

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:**

**Subject:**

**Effective Date:**

**Date Reviewed:**

**Date Revised:**

**References:**

**Policy Statement:**

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Membership

**Subject:** Types, Eligibility, Classification

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article IV, April 2013 Revision

**Policy Statement:**

In general, ASRC membership is established by the AARC as they make assignments based upon the designation made by AARC members. Usually, the members will make the determination based on either residence, employment, or both. Individuals who have moved to Alabama from another state may not have changed their Society designation.

1. **Types:** The membership of the Society shall include three (3) types: Active Member, Associate Member, and Special Member of the Society
2. **Eligibility:** Individuals are eligible to be Active or Associate Members of this society if they are members in good standing of the Association provided their place of employment or residence is within the defined boundaries of the Society or they have been assigned to the Society by the Association. Special Members of the Society may be accepted as defined in Association or Society Bylaws.
3. **Classification:** Persons are eligible for Active Membership in the Society if they are Active Members in good standing of the Association. Active members shall have all the rights and privileges granted them by this Society, such as the right to hold office, the right to vote, submit nominations and chair committees.
  - 3.1. Persons are eligible for Associate Membership in the Society if they are Associate Members in good standing with the Association and meet such other requirements as may be established by the membership Committee of the Society and approved by the Board of Directors of the Society. Associate Members shall have all the rights and privilege of Active Members except they shall not be entitled to hold office or vote.
  - 3.2. Persons may be eligible for Special Membership as defined in Association Bylaws, with all rights and privileges granted by Association Bylaws. In addition, two (2) classes of special Membership in the Society are defined herein.

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- 3.2.1. Special members designated as Life Members of the Society shall have demonstrated long-term and dedicated involvement with the Society and may receive such membership upon recommendation of a member of the Board of Directors. Confirmation shall be by two-thirds vote of the Board. Life Members of the Society shall have all rights and privileges of an Active Member so long as they maintain active membership in the Association.
- 3.2.2. Special Members designated as Honorary Members of the Society shall have rendered distinguished service in the field of respiratory therapy and may receive such membership upon recommendation of a member of the Board of Directors. Confirmation shall be by two-thirds vote of the Board of Directors. Honorary Members shall have all the rights and privileges of the Society except that they shall not be entitled to vote or hold office.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Board of Directors

**Subject:** Composition and Powers

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article V, April 2013 Revision

**Policy Statement:**

The government of this Society shall be vested in a Board of Directors, referred to here and after as the Board, composed of nineteen (19) Active Members consisting of the President, President-Elect, Vice President, Secretary, Treasurer, two (2) Delegates and two (2) District Representatives from each of six (6) Districts as defined herein.

The President shall be the presiding officer of the Board and the Executive Committee. The President shall invite such individuals to the meetings of the Board as deemed necessary.

The President may appoint a member of the Society to serve as Parliamentarian, who shall attend Board Meetings without a vote.

Student members of the Society may be represented by one Student Representative from each school to be non-voting members of the Board.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Board of Directors

**Subject:** Meetings

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article V, April 2013 Revision

**Policy Statement:**

The Board shall meet at least two (2) times each year at locations determined by the President. There shall be a minimum of two additional meetings. These meetings should be spaced to provide for one meeting after each quarter of the year.

1. Additional meetings of the Board shall be called by the President at such times as the business of the Society may require, or upon written request of the majority of the members of the Board, filed with the President, and the Secretary of the Society. Additional meetings may be conducted by telephone conference calls, computer conference calls, or other electronic means which will allow full participation by all Board members present. Board meetings that are not held at a specific location should have a limited agenda.
2. Board meetings shall be open to members of the Society.
3. A presiding officer and five (5) or more other members of the Board present at a duly called meeting of the Board of Directors shall constitute a quorum. (from ASRC Bylaws, Article IX, Section 1 c)

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
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**Section:** Board of Directors  
**Subject:** Officers, Delegates, and District Representatives  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article VI, April 2013 Revision

**Policy Statement:**

The officers of the Society shall be President, President-Elect, Vice President, Secretary, and Treasurer. No officer shall hold concurrent office.

1. Terms of office:
  - 1.1. The term of office of: President, President-Elect, Vice President, Secretary, and Treasurer shall be two (2) years.
  - 1.2. The term of office of District Representatives shall be two (2) years
  - 1.3. The term of the Delegates shall be four (4) years. The terms of Delegates shall overlap, so that one (1) Delegate is elected every two (2) years.
  - 1.4. No officer shall serve more than three (3) consecutive terms in the same office. District Representatives may only serve three (3) consecutive terms. Delegates shall be limited to two (2) consecutive terms of office. All terms of office will begin on January 1 and conclude on December 31.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Board of Directors

**Subject:** Duties of Board Members

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article VI, April 2013 Revision

**Policy Statement:**

1. **President:** The President shall be the chief executive officer of the Society. The President shall preside at all meetings of the Board; prepare an agenda for each meeting; appoint standing committees and special committees in conformance with the Bylaws and subject to the approval of the Board of Directors; be an ex-officio member of all committees, except the nominations and election committees, and present to the Association, the Board of Directors of the Society and to the Membership an annual report of the Society's activities. The President is authorized to countersign checks and, at the expense of the Society, shall be bonded as required by the Board. (from ASRC Bylaws, April 2013)
  - 1.1. At the first Board meeting, the President should present and review goals and objectives for the year or for two years. Goals could include things like promoting AARC membership, planning educational meetings, improving communications (website, newsletter, AARC Connect, etc.), community outreach, encourage member participation, etc.
  - 1.2. The President should introduce or provide opportunities for the introduction of Board members, Committee Chairs and members, appointees, guests, TSRCC representatives, etc. at the initial meetings.
  - 1.3. The President is responsible for oversight of AARC Connect.
  - 1.4. The President shall be responsible for establishing the date, time, and location for all Board and Executive Committee meetings.
  - 1.5. The President shall be responsible for establishing the agenda for each meeting. He/she may do this in collaboration with the Secretary and/or the Executive Director. The agenda should provide opportunities for reports by all Board members, the Executive Director, Committee Chairs, and others as seen appropriate. The agenda should be provided to all Board members, Committee Chairs, and others as deemed appropriate at least one week in advance of the meeting.
  - 1.6. In the absence of the Secretary, the President shall appoint another Board member to take the minutes of a meeting.

