

**Illinois Society for Respiratory Care
Board of Directors
HANDBOOK**

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Preface

This handbook has been prepared by the Executive Committee of the Illinois Society for Respiratory Care to assist the ISRC in doing the best possible job. The current president 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 ISRC Handbook should be passed on from president to president.

The relationship between the ISRC and the AARC must be strong and continuous. The ISRC 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.

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Introduction

The Illinois Society for Respiratory (ISRC) was created in 1986 and serves as a chartered affiliate of the AARC.

The stated purpose of the ISRC is to advance the art and science of Respiratory Care through educational publications and programs for its members, other medical professionals, and the public, and to promote pulmonary health and disease prevention.

The ISRC is comprised of 6 chapters (see map of chapter boundaries).

The ISRC is governed by the Board of Directors (BOD) which consists of the elected officers of the ISRC - President, President-Elect, Immediate Past-President, Vice President, Secretary, Treasurer, Chapter Chairs, Chapter Representatives, Senior Delegate, Junior Delegate and Medical Advisors. A quorum for purposes of conducting the business of the Society is a simple majority of BOD members (50% plus one).

As a member of the ISRC BOD or committee, you are required to execute the mission of the ISRC. BOD members are expected to participate in the establishment of the goals and objectives and the governance of the Society.

Articles of Incorporation

Bylaws

The Bylaws of the ISRC (Appendix E) are revised through the work of the Bylaws Committee, approved by the AARC, and approved by the vote of the ISRC membership. All incoming BOD members will receive a copy at or before their first BOD meeting.

AARC Mission/Vision Statement

The American Association for Respiratory Care (AARC) will continue to be the leading national and international professional association for Respiratory Care. The AARC will encourage and promote professional excellence, advance the science and practice of Respiratory Care, and serve as an advocate for patients, their families, the public, the profession and the practitioner.

ISRC Mission/Vision Statement

Mission:

Vision:

ISRC Strategic and Operational Plans

The ISRC Strategic Plan found in Appendix F. The purpose of the Plan is to determine the direction of the ISRC and establish how best to achieve it. The Plan establishes goals that support the mission and vision of the ISRC and align with those of the AARC.

ISRC Board Member Responsibilities and Expectations

All elected Board members are expected to attend all Board of Director meetings. Complexities of work and personal schedules may interfere but board members must do everything possible to attend quarterly board meetings. Meeting dates are scheduled well in advance to allow Board members ample time to arrange their schedule so that they may attend the meetings.

If a Board member cannot attend a meeting, the President and Secretary must be notified at least 14 days prior to the meeting, or as soon possible if there are extenuating circumstances, so that an accurate attendance count can be determined to insure an appropriate number of handouts, meals, etc. All committee reports should be sent to the reporting chair 30 days prior to the BOD meeting regardless of attendance at the meeting. In addition, items not contained in written reports should be communicated to the President in writing prior to the meeting so that information can be communicated to the BOD. Absent/ Excused Board members are responsible to review the meeting minutes for all items assigned to them during the meeting and report to the committee chair.

The President may request the resignation of any BOD member who misses two consecutive meetings or more than two BOD meetings in a 12 month period. In addition, the BOD has the power to declare an office vacant by a two-thirds (2/3) vote, upon refusal, neglect or inability of any member of the Board to perform the duties of that office. Written notice shall be given to the member that the office has been declared vacant.

Leadership Development

It is the expectation that all Board members and committee Chairs mentor another individual during their term to assume their respective Board position. If an individual suitable for mentorship cannot be found, it is expected that a written orientation manual be created for the new member that would include information such as standing rules, past activities, future plans, lists and contact information. An electronic copy of this manual must be submitted to the ISRC Secretary as well.

Professionalism

It is expected that all Board members, Committee chairs, and committee members will

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and it's professionals
- Actively maintain and continually improve their professional competence and represent it accurately
- Refuse to participate in illegal or unethical acts, and refuse to conceal illegal, unethical or incompetent acts of others
- Divulge no confidential information regarding any ISRC related activities or financial documents unless disclosure is required by laws or approved by the ISRC Board of Directors
- Comply with applicable State and Federal laws
- Avoid any form of conduct that creates a conflict of interest and follow the principles of ethical business behavior
- Encourage and promote appropriate stewardship of resources
- Business casual apparel should be worn to all ISRC business meetings (ISRC logo attire if available)

Orientation of New Board Members

All new members will receive an ISRC Handbook when they are sworn in. They are required to read the handbook and sign an attestation that they have done so. They should raise any questions they have regarding the Board and their responsibilities. New officers and committee members should review previous committee minutes to become acquainted with past and current issues.

Position/Job Performance

All ISRC Board members are given their position description by the President. Any member unable to fulfill their duties should speak directly with the President to determine their ability to continue serving.

Executive Committee

The Executive Committee is comprised of the President, Immediate Past President, President Elect, Vice President, Secretary, Delegates, Treasurer and Chair of the Chapter Chairs and has the authority to act on behalf of the BOD between meetings.

Position Descriptions

President

The President is elected and commits to a 5-year term. The individual serves one year as the President- Elect, two years as President, and two years as Immediate Past President. This allows for continuity of direction for the organization.

