendments, then the 5-year clock would be reset.) The schedule (which was based on the last time each chartered affiliate's bylaws were reviewed) will be published shortly in the AARC Record.
3. At the direction of the AARC BOD, the Bylaws Committee will subsequently review bylaws only to insure that they are not in conflict with the AARC Bylaws. If you would like the committee to review the entire document and make comments on internal inconsistencies, wording, and grammar, you will need to specifically request that in your cover letter.
4. Bylaws submitted for review should have parts being removed in ~~strikeout~~ and new additions **boldfaced** and **underlined**. There should also be a cover letter explaining the rationale for the changes and a synopsis of the changes.
5. Send your submission to Pat Lee by e-mail at [lee@aarc.org](mailto:lee@aarc.org)
6. Please do not send anything with parts in color as it is difficult to discern from the other text if one does not have a color printer.
7. Please number all pages.
8. Please name the file containing your bylaws something, which indicates what it is specifically, such as "NYSSRC Bylaws" as it's really hard to find these among a plethora of other attachments.
9. Please put a date on the bylaws themselves so it is abundantly clear the age of the bylaws.
10. Please call me if your bylaws have languished for what you feel is a long time.
11. After your bylaws are returned, the ball is then in your court to make changes and resubmit them to the AARC.
12. Once bylaws are approved by the Bylaws Committee, they are forwarded to the Board of Directors for their approval. The bylaws do not necessarily have to wait until the next meeting of the Board of Directors as the BOD has an electronic discussion and voting policy in place. I will notify you once the BOD makes its decision.

## AARC Chartered Affiliate Bylaws Status

Updated Feb 2012

State	Affiliate notified review needed	Response from Affiliate	Bylaws received	Bylaws approved by Committee	Sent to BOD	AARC BOD approved	Affiliate notified	Affiliate passes	Next review due
Alabama								Approved July 2007	2012
Alaska								Approved October 2000	2005
Arizona								Approved December 2009	2014
Arkansas								Approved December 2009	2015
California								Approved December 2008	2013
Colorado								Approved April 2011	2016
Connecticut								Approved December 2009	2014
Delaware								Approved July 2011	2016
Florida								Approved July 2010	2015
Georgia								Approved December 2008	2013
Hawaii								Approved Nov 2011	2016
Idaho								Approved December 2010	2015
Illinois								Approved Nov 2011	2016
Indiana								Approved July 2010	2015
Iowa								Approved July 2007	2012
Kansas								Approved July 2011	2016
Kentucky								Approved	2016

								July 2011	
Louisiana								Approved March 2009	2014
Maine								Approved March 2006	2011
Maryland-DC								Approved December 2010	2015
Massachusetts								Approved July 2008	2013
Michigan			2/7/2012					Approved July 2007	2011
Minnesota								Approved May 2005	2010
Mississippi		NOT RECEIVED						Approved December 2005	2010
Missouri								Approved Nov 2011	2016
<b>State</b>	<b>Affiliate notified review needed</b>	<b>Response from Affiliate</b>	<b>Bylaws received</b>	<b>Bylaws approved by Committee</b>	<b>Sent to BOD</b>	<b>AARC BOD approved</b>	<b>Affiliate notified</b>	<b>Affiliate passes</b>	<b>Next review due</b>
Montana								Approved April 2011	2016
Nebraska								Approved November 2007	2012
Nevada								Approved November 2007	2012
New Jersey								Approved Nov 2011	2016
New Mexico								Approved April 2011	2016
New York								Approved December 2008	2013
North Carolina								Approved April 2011	2016
North Dakota								Approved December 2010	2015
Ohio								Approved April 2011	2016

Oklahoma								Approved Nov 2011	2016
Oregon								Approved December 2010	2015
Pennsylvania								Approved July 2007	2012
	<b>Affiliate notified review needed</b>	<b>Response from Affiliate</b>	<b>Bylaws received</b>	<b>Bylaws approved by Committee</b>	<b>Sent to BOD</b>	<b>AARC BOD approved</b>	<b>Affiliate notified</b>	<b>Affiliate passes</b>	<b>Next review due</b>
Puerto Rico									2012
Rhode Island									2012
South Carolina								Approved July 2008	2013
South Dakota								Approved July 2011	2016
Tennessee		NOT RECEIVED						Approved July 2005	2010
Texas								Reviewed June 2004 Not Approved	2012
Utah								Approved November 2007	2012
Vermont-NH								Approved Nov 2011	2016
Virginia								Approved November 2007	2012
Washington								Approved July 2006	2011
West Virginia								Approved April 2010	2015
Wisconsin								Approved December 2009	2014
Wyoming								Approved March 2005	2010