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- 1.7. Upon request by the ASBRT, the President will provide nominees for appointment to the ASBRT. The President may collaborate with members of the Board to establish the nominees.
- 1.8. The President should closely monitor the ASRC website (e.g. monthly review). The ASRC website is an important tool for communication with the ASRC members, vendors, and others. It should have advanced and accurate information for all ASRC educational programs and ASRC Board meetings. It should have a complete listing of all Board members, committee chairs, etc. with contact information (usually email addresses). The President may assign direct oversight to another individual, such as the Executive Director or the Chair of the Public Relations Committee.
2. **PRESIDENT-ELECT:** The President-Elect shall serve a two-year term and assume the office of President on the first day of the fiscal year following completion of the term as President-Elect. The President-Elect shall assume duties as charged by the President. The President-Elect shall prepare committee appointments for presentation to the Board at the first meeting following the assumption of office of President. The President-Elect shall assume the duties of the President in the event of the President's absence, resignation, or disability. (from ASRC Bylaws, April 2013)
  - 2.1. The President-Elect (PE) should primarily focus on preparation for the office of President. The PE should draw on experience and observations made while serving on the Board and any experiences with other organizations.
  - 2.2. The PE should carefully pick Committee Chairs. The PE should have serious discussions with candidates for Chairs during the selection process to determine interest, share ideas, provide expectations, etc. Committee Chairs may be Board members. However, whenever possible, the PE should try to enlist participation from ASRC members outside of the Board. Also, the PE should look to find ASRC members for participation outside of the Board. The idea is to let members know that participation in Society activities is open to all members. AARC Connect and the ASRC website may be used to advertise positions as committee chairs and committee members.
  - 2.3. The PE should prepare goals and objectives over this period and have them ready for the first Board meeting upon assuming the office of President. It is okay to draw on goals and objectives put forward by previous presidents or by the AARC President. For instance, increasing AARC/ASRC membership is likely always a worthy goal.
  - 2.4. The PE, if afforded the opportunity, should consider attending the AARC Leadership Workshop. This entails travel expenses which would need to be in the budget or otherwise approved by the Board.
3. **VICE PRESIDENT:** The Vice President shall assume the duties of the President-Elect in the event of the President -Elect's absence, resignation, or disability. The Vice President shall also assume such other duties as may be charged by the President and ratified by the Board. (from ASRC Bylaws, April 2013)

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- 3.1. The office of Vice-President (VP) has historically been a position of sit and wait. There was a period in the ASRC's history where the VP served as Chair of the Program Committee, but later this practice was dropped.
- 3.2. The VP should express willingness to the President to serve in capacities that suit his/her interests and talents.
4. **TREASURER:** The Treasurer shall account for the monies of the Society, approve payment of bills and disbursement of funds under the direction of the Board. The Treasurer shall be responsible for the continuing record of all income and disbursements. The Treasurer shall prepare and submit in writing an annual report of the finances of the Society for the preceding year for the Board and the membership. The Treasurer shall engage a respectable and independent accounting firm to perform an annual review or audit of the Society's books and records of account and the report of such accounts shall be presented to the Board prior to July 1 of the next year. The Treasurer shall assure that all financial reports required by the Internal Revenue Service or other agencies are completed and submitted in a timely fashion. Checks issued by the Society shall be signed by two authorized signatories, usually the President, Treasurer, and/or Executive Director. The Treasurer is authorized to countersign checks and, at the expense of the Society, shall be bonded as required by the Board. Other members of the Board may be authorized to be signatories with Board approval. (from ASRC Bylaws, April 2013)
5. **SECRETARY:** The Secretary shall keep minutes of the Board meetings; attest to the signature of the officers of the Society; send to the Executive Director of the Association a copy of the minutes of every Board meeting within ten (10) days following approval; perform duties as assigned by the President and approved by the Board; and submit such reports as required. (from ASRC Bylaws, April 2013)
6. **DISTRICT REPRESENTATIVES:** The District Representatives are responsible for representing their districts at Board meetings and promoting educational meetings within their districts. They shall also perform duties as may be assigned by the President. (from ASRC Bylaws, April 2013)
7. **DELEGATES:** The duties of the Delegates, in part, shall be all those as prescribed in the Association's Bylaws. The Delegates shall represent the members of the Society in the House of Delegates of the Association. (from ASRC Bylaws, April 2013)
  - 7.1. The Delegates should attend all AARC HOD meetings (usually twice a year). If a Delegate is unable to attend a meeting, he/she should notify the ASRC President and the other Delegate as soon as possible. Adequate notification may allow the President to arrange for a substitution.
  - 7.2. The Delegates should provide advance notification of estimated travel expenses for review by the Board. If travel expenses are seen to be more than budgeted, the Board should act to review possible approval of additional expenses. The Delegate may seek to reduce expenses by room sharing or absorbing some expenses, such as travel to and from airport or airport parking charges.

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- 7.3. Upon return from an HOD meeting, the Delegates should send a travel reimbursement form with any required copies of receipts (e.g. airfare, shuttle fare, hotel bill). If there is significant deviation in excess of projections, the Board may need to weigh in on any approval.
- 7.4. In advance of the meeting, the Delegates should share any pertinent issues (e.g. resolutions) that may come up at the HOD meeting to ASRC Board members and request input.
- 7.5. The Delegates should provide a report regarding a recently attended HOD meeting at the next ASRC Board meeting or sooner if there are any issues involving urgency.
8. **EXECUTIVE DIRECTOR:** The Executive Director shall serve at the pleasure of the Board. The Executive Director shall be appointed by a majority vote of the Board. The Executive Director shall be responsible for distributing correspondence which arrives at the Society's mailing address to the appropriate persons. The Executive Director shall attend the Board meetings but shall not be a voting member. The Executive Director shall be reimbursed for mailing and telephone expenses, and other expenses as approved by the Board. The Executive Director shall be responsible for assisting the Board, Officers, and Committees in the preparation and mailing of newsletters, ballots, educational programs, and other correspondence related to Society functions. The Executive Director shall assist the President and Treasurer in the financial affairs of the Society, including preparation of financial statements, budgets, and deposits and disbursement of funds. The Executive Director shall assist other Society functions as authorized by the Board. The Executive Director is authorized to countersign checks and, at the expense of the society, shall be bonded as required by the Board (from ASRC Bylaws, April 2013)
9. **MEDICAL ADVISOR:** There shall be at least one (1) Medical Advisor, who shall be appointed by the president. The Medical Advisor(s) shall conform to the Association's Bylaws concerning chartered affiliates' Medical Advisors. The Medical Advisor(s) shall have only such powers as granted to them by the Board. The Board may consult with the Medical Advisor in regard to matters of medical policy, educational programs, and ethics. (from ASRC Bylaws, April 2013)
10. **STUDENT REPRESENTATIVES:** Student members of the Society may be represented by one Student Representative from each school to be non-voting members of the Board. (from ASRC Bylaws, April 2013)
11. **PACT REPRESENTATIVES:** The ASRC Board shall appoint two PACT Representatives. Once appointed the PACT Representatives may serve an indefinite term of office. A PACT Representative may be replaced upon resignation or for failure to carry out assigned functions as determined by the AARC Board and/or the ASRC Board. The PACT Representatives:
- a. Serve as a liaison between the AARC Government Affairs division and the ASRC Board of Directors.
  - b. Make appointments with staff and officials from the United States House of Representatives and Senate offices in a timely manner before traveling to Washington DC.
  - c. Travel to Washington DC to attend all AARC meetings (usually once per year) and to meet with the House Representatives and State Senators or members of their staff