Board of Directors and Executive Committee Responsibilities

- Prepare meeting agendas
- Notify members of time and place of meetings
- When special projects are to be discussed, assure individuals involved are present or available
- Briefly review activities of all committees
- In the absence of the Secretary, delegate another member of the BOD the responsibility for preparation and prompt distribution of minutes
- Encourage the use of parliamentary procedure for more efficient use of meeting time
- Mentor the President-Elect
- Submit proposed bylaws changes to the AARC for approval
- Coordinate communications between the ISRC and the AARC Executive Office
- Keep BOD and committee chairs informed of actions taken by the AARC Executive Office
- Inform Society membership of BOD actions through Chapter Chairs, the ISRC website, the Tract and other communication channels as necessary
- Ensure that all reports submitted by the Secretary meet AARC recommendations and/or requirements

Standing and Ad Hoc Committee Responsibilities

- Ask/assign members for committee work, including a chair, and assign goals and responsibilities; avoid one person committees
- Provide guidance on how committees should interact to achieve goals and objectives
- Provide supporting assistance in completing goals and objectives
- Try to match members with committees based on the member's experience, knowledge, interest and leadership ability
- Strive to include new members as a strategy to train for future BOD officer positions
- Arrange for phone/internet conferencing as needed
- Arrange joint meetings between outgoing and incoming committee chairs to identify unfinished business allow for a smooth transition
- Request quarterly committee reports including goals, accomplishments, problems, and recommendations
- Request committee chairs furnish a schedule of committee meetings to permit President's attendance
- Serve as ex-officio member of all committees except Nominations and Elections

President- Elect

The President- Elect serves a one year term and then automatically serves as President for the following two year term.

Once a person has been elected President- Elect, the Society cannot change the decision regarding succession of that person to the presidency except under the following conditions:

- If he/she vacates office during his/her term as president-elect; or
- If grounds arise for removing him/her from that office- e.g., misconduct, noncompliance with State licensure laws, dereliction of duty in office

Responsibilities

- Act on behalf of the President in his/her absence
- Assume the office of President if such office is vacated
- Become familiar with the chartered affiliate's needs, affairs and procedures
- Learn the functions of the President
- Meet with other new officers prior to assuming the presidency to identify unfinished business, review goals and objectives for the coming year and understand the expectations, duties and responsibilities of the officers
- Solicit ideas on committee appointments, membership drives, liaisons and future programs
- Update ISRC Handbook as needed
- Report his/her activities at quarterly Board meetings

Immediate Past President

The Immediate Past President automatically serves a one year term after completing the term of President. In the absence of the President during a year in which there is no President- Elect, the Immediate Past President assumes the functions of the President.

Responsibilities

- Serve as advisor to the President to assist in the transition of the office
- Report his/her activities at quarterly Board meetings
- Serve on the Bylaws Committee

Vice President

The Vice President is elected and serves a two year term.

Responsibilities

- Act on behalf of the president in his/her absence if there is no President-Elect
- Assume the duties and responsibilities, but not the office, of the President if the Presidency should be vacated
- Other duties as directed by the President

Secretary

The Secretary is elected and serves a two year term and is responsible for maintaining all records, reports, membership lists and minutes of regular and special meetings, including the Board of Directors meetings. Samples and suggestions for carrying out the role of Secretary can be found

in Appendix A and samples of minutes and agendas can be found in Appendices B and C respectively.

Responsibilities

- Record all meeting minutes which should contain a synopsis of discussions, action items assigned and decisions made at the meeting, but not what was said by members
- Distribute copies of minutes within thirty days to all members of the BOD and, if requested, to the Chartered Affiliates Committee liaison in the AARC Executive Office
- Maintain ISRC records which should minimally include minutes of all meetings and complete reports of special events as supplied by committee chairs
- Serve as the official correspondent for the chartered affiliate including normal correspondence with the ISRC members and the AARC Executive Office and communications as directed by the President, Executive Committee and the BOD
- Submit a copy of all other forms and reports to the Chartered Affiliates Committee liaison in the Executive Office as requested or required

Treasurer

The Treasurer is elected and serves a two year term and is responsible for maintaining accurate and true records of all financial transactions within the Society. Disbursements must be authorized by the Budget and Audit Committee and are made by check only. Checks can only be signed by individuals authorized to do so by the BOD. Committee expenditures must have written approval from committee chairs. 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 the Budget and Audit committee.

Responsibilities

- Establish and maintain all bank records/transactions including deposits and disbursements, serve as custodian of ISRC reserves in the form of savings or checking accounts, and maintain the fire safe for legal documents and original contracts
- Deposit and disburse funds
- Assist the Budget and Audit Committee with developing the annual ISRC budget including distinct committee budgets
- Keep committees aware of their individual budget performance
- Perform quarterly internal audits in conjunction with the Audit Committee Chairperson, as applicable
- Prepare financial reports for the BOD and distribute as directed by the President and retain permanently in the Treasurer's records. Refer to Appendix D for a sample Treasurer Report
- Verify with local IRS or state officials the filing requirements for the organization to remain exempt from income tax
- Submit a copy of the annual financial summary report to the Chartered Affiliates Committee liaison at the Executive Office, if requested
- Files 1099 for those employed by the ISRC (Administrator, Lobbyist, Legislative Consultant, Publication Consultant for the TRACT) and files any state taxes
- Secures a CPA to file taxes and conducts external audits

Delegates

The Senior Delegate and Junior Delegate represent the ISRC in the AARC House Of Delegates (HOD). The main function of the delegate is to communicate information to and from the AARC HOD to the ISRC BOD and the membership.

Senior Delegate

The Senior Delegate is elected and serves a two year term on the BOD and serves as a representative of the general membership and the representative body of the ISRC at the AARC House of Delegates (HOD) meetings.

Responsibilities

- Attends AARC HOD meetings and compiles information relevant to the ISRC BOD and membership
- Attends ISRC Board meetings and reports on AARC HOD actions
- Serves as the Parliamentarian for all BOD meetings
- Assists the President in moving through meeting agendas in a timely manner and assists members of the BOD in developing motions or providing information to accomplish goals
- Requests and submits names of nominees for AARC Outstanding Practitioner of the Year and AARC Life Membership when requested by the AARC (all nominations must be approved by the ISC BOD)
- Mentors the Junior Delegate

Junior Delegate

The Junior Delegate is elected and serves a two year term on the BOD and is responsible for learning the position of Delegate while assisting the Senior Delegate.