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- regarding their support of current AARC promoted legislation. The ASRC will send representative(s) to the annual AARC PACT meeting when ASRC funds are available.
- d. Travel to Washington DC to meet with and inform legislators of constituent support; educate legislators about the profession and the impact of pulmonary disease on the state's population.
  - e. Report to the ASRC Board at the board meeting prior to leaving for annual AARC Hill Day to inform the Board of expected work, appointments, and anticipated meetings. After returning from the annual AARC Hill Day the PACT representatives will report at the next Board of Directors meeting results of trip.
  - f. Provide advance notification of estimated travel expenses for review by the Board.
  - g. Should send a travel reimbursement form with any required copies of receipts (e.g. airfare, shuttle fare, hotel bill) upon return from a trip.
  - h. Write a detailed report about trip for general membership and a condensed version of said report will be given at the Annual Business Meeting.
  - i. Provide direction to qualified ASRC members to carry out grassroots promotion of AARC sponsored legislation within their respective congressional districts.
  - j. Interact with local, state, and federal government representatives regarding any policies which affect our patients and our profession.
  - k. Additional ASRC members may accompany the PACT Representatives to Washington, DC as part of the ASRC delegation. However, travel reimbursement may not be available and such members should work closely with the PACT Representatives and be included in any orientations provided by the AARC or ASRC.
12. Tri-State Respiratory Care Conference Representatives: The Board of Directors of the state societies of Alabama, Louisiana, and Mississippi shall have the opportunity to nominate member(s) to the Board of Directors of TriState each year as needed to fill vacancies of expired terms which occur at the end of the annual Conference. The state societies will also send copies of the nominee's curriculum vitae with the nomination for the TriState Board to review. Nominations for replacements from any of the three states may also come from any member of the TriState Board of Directors. Directors shall serve a three (3) year term of office that begins immediately following the annual meeting. Only one (1) director from each state shall have their term expire in any given fiscal year. (from TriState Respiratory Care Conference Bylaws, March 2017)
- 12.1. The TriState Respiratory Care Conference (TSRCC) has been in existence for ~half a century. The TSRCC is one of few surviving regional meetings for respiratory therapists (RT's).
  - 12.2. The TSRCC provides an educational conference for respiratory therapists from the three states. It also attracts RT's from many other states, as well. It has even attracted attendees from other countries.
  - 12.3. In addition to the educational program, the TSRCC provides an atmosphere of celebration

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- of the RT profession to include several social events, most famously the “shrimp boil”.
- 12.4. In recent years, the TSRCC has been held in casinos. The Casino venues seem to be the most affordable venues,
  - 12.5. The conference is almost always held in Mississippi (usually Biloxi or nearby Gulfport or Bay St. Louis). However, the TSRCC has been held in Alabama (Mobile and Orange Beach). The TSRCC BOD has been committed to having the conference along the Gulf Coast. However, hurricane destruction of Bay St. Louis forced emergency transfer of the meeting inland to the Pearl River Resort in Philadelphia, MS once.
  - 12.6. The TSRCC provides revenue sharing to the three Chartered affiliates based on financial recovery of the conference and each affiliate’s paid attendance.
  - 12.7. ASRC TSRCC representatives should be invited to regular ASRC Board meetings and encouraged to provide reports.
13. **PARLIAMENTARIAN:** The President may appoint a member of the Society to serve as Parliamentarian, who shall attend Board Meetings without a vote. (from ASRC Bylaws, April 2013).  
The Parliamentarian:
- 13.1. Serves to assist the President in maintaining an orderly meeting. The Parliamentarian should sit next to the President so that they may confide on matters of parliamentary procedure.
  - 13.2. Should be well versed on Roberts Rules of Order and other aspects of parliamentary procedure.
  - 13.3. Should not inject procedure but should be available if questions arise. Meetings may stray from strict procedures and still be effective.

### **Definitions:**

### **Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees  
**Subject:** Executive Committee  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article VII, April 2013 Revision

**Policy Statement:**

The Executive Committee of the Board shall consist of the President, President-Elect, Vice President, Secretary, and Treasurer. This committee shall have the power to act for the Board in the absence of the Board of Directors. Decisions involving the expenditure of funds and establishment of the budget, whenever possible, shall be brought before the full Board. All actions taken by the Executive Committee, in the absence of the Board, shall be ratified by the full Board at the earliest possible time. Such ratification shall generally be conducted at a regular meeting of the Board but may be conducted by electronic means or telephone conference to reduce delay. (from ASRC Bylaws, April 2013)

- 1.1. The President may invite the Executive Director, other members, or individuals to participate in deliberations, but voting on any issues brought before the Executive Committee shall be restricted to the five officers listed in the Bylaws.
- 1.2. In general, Executive Committee activities should be limited and actions requiring a decision should usually come before the full Board at a duly called meeting.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
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**Section:** Committees

**Subject:** Membership Committee

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article XI, April 2013 Revision

**Policy Statement:**

The Membership Committee shall consist of a Chair and one District Representative from each of the Districts and other members as deemed appropriate. The Membership Committee will establish the procedure for handling of applications for membership in the Society. (from ASRC Bylaws, April 2013)

1. **Policy Statement:** The Society and Association exist, in part, to serve the members of the profession as a whole. Having a strong membership base is a catalyst for the success of the Society and Association. The Membership Committee serves to meet the needs of society members while working to retain, promote, and facilitate growth in membership and establish the procedure for effectively handling applications for membership. The Membership Committee shall consist of a Chair and one District Representative from each of the Districts and other members as deemed appropriate
  - 1.3. **Definitions:** For definitions of types of membership, please see policy #1.
  - 1.4. **Responsibilities:**
    - 1.4.1. The Membership Chair will be appointed by the Society President.
    - 1.4.2. The President or Executive Director of the Society will provide the Membership Chair a list of members provided by the Association at least annually. The list should identify the member's location within the state as well as the expiration date of the member. The information provided will only be utilized by the Membership Chair and Committee for recruiting and retention.
    - 1.4.3. The Membership Chair will establish the committee membership. As a minimum, the Committee will consist of a Representative from each District. Others that should be included in Committee activities and/or communications are Program Chair, Publications Chair, Public Relations Chair, Executive Director, and Society President.
    - 1.4.4. The Membership Chair should track the number of members and establish an annual goal for membership growth. The number of members and goal should be presented in the Committee report to the Board of Directors at each meeting along with actions the committee has taken or is planning to meet and/or exceed the target.