Responsibilities

- Learn position of Senior Delegate
- Provide input on HOD votes
- Assumes responsibilities of the Senior Delegate in that person's absence

Parliamentarian

The sitting Delegate will serve as Parliamentarian during all BOD meetings. The Parliamentarian will keep order during the meeting and will alert the President to who is next in line to address the board.

Chapter Chair

The Chapter Chair is elected and serves a two year term and is primarily responsible for planning chapter events, communicating with chapter members and representing their Chapter in the ISRC BOD.

Responsibilities

- Nominate Chapter Representatives to the BOD
- Establish a communications network with chapter members
- Plans, promotes and executes chapter events and communicates this to the BOD and the Executive Committee and chapter membership; provides follow up reports post-event
- Facilitates many of the ISRC and AARC functions at the chapter level (e.g., fund-raising, public relations and lobbying).
- Maintain financial knowledge and control of all events in their chapter; no ISRC sponsored or endorsed event should occur in an ISRC chapter without the knowledge of the Chair
- Communicate future chapter events to membership through various communication channels such as the ISRC website, Tract and other mediums
- Provide at least two AARC or IDPFR approved educational activities annually and provide at least one 'ISRC/AARC Members Only' event in the chapter
- Provide at least one fun event annually
- Submit an article and photos of chapter events to the ISRC website, the Respiratory Tract, and local newspapers as appropriate
- Visit at least four employers of respiratory therapists annually (e.g., hospitals, sub-acute centers, etc.) to meet with the manager and staff as a representative of the ISRC
- Contact two Respiratory Care managers in the chapter each month by phone as a representative of the ISRC
- Maintain a log of all chapter activities as to function, type of event etc., and provide a report to the ISRC BOD at the meeting following the conclusion of the event and submit a detailed financial report to the Treasurer after each event in which there are expenses and revenues
- Submit nominations for BOD office when requested by the Nominations Committee
- Recruit members from the chapter to assist with chapter/state level work in the following areas:
 - Legislative activities
 - Continuing education activities
 - Management of group meetings
 - Public relations/membership
 - Article submissions to the Respiratory Tract
 - Recruit at least one team to compete in the state Sputum Bowl
 - Chapter recognition event

Chapter Representative

The Chapter Representative is nominated by the Chapter Chair and approved by the BOD. The Chapter Representative is appointed to a two year term and assists the Chapter Chair with their responsibilities and participates in committees.

Board of Medical Advisors (BOMA)

A Medical Advisor is elected and serves a four year term but is not an Officer of the BOD and does not have voting rights. The ISRC can have as many as four Medical Advisors. Medical Advisors must be physicians who have an identifiable role in clinical, organizational, educational or investigational Respiratory Care.

Responsibilities

- Advise on issues that concern the nature of Respiratory Care
- Lobby on issues concerning, but not limited to, the field of Respiratory Care
- Publish one article per year during their term in office in the Respiratory Tract
- Lecture at the annual state conference when needed
- Attend at least one quarterly BOD meeting per year during their term in office

Administrator

The Administrator is contracted by the ISRC to provide non-profit healthcare professional association management services and advice and guidance to the ISRC leadership. This position is not an Officer of the BOD and does not have voting rights.

Responsibilities

- Provide a monthly report to the ISRC President that includes who called, reason, nature of the call, what chapter they reside in and whether the caller is an ISRC member (for follow up with the ISRC Membership Committee)
- Submit an itemized annual budget to the President 30 days prior to the second quarterly meeting including the cost of the 800 number, conference calls, Respiratory Tract website and expenses for quarterly meetings
- Coordinate the planning of ISRC board meetings
- Coordinate, maintain, update and distribute the ISRC database of members, vendors, hospitals, subscribers and others as determined by the ISRC BOD
- Coordinate the annual election for statewide officers and bylaws and help with tabulating results
- Facilitate and coordinate the archiving of ISRC records and documents
- Update the ISRC archives annually and make sure they are stored in the Illinois State Historic Preservation Agency archives
- Attend BOD meetings and provide an Administrator report; attend Executive Committee meetings
- Maintain the Officiary listing the end of term dates for elected positions

Lobbyist

The lobbyist is contracted by the ISRC to provide consultation regarding legislative matters of interest to the ISRC. This position is not an Officer of the BOD and does not have voting rights.

Responsibilities

- Identify legislation of interest to the ISRC
- Provide periodic updates to the BOD on mutually selected legislation of interest
- Lobby on behalf of the ISRC when directed by the BOD
- Attend BOD meetings and provide a legislative report; attend Licensure and Legislation Committee meetings and chapter meetings as requested by the BOD
- Submit a written report at the end of each month to the President, the Chair of the License and Legislation Committee and the Respiratory Tract webmaster that

includes information and analysis of issues of importance to the Illinois General Assembly generally and/or Respiratory Care specifically

- Consult and assist in the preparation of appropriate legislation for consideration by the Illinois General Assembly
- Review agency rules and regulations that may impact the profession of Respiratory Care

Ex-Officio Members

Ex-officio members of the Board are not responsible for the governance of the Society. Committee volunteers can be Ex-Officio members. Ex-Officio members may attend BOD meetings, have the privilege of voice, but cannot vote on official Society business and are not counted for purposes of a quorum. They are not subject to BOD meeting attendance requirements. Ex-officio members interested in filling BOD officer positions should be mentored by current BOD members.

Committees

The work of the ISRC and the BOD is accomplished through the use of committees. A standing committee is a permanent committee that meets regularly. The function of an ad hoc committee is to accomplish specific tasks often on a short-term basis not easily provided for elsewhere in ISRC committees. An ad hoc committee has a particular goal to achieve and when the task is completed, the committee is dismissed. Committees are expected to meet as often as is necessary to carry out their responsibilities. Committee chairs will submit activity reports prior to quarterly BOD meetings.

Budget and Audit Committee

The Budget and Audit Committee consists of a Chair is composed exclusively of members of the Board of Directors. The committee performs quarterly internal audits and obtains an annual external audit to be performed by an independent professional accountant. Reports are submitted to the BOD and the AARC.

Responsibilities

- Audit all seminar financial reports
- Perform quarterly internal reviews of transactions
- Ensure that no budget is exceeded without consent of two-thirds of the BOD
- Coordinate a full independent audit of the ISRC treasury and completion of the tax return of the previous year by a professional accountant prior to the second quarter BOD meeting
- Recommend to the BOD prudent investments and proper reserve amounts
- Recommend to the BOD efficient and effective financial processes consistent with approved audit standards
- Solicit budgets from all chapters and committees and aggregate them into an ISRC budget for the upcoming fiscal year before the second quarter BOD meeting; present annual budget to the BOD
- Submit the fiscal year budget to the ISRC website and the Respiratory Tract for publication; include a statement that members may comment up to 30 days before the third quarter BOD meeting

Bylaws Committee

The Bylaws Committee consists of a Chair and at least four members of the Board of Directors. The committee receives and prepares all amendments to the bylaws for submission to the BOD. The committee may be called upon to interpret the bylaws. Proposed amendments, after approval by the BOD and ISRC members, are sent to the AARC for review and final approval.

Responsibilities

- Submit a bylaws report to the Secretary 30 days prior to quarterly meetings until changes are completed
- Monitor changes in AARC Bylaws and ISRC governance and practice, and if necessary, prepare appropriate amendments to the ISRC Bylaws for submission to the BOD
- Review and edit all proposed amendments to the bylaws and present them to the BOD at least 30 days prior to the quarterly BOD meeting; bylaws amendments must have a two-thirds approval of the assembled BOD
- Submit BOD approved bylaws to the Nominations and Elections Committee for distribution of a ballot to be sent to ISRC members; ISRC membership must approve by a two-thirds margin of the membership voting on the bylaws changes including absentee ballots
- Submit bylaws amendments to AARC for final approval
- Communicate ratified bylaws amendments to ISRC membership via chapter communication channels, the ISRC website and the Respiratory Tract
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Nominations and Elections Committee

The Nominations and Elections Committee consists of a Chair and at least one member from each chapter. Committee members are appointed by the President each odd numbered year at the first quarter meeting. The committee prepares a slate of candidates for board offices. The committee also prepares a slate in the event a special election is required. Nomination and Election committee members develop knowledge in ballot formation and collection and the election process.

Responsibilities

- Prepare a "Call for Nominations" to be submitted to the ISRC website and the Respiratory Tract
- Secure nominations from the BOD and membership at large throughout the nomination period
- Submit proposed election slate for approval at the second quarter BOD meeting with a goal of at least one candidate per office
- Obtain biographical information, position statement and a digital "head shot" for all candidates for use on the electronic ballot
- Prepare electronic ballot and notify membership of the opening and closing of the election
- Prepare paper election ballot prior to start of ISRC election for those members without computer access
- Verify the validity of ballot returns and tabulate the results; present the results of the annual election at the third quarter BOD meeting
- Communicate election results via the ISRC website and the Respiratory Tract

- Create, distribute, tally, and communicate ballots for bylaw changes which ISRC members are required to vote on
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Judicial Committee

The Judicial Committee reviews any ethical concerns brought to the ISRC leadership. The Judicial Committee is comprised of the Immediate past President, President Elect, and Vice President and is chaired by the Immediate Past President. This committee will handle all concerns of violations of the Bylaws.

Membership Committee

The Membership Committee consists of a Chair and at least one member from each chapter and is responsible for membership services and developing strategies for recruiting new members to the ISRC and includes a representative from each chapter.

Responsibilities

- Develop and implement strategies for increasing the ISRC membership
- Submit a Membership Report for quarterly BOD meetings
- Contact all members two months prior to their membership expiration date to encourage renewal
- Submit two articles to the Tract highlighting the benefits of membership
- Send a “Welcome” postcard to new members
- Submit a list of new ISRC members for inclusion in the Tract and ISRC website
- Provide the membership list for reference at conferences to ensure that the correct conference fee is being paid by attendees
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Public Relations/Publications Committee

The Public Relations/Publications Committee consists of a Chair and at least four additional members and promotes the profession of Respiratory Care within the state. The committee informs health care professionals and the public of the value of respiratory therapists, the ISRC and the AARC. When the ISRC has a positive public image, current members are motivated to be active and prospective members are eager to join.

The committee shall have broad authority to determine both the content and the format of the ISRC website and the TRACT publications and provides technical advice and oversight to the Board of Directors to guide it in the generation, editing, reproduction and circulation of information. Decisions involving permanent changes in content, policy or format of the publications shall be referred to the Board of Directors for approval.

Publications will be guided by the general principle of providing useful information without serving individual or commercial interest and are provided to members without charge.