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- 1.4.5. A member of the Membership Committee should be present at any public Society functions and utilize such functions to promote membership growth. Committee members should ensure they have membership applications available at all ASRC events. Attendance at these events should be included in the Committee report.
  - 1.4.6. The Membership Chair should provide District Representatives with the contact information and expiration dates for members within their area so that the committee members can proactively reach out and encourage/facilitate the renewal of the member. When a member does not renew, continued communication is recommended so that the person realizes they are valued and missed as a member.
  - 1.4.7. The Membership Committee is encouraged to work with the Program and Education, Publications, and Public Relations Committees to formulate strategies and facilitate membership growth. The Committee is also encouraged to utilize all forms of social media to support membership retention and growth.
  - 1.4.8. The Membership Chair is encouraged to communicate regularly with the Association's Membership Chair to support membership drives and obtain new ideas and project assistance.
- 1.5. Application Processing:**
- 1.5.1. New applicants and renewal applicants should be encouraged to complete the online application and payment via the AARC website for faster processing.
  - 1.5.2. For those wishing to complete a written application or renewal, a Membership Committee member will provide a paper application. Once completed, the committee member will ensure the application is complete and forward to the AARC for processing.
  - 1.5.3. The Committee should always seek to make the application or renewal process easy.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
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**Section:** Committees  
**Subject:** Budget and Audit Committee  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article XI, April 2013 Revision

**Policy Statement:**

This Committee shall be composed of a Chair, who shall be the Immediate Past Treasurer of the Society, the current Treasurer of the Society, and one District Representative from each of the Districts, and other members as deemed appropriate. They shall review the financial records of the Society at least twice annually and report to the Board. (from ASRC Bylaws, April 2013)

- 1.1. The Budget and Audit Committee serves to assist in directing the fiduciary responsibilities and oversight for the Board of Directors. The Committee assists the Treasurer and Executive Director during the formation of the Budget. The Committee reviews the financial statements, budgets, and deposits and disbursements of funds at least twice annually and the Committee Chair presents a formal report at least twice annually. The Budget and Audit Committee will be chaired by the Immediate Past Treasurer of the Society. Members will be the current Treasurer of the Society, and one District Representative from each of the Districts, and other members as appointed by the Committee Chair.
- 1.2. Responsibilities:
  - 1.2.1. The Budget and Audit Chair will be the Immediate Past Treasurer of the Society.
  - 1.2.2. The Chair will compose the Committee membership to include, at a minimum, the current Treasurer and a representative from each District.
  - 1.2.3. The Committee will ensure that the Executive Director, President, Treasurer and anyone with signature check authority have a bond that is current as required by Society Bylaws. Verification of this Bonding should be included in each report to Board of Directors.
  - 1.2.4. The Committee will work with the Treasurer and Executive Director to help prepare an annual budget for the ASRC Board of Directors with a zero balance.
  - 1.2.5. The Committee reviews the financial statements, budgets, and deposits and disbursements of funds at least twice annually. Special attention shall be paid to the check register, descriptions of transactions, understanding breaks in the check register, current account balances and financial performance to established budget. Any irregularities identified should be communicated to Society President or other Executive Board Member

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- at once. (To meet the twice annually requirement, the Committee could consider meeting just prior to a scheduled Board meeting)
- 1.2.6. The Committee will verify that the proper tax documents have been filed with the IRS annually.
- 1.2.7. The Committee will verify that a financial audit or review is conducted by a CPA annually. The Committee will review the findings and establish a plan of correction for any discrepancy. This plan shall be presented to the Board of Directors by the Chair.
- 1.2.8. The Committee Chair presents a formal report at least twice annually. This report should include verification of financial records, status of Bonding requirement, status of IRS filing, and status of CPA annual review with findings. This report should be included in the Board of Director meeting minutes by the Treasurer as evidence of fiscal responsibility by this committee.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
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**Section:** Committees

**Subject:** Election Committee

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article VII & XI, April 2013 Revision

**Policy Statement:**

This committee shall consist of a chair, and at least two (2) other members of the Society. The Committee shall prepare, mail, receive, verify, count, and certify all ballots.

**1. Bylaws Charges:**

- 1.1. The President shall appoint an impartial election committee who shall prepare, distribute, receive, and validate each ballot and tally the votes. The results of the ballot shall be reported to the Board of Directors and then published in the newsletter, on the website, or otherwise reported to the membership.
- 1.2. Elections will be held in even-numbered years. The list of nominees shall be so designed as to be a secret ballot with provisions for write-in votes for each position. Ballots to be acceptable must be received at the designated place at the designated time. The deadline date and time shall be clearly indicated on the ballot.
- 1.3. Membership rolls for voting shall be closed five (5) working days prior to sending the ballots to the members.
- 1.4. Officers and directors to be elected must receive a plurality of all votes cast. In the event of a tie vote, a random drawing will be conducted by the president, in the presence of two witnesses, from the names of those candidates receiving the high number of votes so that one person is selected to fill the office.
- 1.5. Ballots shall be destroyed 60 days after the election results are reported to the membership.
- 1.6. Elected officers and directors will assume office in the year following the election.
- 1.7. The President is responsible for notifying candidates of the election results which impacts their service on the Board. The President may delegate this responsibility to the Election Committee Chair, the President-Elect, or the Executive Director.

2. **Policy Statement:** The Election Committee shall serve as an impartial committee who shall prepare, distribute, receive, and validate each ballot and tally the votes. The Election Committee or Chair will report the results of the election to the Board of Directors and then ensure the results are published

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in the newsletter, on the website, or otherwise reported to the membership. The Election Committee is appointed by the Society President.

### **3. Responsibilities:**

- 3.1. The President shall appoint an Election Committee.
- 3.2. The Election Committee will receive an approved slate of candidates with biographical sketch from the Board of Directors and formulate the ballot.
- 3.3. The Election Committee may formulate several questions to be offered to the candidates and to be included as part of the information available to the membership.
- 3.4. Biographical information related to the candidates, as well as questions with answers, may be posted on AARC Connect or the ASRC website.
- 3.5. The ballot, whether written or electronic, shall be so designed as to be a secret ballot with provisions for write-in votes for each position. The deadline for acceptance should be clearly included on the ballot along with clear instructions.
- 3.6. The Election Committee, working with the Executive Director, President, Publications Chair, and Public Relations Chair should ensure the election cycle with opening and closing dates are communicated by all available means to the general membership. AARC Connect or similar tools should be used to send election reminders to the membership. The elections ideally should open approximately October 1 and should close by November 1.
- 3.7. The Committee should receive a current membership list five days prior to the mailing of ballots or opening of the electronic election. This list will be utilized to verify the voting privilege of the ballots received. This list shall be provided to the Committee by either the Executive Director or Society President and is obtained from the AARC.
- 3.8. The Committee will ensure ballots must be received at the designated place at the designated time. If electronic ballots are utilized, this means the electronic results will be reviewed only at a designated place and time by the Committee.
- 3.9. The Committee will count the votes. Officers and directors to be elected must receive a plurality of all votes cast. In the event of a tie vote, a random drawing will be conducted by the president, in the presence of two witnesses, from the names of those candidates receiving the high number of votes so that one person is selected to fill the office.
- 3.10. The Committee will validate that a write-in candidate meets the minimum requirements for office only if the write-in candidate receives a plurality of all votes cast for that position.
- 3.11. The President is responsible for notifying candidates of the election results which impacts their service on the Board. The President may delegate this responsibility to the Election Committee Chair, the President-Elect, or the Executive Director. Losing candidates should be offered roles in the Society to encourage their continued growth and engagement in the Society's functions.
- 3.12. Ballots shall be destroyed by the Committee 60 days after the election results are reported to the membership.