Responsibilities

- Gather, edit, compose and submit material for publication in the Tract
- Evaluate items that promote Respiratory Care and the ISRC
- Assist in the planning and coordination of Respiratory Care Week activities

- Recruit outside advertisers for the Tract and submit all advertising revenue to the Treasurer within 7 days of receipt of funds
- Collect information from the Officers and the Chapter Representatives for application to the AARC Affiliate Summit Award, present to the BOD for approval and submit the application by April 1
- Select an editor/designer for ISRC publications
- Submit annual goals to the Board of Directors for approval.
- Publish the ISRC website and the TRACT including
 - Information of interest to ISRC members
 - Chapter activities
 - Notices of meetings
 - Minutes of annual meetings
 - Reports of the BOD meetings
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Legislative Committee

The Legislative Committee consists of a Chair and at least six members. The committee promotes legal credentialing for Respiratory Care Practitioners in the state, monitors state legislative and regulatory activities that may impact the Respiratory Care professional, keeps the membership informed of legislative activities and calls upon the members of the ISRC to respond to pertinent health care issues. The committee includes the chair and one representative from each chapter. The committee chair serves as the ISRC PACT representative to the AARC.

Responsibilities

- Coordinate the ISRC Legislative Day in Springfield
- Represent the ISRC PACT to the AARC
- Serve as a liaison to the ISRC Lobbyist
- Cultivate a sound relationship with the Bureau of Professional and Occupational Affairs, the IDFPR, and the state boards of medicine
- Monitor health related legislation and regulations and recommend appropriate positions or responses to the BOD
- Develop and cultivate professional relationships with other organizations with mutually beneficial goals (e.g. AARP)
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Education/Student Committee

The Education Committee is comprised of a chair and not less than four additional members. The Student Committee is ideally comprised of one primary and one alternate representative from each Respiratory Care program plus at least one active member of the Society who will function as a liaison to the BOD. The committee is responsible for educational activities in the state and the promotion and involvement of all Illinois Respiratory Care programs and their students in the ISRC.

Responsibilities

- Coordinate the annual ISRC Betty Pendergraft award
- Coordinate the ISRC Educators Forum and assist in the coordination of student topics for the annual state conference
- Coordinate the annual ISRC Student Seminar

- Create an AARC Student Member section on the ISRC website
- Create a “how to” manual for hosting an ISRC CRCE event
- Approve all ISRC CRCE programs
- Increase the number of participating schools in the ISRC Poster Contest
- Assist in the coordination of student topics at the annual state conference
- Create a forum for state Respiratory Care program directors and faculty
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Program Committee

The Program Committee is responsible for the planning and implementation of the ISRC Annual Conference and consists of a chair and not less than six additional members. The chair is appointed annually by the President and serves a two year term and may serve consecutive terms. The Program Committee is available to assist the ISRC in the planning and development of other Society meetings as requested.

Responsibilities

- Evaluate and recommend convention sites to the BOD
- Determine a conference theme
- Create the conference flyer and submit it to the Public Relations/Publications Committee for publishing on the ISRC website and in the Tract
- Assign duties and responsibilities to committee members
- Obtain quotes for services and expenses that will be incurred for the conference
- Negotiate all contracts required for the annual conference including, but not limited to
 - hotel/catering, entertainment
 - exhibition hall/decorating
 - printing
 - continuing education
 - mailing
 - audio-visual support
- Submit fully executed contracts to the Budget and Audit Committee
- Coordinate the activities of BOD members and volunteers during the annual conference
- Submit receipts for on-site business expenses incurred by the committee at the annual conference to the Budget and Audit Committee for reimbursement
- Provide a post-conference report to the BOD on attendance, vendor attendance, projected revenues and expenses and profit, and any other pertinent information deemed necessary by the Program Committee and/or the BOD
- Provide an overall evaluation of the conference and make recommendations for improvements for future conferences
- Submit an annual budget to the Budget and Audit Committee by the second quarter BOD meeting

Strategic Planning Committee

The Strategic Planning Committee consists of a Chair and at least three members. The Committee formulates a five year strategic plan for the Society that is submitted to the Board of Directors annually.

Responsibilities

- Evaluate, develop and prioritize goals and objectives of the ISRC and present to the BOD
- Recommend strategies to achieve the goals
- Align the state strategic plan with the AARC strategic plan where feasible

Chapter Chairperson's Committee

The Chapter Chairperson's Committee is composed of all incumbent Chairs of the Society. The Chairperson of this committee is elected by the membership of the committee.

General Information

Membership Dues and Billing

Membership billing occurs on a cyclical basis. The AARC will invoice a portion of the membership each month. The AARC issues dues statements approximately 90 days prior to the membership expiration date. The AARC offers various memberships at different costs which are listed on the AARC website. AARC members automatically become ISRC members. There is no state membership that is separate from AARC membership.

Membership Printouts

On a monthly basis, printouts of all current members, noting new, renewing and change of addresses, for the previous month will be e-mailed to the President or designee (as requested by the President). Currently the AARC sends the listing to the Membership Chair and President.

Revenue Sharing

On a quarterly basis, the AARC will issue a check for the chartered affiliate portion (revenue sharing). The check is mailed to the chartered affiliate President. This covers the AARC membership payments made in the previous quarter. The amount of \$12.00 is paid for each Active or Associate member in the state society. If a member pays by voucher, a reduced rate will be noted signifying the percentage discount of that membership.

Vouchers

Many state societies buy bulk vouchers to offer discounts to their members. Read more on this benefit at <https://secure.aarc.org/membership/group.asp>. Vouchers are obtained from the Membership Committee Chair.

Specialty Section Newsletters

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

AARC Times Deadline

The deadline for receipt of ISRC 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.

Insurance Coverage

The ISRC has insurance, including coverage of special events. A surety bond protects the affiliate in the case of fraud. This protection is not available through the AARC.

Affiliate Membership List

The ISRC Membership List is provided monthly by the AARC. It is the property of the AARC. This list may be utilized for official state society business only. The ISRC is 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. The ISRC is 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 ISRC President or designee. Please follow the instructions at:
http://www.aarc.org/state_society/emails.html

ISRC Logo

The ISRC logo is the sole property of the ISRC. Any use of the logo for non ISRC events or partnership will have to ask permission of the BOD members to utilize the name or logo. Any use of the name or logo without the written agreement of the ISRC is unlawful.

ISRC Booth

ISRC Booth material consists of a Table Skit with the ISRC Logo, Table Runner, and the State map. These materials obtained from the Webmaster upon request.

Courtesy Seminar Registration Fees for ISRC President

The ISRC BOD waives registration fees for ISRC Presidents at ISRC seminars and meetings. This waiver requires that the individual volunteer a minimum of one hour of their time during the event to staff the ISRC booth or help in another area if the booth is not present during the event.

Discount Registration Fee for Board Members

Board Members will receive a 25% discount on registration to the ISRC annual convention. BOD members are required to work a minimum of four hours in the selective areas throughout the conference.

Important Documents to Be Filed With AARC

Bylaws

Affiliates are required to submit a copy of their bylaws (or a link to a current copy on the affiliate's website). Changes to bylaws must be sent to and approved by the AARC.

Annual Contract

The AARC and its affiliates sign a contract agreeing to work in concert with one another and not to engage in competitive activities. The contract is sent from the AARC and is required to be signed by the affiliate President and sent back to the AARC Executive Office when it is time to be renewed.

List of Officers

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

http://www.aarc.org/state_society/officers_list_form.pdf

Educational Meetings

Affiliates are asked to provide information regarding their Annual State Conference and a contact person to refer exhibitors to in reference to the meeting.

Meeting Minutes

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

Financial Statement

The Society is expected to maintain file copies of their annual financial report that would be available upon request by the AARC. The report would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested. The Budget and Audit Committee would provide this information.

APPENDIX A

Suggestions for Performance of the Secretary Role

Resources are available to chartered affiliate secretaries as a model or guide for accurate performance of their duties. Suggestions and samples of various forms, minutes and agendas are included in additional appendices. Sample agenda and minutes are examples only and may be modified.

Record Keeping

The chartered affiliate maintains records to ensure the smooth yearly transition of chartered affiliate officers. This duty falls to the Secretary (review the Board of Directors Secretary Position Description). As a recap, retained documents include but not are limited to:

- Previous reports from the Secretary
- Agenda and minutes of all BOD meetings
- Rosters of officers, directors, standing and ad hoc committee chairs and members
- Membership roster and records (sometimes delegated to the Membership Committee)
- Chartered affiliate bylaws, Articles of Incorporation (if incorporated), amendments, AARC Charter, etc.
- Chartered affiliate contracts and agreements
- Standing rules of procedures for the BOD and committees

Minutes

Keeping complete records requires recording accurate minutes of meetings. The following must be recorded in minutes.

- Kind of meeting – regular or special
- Name of meeting e.g., Executive Committee, Board of Directors
- Date, time, and place of meeting
- Name of Secretary or substitute
- Number present or absent or roll call listing members present or absent and whether a quorum was met
- 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)
- Action taken on recommendations or resolutions contained in reports of
 - Officers
 - Standing Committees
 - Ad Hoc Committees
 - Correction to published minutes (if any)
- Name of person or committee assigned the responsibility for completion of a task (and date to be accomplished by if applicable)
- Report of action taken outside of meetings e.g., mail votes, telephone polls, etc.
- Time of adjournment
- Date that minutes were 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 a later meeting

- Motions tabled
- Motions pending at the time the last meeting adjourned

Motions referred to committee may come back before the assembly as a committee report. 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 BOD. Corrections to the minutes are made

- At the time of reading
- At the meeting following publication
- At a date later than the publication date but then it requires a two-thirds vote of the BOD

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 the minutes should be distributed promptly (within 30 days) to all BOD members

Write good minutes of basic construct and avoid 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 or difficult to record or if there is apt to be comment later. When possible, do not 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. Always report some action or disposal of every motion recorded.

Agenda

The ISRC President is responsible for creating the agenda but it is not uncommon an uncommon responsibility of the Secretary. The following elements should be included in the agenda

- Call to Order – it is the duty of the presiding officer to promptly call the meeting to order at the specified hour and this should appear in the heading of the agenda as well as in the prior meeting announcements
- Roll Call – this is done by the Secretary to identify who is present and determine if a quorum is present
- Correspondence - this item should appear on the agenda so the Secretary and/or other members of the BOD may read relevant correspondence to interest to the meeting
- Treasurer’s Report – the Treasurer will give a report on the affiliate’s financial transactions for the last period
- Officer Reports – the officers will give a report of their activities during the last period

- 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
- Guests – at this time there may be a guest at the meeting who may be asked to give a report
- Old Business – at this time the President may entertain any old business
- New Business - at this time the President may entertain any new business
- Adjournment – any member may make a motion to adjourn

Appendix B
Sample Agenda and Minutes

Board of Directors
2nd Quarterly Meeting
Springfield, Illinois
Saturday, September 19, 2009

Call to Order

Meeting called to order by AH-W at 10; 15 a.m.

Roll Call/Introductions and Inductions/Welcome Guests

31 BOD present and a quorum called. Members introduced themselves and their chapter. JH, SM, NA sworn in. Members still needing to be sworn in – DC and MM. Welcome JK and PF students from Malcolm X College.

Minutes Acceptance

Motion by LH and seconded by WJ to approve the minutes from the 1st quarter meeting. Motion carried.

Treasurer's Report

As submitted by RK. RK handed out the 'Balance Sheet Previous Year Comparison' data which shows revenue is down but still within budget. The 'P&L' was handed out and it shows more chapters are having conferences and bringing in revenue. RK has interviewed five CPAs to do the annual audit. Motion to approve the Treasurer's report carried.