**Alabama Society for Respiratory Care  
Policy Statement**

- 3.13. The Election Committee should provide a report to the Board of Directions following any election for inclusion in the minutes.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees  
**Subject:** Judicial Committee  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article X & XI, April 2013 Revision

**Policy Statement:**

This committee shall consist of the President, President-Elect, and senior Delegate. The senior Delegate shall be Chair.

The committee shall review formal written complaints against any individual Society member charged with any violation of the Society Bylaws or otherwise with any conduct deemed detrimental to the Society or the Association. Complaints or inquiries may be referred to this committee by the Judicial Committee of the Association.

If the Committee determines that this complaint justifies an investigation, a written copy of the charges shall be prepared for the Board.

“If the conduct of any Society member shall appear, by report of the Society or Association's Judicial Committee, to be in willful violation of the Bylaws, or standing rules of the Society or the Association, or prejudicial to the Society's interests as defined in the Society's Code of Ethics, The Board may, by two thirds (2/3) vote of its entire membership, suspend or expel such a member. A motion to reconsider the suspension or expulsion of a member may be made at a subsequent meeting of the Board. All such suspension or expulsion actions shall be reported immediately to the Association's Judicial Committee. The Society shall recognize the Code of Ethics of the Association as its own.”

The following will define the procedures followed by the Judicial Committee in processing complaints and formal charges against a member or members of the Alabama Society for Respiratory Care who have allegedly violated the ASRC Bylaws, Code of Ethics, or any conduct detrimental to the Society or the Association. The ASRC accepts the current AARC Code of Ethics as its own.

**1. Definitions:**

## Alabama Society for Respiratory Care Policy Statement

- 1.1. **Formal Complaint:** A complaint is submitted to the Judicial Chair which details the specifics of a complaint. Specifics of the complaint must include: (1) a detailed description of the violation; (2) when, how, and where the violation occurred; (3) the name of the organization or person affected by the violation; (4) the name against whom the complaint is being filed; and (5) the name, address, and telephone number of the person making the complaint. The complaint may include more than one individual, organization, and/or violation, if applicable. The complaint and its specifics must be legible.
- 1.2. **Valid Complaint:** A Formal Complaint judged by the Committee as having substance. Formal Complaint processed into a Formal Charge by the committee is referred to the ASRC Board of Directors for action.
- 1.3. **Complaint Without Substance:** A Formal Complaint judged by the Committee to be lacking substance. Formal Complaint is dropped from record.
- 1.4. **Substance:** A preliminary determination by the Committee that a complaint is grounded in fact and worthy of a formal investigation.
2. **Procedure:**
  - 2.1. A complaint can be submitted by any member or committee of the Society or Association. The complaint should be submitted to the Judicial Chair which details the specifics of a complaint. Specifics of the complaint must include: (1) a detailed description of the violation; (2) when, how, and where the violation occurred; (3) the name of the organization or person affected by the violation; (4) the name whom the complaint is being filed; and (5) the name and contact information of the person making the complaint. The complaint may include more than one individual, organization, and/or violation, if applicable. The complaint and its specifics must be legible.
  - 2.2. The Judicial Chair shall convene a meeting of the Judicial Committee with the sole purpose to review the complaint and determine if there is the substance required to move the complaint forward. The Chair cannot signally determine the outcome of the complaint.
  - 2.3. If a formal investigation is warranted, the Judicial Chair shall notify whom the complaint is being filed with the substance of the complaint via certified mail with signature receipt and request a timely response to the complaint. Timely response will be determined by the Committee based on the nature of the complaint.
  - 2.4. Once the response has been received or the time for response has expired, the Chair shall convene a meeting of the Judicial Committee to determine if the complaint justifies further investigation and action. If so, a written copy of the charges and any response will be prepared for the Board. Complaints that are found to be without substance are not required to be forward to the Board for action.
  - 2.5. As necessary, the Committee can enter into executive session to deliberate and discuss the complaint and response. However, no Committee action will be taken in executive session.
  - 2.6. The Chair of the Judicial Committee will present the complaint and response to the Board of Directors.

**Alabama Society for Respiratory Care  
Policy Statement**

- 2.7. Minutes of all Judicial Committee meetings or actions will be submitted to the Secretary of the Society for archive. These minutes will include actions on complaints that are found without substance by the Judicial Committee.
- 2.8. The outcome of the Judicial Committee or the Board of Directors shall be communicated to whom the complaint was filed by the Chair of the Judicial Committee in via certified mail with signature receipt, unless otherwise directed by the Society President.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees

**Subject:** Nominations Committee

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article VII, X, & XI, April 2013 Revision

**Policy Statement:**

NOMINATIONS COMMITTEE:

**Bylaws Charges:**

1. The President, with the approval of the Board, shall appoint a Nominations Committee for a two-year term.
2. The Committee shall submit a slate of nominees to the Board not later than July 1st of each even-numbered year. This slate shall include nominees for the offices of President-Elect, Vice President, Treasurer, Secretary, Delegate and two (2) District Representatives from each district.
3. The Nominations Committee shall place in nomination, whenever possible, more than one (1) person for each of the elected offices of the Society.
4. The Nominations Committee shall also submit a nominee for any office which shall become vacant and for which no succession is indicated below:
  - 4.1. a vacancy in the office of President-Elect as a result of the President-Elect assuming the office of president shall be filled at the next regularly scheduled election.
  - 4.2. a vacancy in the office of President shall be filled by the President-Elect, who will complete the unexpired term of the position vacated by the President and shall also serve the following term of office as President.
  - 4.3. should the office of President become vacant while being filled by the President-Elect the duties of that office shall be assumed by the Vice President, until a successor is elected by the Board.
  - 4.4. a vacancy in the office of Delegate shall be filled by special election or at the next regularly scheduled election. Temporary appointments to the Delegation for specific meetings may be made in accordance with Association Bylaws and policies.
  - 4.5. the Board of Directors shall have the power to declare a position vacant by a simple majority vote at any meeting of the Board upon refusal or neglect of any member(s) of the Board to perform the duties of that office, or any conduct deemed detrimental to the Society. Written

## **Alabama Society for Respiratory Care Policy Statement**

notice that the office has been declared vacant shall be given to the Board member(s) concerned.