Delegates Report

Distributed to the meeting members by JK.

Council Reports

Administrative Report submitted by MM. Four calls were answered by the Administrator. Three were license questions and one was about the annual state conference. All were able to be answered.

Legislation Report –submitted by AH. L&L reported that the Respiratory Practice Act bill passed. Information is on the website and in the TRACT.

AARC PAC – submitted by LZ. LZ reminded everyone of the virtual lobby day which is being promoted on the ISRC website and in the TRACT. LZ asks that all Chapter Chairs communicate this to their chapter members.

Website – submitted by our interim webmaster.

Executive Committee – submitted by GB.

Governmental Affairs Council

Nominations and Elections – submitted by GH. Met last month and the ISRC Election Procedure is being sent out and is on the ISRC Forum.

GH has contacted some companies who can help move us from paper ballots to electronic voting. Motion by PR with a second from RR to move voting to electronic. Motion carried.

Motion by GM with a second from CH to approve the slate of candidates. Motion carried.

Bylaws –s submitted by DS. Standing rules are in. DS reports that an email was sent two months ago to the Bylaws Committee concerning possible changes to the number of ISRC Delegates. ISRC is one of the only states that has a delegate and an alternate delegate. Most other states send two delegates –one senior and one junior. Proposed changes to the Bylaws will be reviewed by the Committee and recommendations presented to the BOD for approval.

Legislation – submitted by KR. Currently waiting for the IDFPR to respond to proposed changes to education requirements for license renewal.

Fiscal Responsibility Council

Budget and Audit – submitted by RR. RR reminded committee chairs of the requirement to submit their committee budgets by_____.

Professional Development Council

Education/Students Committee – submitted by HT. Currently the Chair position is open. Any BOD member interested should contact HT.

Program Committee – submitted by AH. The site for the annual conference will be the Drury Lane. Speakers are being recruited with ten already committed.

Membership Committee – submitted by DM. There were 25 new members added this quarter. The total membership is now 3,501.

Strategic Communication Council

Public Relations/Publications Committee – submitted by TR. The committee has not met this quarter.

Strategic Planning Committee – submitted by KR. The committee has not met this quarter.

Chapter Chairs Committee – submitted by SM. The committee did not meet this quarter.

Old Business

New Business

Future Meeting – will be May 31, 2021 at 4:00 pm at Drury Lane.

Adjournment – meeting adjourned at 3:00 pm.

**Appendix C
Sample Treasurer Report**

**Treasurer's Report
January 15, 2020**

Balance last meeting:	
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:	
District hospital postage	\$6.15
Post office stamps	15.00
Holiday Inn meeting expense	19.52
AARC labels	30.19
KAP graphics	30.00
MJ postage	217.00
PO Box rental	56.00
Total	\$373.86
Cash on Hand as of 1/1/2020:	
Checking account	\$1,188.02
Savings account	5,738.39
Money Market Certificate	10,000.00
Total	\$16,926.41
Betty Pendgraft Memorial Fund	\$166.55

Appendix D Bylaws

Bylaws-Updated 2019

Article I - Name & Affiliation

Section A – Name

This organization shall be known as the Illinois Society for Respiratory Care, herein referred to as the Society.

Section B – Affiliation

The Society shall be a chartered affiliate of the American Association for Respiratory Care, herein after referred to as the Association, and shall abide by the rules and regulations of the Association as promulgated from time to time.

Article II - Object

Section A - Purpose

To encourage, develop and provide educational programs for those persons interested in the field of Respiratory Care.

To advance the Science, technology, ethics and art of Respiratory Care through appropriate institutes, meetings, lectures, preparation and distribution of a newsletter, and any additional materials and procedures deemed suitable for this purpose.

To facilitate cooperation between Respiratory Care personnel and the medical profession, allied health professions, hospitals, service companies, industry and other agencies within the state interested in Respiratory Care; except that the Society shall not commit any act that shall constitute unauthorized practice of medicine under the laws of the State of Illinois.

To educate the general public in pulmonary health promotion and disease prevention.

To insure strict adherence to the principles of the code of ethics of the Association

Section B – Intent

No part of the net earnings of the Society shall inure to the benefit of any private member or individual, nor shall the Society perform particular services for individual members thereof, other than those usually and customarily performed by similar organizations.

The Board of Directors may provide for the distribution of funds, income and property of the Society to charitable, educational, scientific or religious corporations, organizations, community chests, foundations or other kindred institutions maintained and created for one or more of the foregoing purposes if at the time of distribution the payee or distributees are exempt from income taxation under the provisions of section 501, 2055 and 2522 of the Internal Revenue Code, or any later sections of the Internal Revenue Code which amend or supersede the said sections.

In the event of dissolution of the Society, whether voluntary or involuntary, all its remaining assets shall be distributed as specified in subsection 2 above, as authorized by the Board of Directors of the Society.

The Society shall not commit any act, which shall constitute unauthorized practice of medicine under the laws of the State of Illinois.

Article III - Boundaries

Section A - Society Boundaries

The area of **Chapter I** is the area included within the boundaries of the counties of Henderson, Knox, Marshall, Mercer, Peoria, Rock Island, Stark, Tazewell, Warren, Woodford, La Salle, Putnam, Grundy, and Fulton.

The area of **Chapter II** is the area included within the boundaries of the counties of Cook, DuPage, Lake and Will.

The area of **Chapter III** is the area included within the boundaries of the counties of Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Macon, McLean, Moultrie, Piatt, Shelby, Kankakee, and Vermillion.

The area for **Chapter IV** is the area included within the boundaries of the counties of Alexander, Clay, Crawford, Effingham, Edwards, Fayette, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Marion, Massac, Perry, Pope, Pulaski, Richland, Saline, Union, Wabash, Wayne, White, Alexander, Madison, Bond, Clinton, St. Clair, Washington, Monroe, Randolph, and Williamson.