**5. Qualified Candidates for Nomination:**

5.1. Life and Active Members in good standing shall be eligible for nomination. The Nominations Committee shall provide a pertinent biographical sketch which shall be a part of the ballot.

**6. Policy Statement:** The Nomination Committee serves to identify qualified candidates. The Committee will establish a slate of candidates with biographical sketches and present to the Board of Directors prior to July 1<sup>st</sup> on each even-numbered year.

**7. Responsibilities:**

7.1. The President, with the approval of the Board, shall appoint a Nominations Committee for a two-year term.

7.2. The nomination committee should solicit nominations from the general membership.

7.3. Committee members are expected to reach out to the nominee they receive to verify the nominee will serve if elected and understands the duties of the position for which they are being nominated. If affirmative, the committee member will obtain a biographical sketch of the candidate.

7.4. Nominations received by the committee membership should be forward to the Nomination's Chair along with the biographical sketch of the candidate. The Chair will verify the candidate meets the qualifications identified in the Society Bylaws.

*7.5. When a member is nominated for multiple elected offices, the candidate shall withdraw from all but one (1) position. This choice would ideally be the office that the candidate would serve in most effectively in an effort to foster the goals and objectives of the society board. This does not preclude the member from committee appointments made by the president.*

7.6. The Committee shall submit a slate of nominees to the Board not later than July 1st of each even-numbered year. Whenever possible, there should be a minimum of two nominees per position on the ballot.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees  
**Subject:** Program and Education Committee  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article X & XI

**Policy Statement:**

**PROGRAM AND EDUCATION COMMITTEE:** This committee shall consist of the President-Elect and at least two (2) members, designed as to provide experienced members for all program and education planning. The President shall appoint the Chair. (from ASRC Bylaws, April 2013)

**1. Purpose:**

- 1.1. To develop and provide at least two (2) educational programs each year for persons interested in the field of respiratory therapy.
- 1.2. To advance the science, technology, ethics, and art of respiratory care through institutes, meetings, lectures, publications, and other materials.
- 1.3. The committee shall be responsible for planning, organization, and direction of all activities related to the Annual Meeting.
- 1.4. Serves as a standing committee of the ASRC to provide all program and education planning for the ASRC.

**2. Structure:** The committee shall consist of the President-Elect and at least two (2) other members that will serve two (2) year terms. The ASRC President shall appoint the committee chair and other committee members, subject to the ratification by the Board of Directors.

**3. Duties and Responsibilities:**

**3.1. Committee Chair:**

- 3.1.1. Shall confer promptly with the members of the committee on work assignments.
- 3.1.2. May recommend prospective committee members to the President. When possible, the Chair of the previous year shall serve as a member of the new committee.
- 3.1.3. Shall develop an operating budget to submit to the Treasurer, President, and Budget Committee for Board approval as part of the Society's annual operating budget. Once the budget has been approved, the Committee Chair may expend funds for committee projects subject to oversight by the President and Treasurer. Expenses exceeding the approved budget must be approved by the Board.

## **Alabama Society for Respiratory Care Policy Statement**

- 3.1.4. May designate committee members to serve as Facilities Coordinator, Speaker Coordinator, Vendor Coordinator, and Registration Coordinator.
  - 3.1.5. Shall request proposals and submit site information for BOD approval of the Annual Meeting location at least one (1) year in advance. The site for the Annual Meeting may be selected up to two (2) years in advance.
  - 3.1.6. Shall be responsible for development of the timetable and program core.
  - 3.1.7. Conducts committee meetings, as necessary.
  - 3.1.8. Ensures the overall operation is taking place in a smooth and harmonious manner.
  - 3.1.9. Is responsible for, or assigns responsibility for, the development of the production and email distribution of all brochures relating to the meeting. Submits meeting information a minimum of 60-days prior to the start of the meeting to the Executive Director to send to the general membership and for publication on the ASRC website and social media accounts.
  - 3.1.10. Submits meeting information a minimum of 60-days prior to the start of the meeting to the Executive Director to send to the general membership and for publication on the ASRC website and social media accounts.
  - 3.1.11. Shall submit written reports to the President and Secretary of the Society to be presented to the Board of Directors and included in the documents to be maintained as records of the Society's business. Reports shall include statements of accomplishments, operating expenses and revenues, participations, problems, and recommendations for the next year.
- 3.2. Facilities Coordinator:** These responsibilities may be assigned to a member or assumed by the chair.
- 3.2.1. Organizes, plans, and implements all necessary arrangements with the facility prior to the meeting.
  - 3.2.2. Negotiates contract with facility on behalf of the ASRC Board of Directors.
  - 3.2.3. Provides written overview of the scheduled events to the Program Committee members.
  - 3.2.4. Makes all arrangements for food, beverages, and room set-ups.
  - 3.2.5. Secures meeting rooms for all ASRC activities, Board of Directors Meetings, lecture halls, and program committee meetings.
  - 3.2.6. Working with the Speaker Coordinator, makes arrangements for lodging, and pick-up of speakers, and special guests.
  - 3.2.7. Arranges parking passes, if necessary, for speakers, program committee, and special guests.
  - 3.2.8. Arrange and implement pre-convention meetings, with the facility staff prior to the start of the meeting to review the program schedule.
  - 3.2.9. Provide a progress report to the chair during each committee meeting, and as requested by the chair.

## Alabama Society for Respiratory Care Policy Statement

- 3.2.10. Responsible for helping to secure meeting dates and facility space for the following year and orientating and training new facility coordinator.
- 3.3. **Speaker Coordinator:** These responsibilities may be assigned or assumed by the chair.
  - 3.3.1. Select education topics and/or workshops for the meeting.
  - 3.3.2. Working in conjunction with the Vendor Coordinator, will make every effort will be made to have each speaker sponsored by a vendor. The vendor will be financially responsible for a speaker's expenses.
  - 3.3.3. Is responsible for contacting and confirming speakers for the Annual Educational Conference.
  - 3.3.4. Assures that written correspondence will be sent to each speaker in a timely manner listing the agreed upon terms and conditions regarding their appearance at the meeting. Including a brief history of the meeting, dates of the meeting, lecture topic, time, and date, location of the meeting, and target audience.
  - 3.3.5. Assures each speaker completes and submits their speaker introduction in a timely manner.
  - 3.3.6. If applicable, completes AARC Education Grant application and forwards to the ASRC President for approval and submission.
  - 3.3.7. Communicates with the AARC Controller and the ASRC Treasurer all details regarding the Grant process.
  - 3.3.8. Upon completion of or prior to the presentation if possible, submits receipts of the speaker's expenses to the ASRC's Treasurer for reimbursement prior to the speaker's departure from the event.
  - 3.3.9. Ensures the CRCE credits are applied for through the AARC in a timely manner. There is no charge for AARC CRCE approval if the application is submitted at least 30 days prior to the conference.
  - 3.3.10. Meets and greets the speakers as they arrive and assures they have what they need for their presentation.
- 3.4. **Vendor Coordinator:** These responsibilities may be assigned to a member or assumed by the chair.
  - 3.4.1. Serves as a liaison between the Board of Directors, and the vendor community representing products and services used by Respiratory Care Practitioners.
  - 3.4.2. Assures that vendors attending any ASRC sponsored event, who intend to claim CEU's will register and pay the appropriate registration fee for the event.
  - 3.4.3. Assures that any vendor sponsoring a speaker, partial or full, choosing to exhibit in the vendor hall will need to register and pay full vendor pricing.
  - 3.4.4. Maintains a current up-to-date list of companies associated with, or that do business with the respiratory care community. The Vendor list should include, at a minimum:
    - 3.4.4.1. The names of companies and their representatives
    - 3.4.4.2. Email addresses for the local sales representatives.

## Alabama Society for Respiratory Care Policy Statement

- 3.4.4.3. The list should be maintained electronically and backed up using a reliable/secure source for data storage.
- 3.4.5. Vendor information is considered confidential and must be used for ASRC purposes only. The information must not be shared with other vendors or entities outside the ASRC without prior authorization in writing by the ASRC President.
- 3.4.6. Will make recommendations to the Board regarding special recognition of vendors/sponsors.
- 3.4.7. Should keep the Board informed of major issues or concern raised by the vendor community.
- 3.4.8. Assures that all vendor payments are directed to the ASRC Treasurer or President.
- 3.4.9. Will plan and develop marketing strategy relating to ASRC activities.
- 3.4.10. Serves as a communication liaison for all vendors as it relates to ASRC activities.
- 3.4.11. Determines exhibitors' needs: booth requirements, personnel, signage, personnel, electricity, and electrical cords.
- 3.4.12. Communicates above needs to the Facilities Coordinator and Program Chair.
- 3.4.13. Provides progress reports to Program Chair as needed.
- 3.4.14. Designs the floor plan of booth sizes in scale to the exhibit hall area.
- 3.4.15. Develops exhibitor information and email, at least 5 months prior to the meeting.
- 3.4.16. Ensures a copy of the program is included in the final exhibitor email.
- 3.4.17. Sends letters of appreciation to all exhibitors after the meeting.
- 3.4.18. Keeps the Facilities Coordinator aware of all needs from the hotel.
- 3.4.19. Coordinates with the Speaker Coordinator the speaker/event sponsors.
- 3.4.20. Maintains the current vendor list and passes it on to the incoming Vendor Coordinator.
- 3.5. **Registration Coordinator:** These responsibilities may be assumed by the chair or assigned to the executive director, treasurer, or other committee member.
  - 3.5.1. Must possess excellent organization skills.
  - 3.5.2. Is responsible for registration process; to organize and plan all aspects of registration for the annual meeting.
  - 3.5.3. Secures all supplies needed: name tags, tape, ribbons, receipt book, social function tickets, folders /packets.
  - 3.5.4. Assumes overall responsibility for the selling of any additional event tickets, raffle tickets, etc.
  - 3.5.5. Provides an accurate account of all monies obtained from attendees of the meeting and from sales of other items to the chair on a daily basis. Special attention should be placed on the number of attendees for meal and other related functions.
  - 3.5.6. Documents meeting attendees according to classification: member, non-member, student.
  - 3.5.7. Sends collected registration funds to the ASRC Treasurer on a timely basis.
  - 3.5.8. Issues receipts for all transactions upon request and maintain copies for ASRC records.
  - 3.5.9. Provides progress reports to the chair as needed.

## **Alabama Society for Respiratory Care Policy Statement**

3.5.10. Is responsible for making sure a computer and Internet access is available at the registration table to accommodate onsite registrations.

3.5.11. Trains and coordinates registration staff to insure smooth, timely registration of attendees.

### **3.6. Treasurer:**

3.6.1. Ensures all financial obligations related to the meeting are met.

3.6.2. Ensures all payments from vendors and registrants are collected and deposited.

3.6.3. Assures expenses will be reimbursed according approved ASRC policy.

3.6.4. Assures that lodging reimbursement for speakers will include the night before or the day of the scheduled event lecture only.

Exceptions will be at the discretion of the Program Committee.

3.6.5. Honorariums: The standard ASRC honorarium is set by the approved conference budget.

3.6.6. Expenses may be adjusted at the discretion of the Program Committee and as the budget allows.

3.6.7. All expenses covered by this policy should be reimbursed the day of the lecture.

3.6.8. Otherwise, all expenses should be submitted to the Treasurer within fourteen (14) days after the scheduled event lecture.

3.6.9. Any expenses submitted without a receipt will not be reimbursed.

3.6.10. If applicable, submit documents to the AARC Controller for reimbursement of speaker's expenses as detailed in the AARC Education Grant Policy.

3.6.11. Works with the webmaster to set up correct payment links to allow for online registration and payment by both vendor companies and attendees.

### **3.7. Executive Director or CRCE Coordinator**

3.7.1. Assembles and provides education programs and evaluation forms for all registered attendees and vendors.

3.7.2. Assembles all post meeting evaluations and completes report for presentation to the Program Committee.

3.7.3. Verifies CRCE credit hours per attendee and submits report to the AARC.

3.7.4. Issues attendance certificates to attendees with appropriate CRCE credit.

Maintains all meeting records and reports to assist Program Chair in the completion of the post-meeting report.

### **Definitions:**

### **Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees

**Subject:** Bylaws Committee

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article X & XI, April 2013 Revision

**Policy Statement:**

This committee shall consist of three (3) members appointed by the President. The committee shall receive and prepare all amendments and revisions of the Bylaws for submission to the Board. The Committee may also initiate such amendments for submission to the Board. (from ASRC Bylaws, April 2013)

1. There are many years where there are no Bylaws amendments proposed. This committee could also be used for reviewing and updating the ASRC Policy Manual. Or, the President could create an ad-hoc committee for such purpose. Or, the President could conclude there is no need for updates or revisions.
  - 1.1. Be aware that Bylaws amendments can be tedious and involve expense as indicated below. Therefore, whenever, the need for an amendment comes forward, the committee should undertake a careful review of the whole Bylaws for any inconsistencies or possible revisions.
    - 1.1.1. "These Bylaws may be amended by a two thirds (2/3) majority vote of the Board, provided that the amendment has been presented to the membership in writing at least sixty (60) days prior to the vote." (from ASRC Bylaws, April 2013)

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees  
**Subject:** Publications Committee  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article X & XI, April 2013 Revision

**Policy Statement:**

This Committee shall consist of a chair and at least two (2) members. This Committee shall concern itself with the publication of the Society's Newsletter and other publications. The members of the Committee shall be appointed by the President. (from ASRC Bylaws, April 2013)

1. **Purpose:** The Publications Committee shall concern itself with the preparation and publications of the Alabama Society for Respiratory Care (ASRC) for ASRC members to promote the mission and goals of the Alabama Society for Respiratory Care and the American Association for Respiratory Care (AARC).
2. **Structure:** The Committee shall consist of a chair and at least two (2) additional members to be appointed by the Society President.
3. **Duties and Responsibilities:**
  - 3.1. The Committee is to prepare and disseminate information to the ASRC membership via written publications, Society website updates, and social media postings.
  - 3.2. The chair will be or will appoint another committee member to be in direct contact with the executive director and the webmaster for the ASRC website to facilitate the website being maintained with current information.
  - 3.3. All social media accounts will be assigned to the Executive Director or a committee member.
  - 3.4. All social media accounts and website content will be updated regularly and content regularly checked for authenticity.
  - 3.5. Any postings on the society social media account will be done by members,  
who have been authorized by the ASRC Board.
  - 3.6. The Committee shall develop and publish Society related activities, reports, upcoming events, and pictures on the Society website and social media accounts.
  - 3.7. The Committee will establish guidelines and rates for any advertisement allowed on the Society website and social medial accounts,
  - 3.8. The Committee will work with the Public Relations Committee to develop information to be used to educate the public, hospitals, and other organizations.
  - 3.9. The Committee Chair shall submit a request for any anticipated financial needs for publications,

**Alabama Society for Respiratory Care  
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website maintenance, and social media to the Society President to be considered for planning of the annual budget.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees  
**Subject:** Public Relations Committee  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article X & XI, April 2013 Revision

**Policy Statement:**

The Public Relations Committee is responsible for maximizing public awareness of respiratory care as a profession and the ASRC.

**1. Structure**

The Committee will consist of a Chair and at least two (2) members appointed by the ASRC President.

**2. Duties and responsibilities**

2.1 The Committee shall prepare and publish information to promote the profession and Society to the public, hospitals, and other organizations through dissemination of information concerning respiratory care.

2.2 The Committee shall serve as a liaison to the public, hospitals, and other organizations for information concerning respiratory care.

2.3 The Committee shall coordinate statewide observances of the National Respiratory Care Week.

2.4 The Committee is to carry out fundraising activities as directed by the BOD.

2.5 The Committee will maintain records of public relations activities.

2.6 The Committee will survey members regarding local public relations activities when asked.

2.7 The Committee will compile information obtained from surveys and submit to the ASRC President and/or Executive Director.

**3. At ASRC sponsored meetings the Committee will:**

3.1. Arrange for a table at all meetings with the chairperson of program committee in advance.

3.2. Prepare a display showing various activities of the AARC and ASRC, if needed (e.g., scrapbooks, literature, and handouts from the AARC, etc.).

**4. The Committee will maintain an adequate supply of public relations material.**

4.1. Call or email a request to the AARC for supplies.

4.2. Call or email a request to any national association relating to health promotion for brochures.

4.3. Obtain public service announcements from the AARC for use by the ASRC.

**Alabama Society for Respiratory Care  
Policy Statement**

5. The Committee shall maintain a relationship with various external organizations such as: American Lung Association, American Cancer Society, American Association of Retired Persons, American Red Cross, DHEC, American Heart Association, and any other health related state, local, or national associations.
6. The Public Relations Committee will work with the Publications Committee to develop information to be used to educate the public, hospitals, and other organizations.

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Committees

**Subject:** Scholarship Committee

**Effective Date:** January 1, 2021

**Date Reviewed:** November 4, 2020

**Date Revised:**

**References:** ASRC Bylaws, Article X & XI, April 2013 Revision

**Policy Statement:**

**Purpose:**

The Scholarship Committee is responsible for advertising, coordinating, and awarding Society scholarships.

**1. Structure**

The Committee will consist of a Chair and at least two (2) members appointed by the ASRC President.

**2. Duties and responsibilities**

- 2.1. The Committee shall review and make recommended changes to the ASRC student scholarship program.
- 2.2. The Committee shall advertise the student scholarship program to all in state accredited respiratory therapy educational programs including qualifications, deadlines, and applications processes.
- 2.3. The Committee shall advertise the student scholarship program on the ASRC website and social media pages including qualifications, deadlines, and applications processes.
- 2.4. The Committee shall receive and review all applications that meet the qualifications by the published deadline.
- 2.5. The Committee shall recommend, to the Board, individuals for consideration for scholarships that are available through the Society
- 2.6. The Committee shall arrange for the presentation of the scholarship awards to the winners at the ASRC annual meeting.
- 2.7. The Committee shall advertise scholarship winners on the ASRC website and social media pages.
- 2.8. The Committee Chairperson shall submit a request for any anticipated financial needs for publications and marketing supplies to the Society President to be considered for planning of the annual budget.

**Alabama Society for Respiratory Care  
Policy Statement**

**Definitions:**

**Attachments:**

**Alabama Society for Respiratory Care  
Policy Statement**

**Section:** Conflict of Interest  
**Subject:** Conflict of Interest  
**Effective Date:** January 1, 2021  
**Date Reviewed:** November 4, 2020  
**Date Revised:**  
**References:** ASRC Bylaws, Article XIII, April 2013 Revision

**Policy Statement:**

The Alabama Society for Respiratory Care (ASRC) recognizes that conflicts of interest may occur in many circumstances and may involve professional and business relationships. The ASRC establishes this policy for the oversight and control of actual or potential conflict of interest situations that affect or could affect the integrity of this organization.

**1. Policy:**

This policy applies to actual or potential conflicts of interest arising with the executive director, executive board, and board of directors.

All leaders of the ASRC shall promote decision making that results in the appropriate use of power, protection of human rights, and consideration of organizational and societal issues, as reflected in the organization's mission and values statements, and the ASRC Code of Conduct.

**2. Definitions:**

*Conflict of Interest* - When outside activities or personal interests influence or appear to influence a person's ability to make objective decisions in the course of the ASRC's business matters. A conflict of interest may also exist if the demands of any outside activities hinder or distract a person from the performance of his/her job or cause an individual to use the organization's resources for non-organizational purposes.

*Leader*- An individual who sets expectations, develops, plans, and implements procedures to assess and improve the quality of the organization's governance, management, and support functions and processes. Leaders include the executive director, executive board and board of directors.

**3. Disclosures of Conflicts of Interests:**

Existing or potential conflicts of interest involving the executive director, executive board or board of directors shall be promptly reported to the appropriate executive committee.

All persons subject to this policy are obligated to ensure that his/her personal interests remain free of conflicts in the performance of their duties to the ASRC. In the event there is a question about whether

## **Alabama Society for Respiratory Care Policy Statement**

an outside activity might constitute a conflict of interest, the individual must obtain approval from the executive board.

A full disclosure of all facts pertaining to any situation that is subject to doubt concerning the possible existence of a conflict of interest shall be made to the American Association of Respiratory Care (AARC).

**Definitions:**

**Attachments:**