The area of **Chapter V** is the area included within the boundaries of the counties of Adams, Brown, Cass, Christian, Calhoun, Greene, Jersey, Macoupin, Montgomery, Hancock, Logan, Mason, McDonough, Menard, Morgan, Pike, Sangamon, Schuyler and Scott.

The area of **Chapter VI** is the area included within the boundaries of the counties of Boone, Bureau, Carroll, DeKalb, Henry, JoDavies, Lee, Ogle, Putnam, Stephenson, Whiteside, Winnebago, McHenry, Kane, and Kendall.

Article IV - Membership

Section A - Classes

Three Association membership classes shall be recognized by the Society and shall include: Active, Associate and Special Membership. The criteria for each of these classes shall comply with the Association's current membership definitions.

The Society shall have five (5) classes of membership: Active, Associate, Special, Corporate and Institutional. These members will have all the rights and privileges of the Society except that only Active members of the Association shall be entitled to hold office or vote.

Corporate membership shall be open to any organization that is in business to make a profit.

Institutional membership shall be open to any organization that is not for profit or non-profit.

Section B - Eligibility

Active, Associate and Special Members. Each applicant for membership shall meet all of the qualifications of the class of membership for which s/he applies. Providing all qualifications are met and Association or Society dues paid, the equivalent membership classification shall be granted in the Society as has been granted by the Association.

Corporate and Institutional. Each applicant for membership shall meet all of the qualifications of the class of membership for which s/he applies. Providing all qualifications are met and Society dues paid, membership will be granted in the Society only

Section C - Application for Membership

Application for membership in the Society shall follow the procedure specified by the Board of Directors

Article V - Officers and Representatives

Section A - Officers

The Officers of the Society shall be a President; a President-Elect who automatically succeeds to the Presidency when the President's term ends; a Vice President; a Secretary; a Treasurer and an Immediate Past President

Section B - Chapter Representation

Each chapter shall be represented on the Board of Directors by the Chapter Chairperson and by one additional member regardless of the number of chapter constituents.

Each chapter shall be represented on the Executive Committee by the Chairperson of that chapter.

The Board of Director Membership will consist of one (1) Chapter chairperson plus one (1) additional member of each of the six (6) chapters and the Society officers (President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President) and the Society Delegate and alternate Delegate (no more than 20 members).

Section C - Term of Office

The term of office for President shall be for a period of two (2) years and no individual shall succeed him/herself in office.

The term office for President-Elect shall be for a period of one (1) year immediately preceding succeeding to the office of President, and no individual shall succeed him/herself in office.

The term of office for Immediate Past President shall be for a period of one (1) year immediately following the term in the office of President.

The term of office for the Vice-President shall be for a period of two (2) years.

The term of office for Secretary and Treasurer shall be for a period of two (2) years.

The term of office for Chapter Chairpersons shall be for a period of two (2) years.

The term of office for members of the Board of Directors shall be for a period of two (2) years with the exception of the Offices of President-Elect and Immediate Past President. There shall be no limit to the consecutive terms that may be served as a member of the Board of Directors.

Section D - Multiple Offices

No officer or delegate shall hold more than one (1) Society office simultaneously.

Section E - Vacancies in Office

In the event of a vacancy in the office of President, the President-Elect shall become Acting President to serve the unexpired portion of the President's term, and shall serve his/her own, the successive term, as President.

In the event of a vacancy of President-Elect, the Vice-President shall assume the duties, but not the office, as well as his own until the next meeting of the Board of Directors, at which time the Board shall fill the vacancy by appointment.

In the event of a vacancy in the office of Vice-President, Secretary or Treasurer, the Board of Directors shall, at their next meeting, appoint a qualified member to fulfill the remainder of the unexpired term.

In the event of a vacancy in the office of Chapter Chairperson, a committee consisting of the members of the Board of Directors of that chapter shall appoint an Acting Chairperson from the active membership of that chapter for the remainder of the unexpired term, subject to an approving vote of the active members of the AARC within the chapter at their next regular meeting.

In the event of a vacancy in the office of Chapter Representative, The Chapter Chairperson shall appoint a qualified member to serve the remainder of the unexpired term, subject to an approving vote of the of Directors in the previous election shall have the first consideration in appointment.

Section F - Duties of the Officers of the Society

President

The President shall be the chief executive officer of the Society. S/he shall preside at the annual business meeting and all meetings of the Board of Directors; prepare an agenda for the annual business meeting and submit it to the membership not fewer than thirty (30) days prior to such a meeting in accordance with Article VIII, Section C of the Bylaws; be an ex officio member of all committees except the Elections and Nominations Committee; present to the Board of Directors and membership an annual report.

President-Elect

The President-Elect shall become Acting President in the event of the President's absence, resignation or disability; and shall perform such other duties as shall be assigned by the President or Board of Directors.

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 act as a liaison between committees as well as the general membership and the public, and carry out such other duties as shall be assigned by the President or the Board of Directors.

Treasurer

The Treasurer shall have charge of all funds and securities of the Society; endorsing and depositing all checks, notes and monies to the accounts of the Society, and shall disburse Society funds under direction of the Board of Directors in accordance with the approved budget. At the expense of the Society, s/he shall be bonded in an amount to be determined by the Board of Directors.

Secretary

The Secretary shall have charge of keeping the minutes of the Board of Directors and annual business meetings; executing the general correspondence of the Society and maintaining the Standing Rules; performing such other duties as from time to time may be assigned by the President or the Board of Directors.

Immediate Past President

The Immediate Past President shall become Acting President in the event of the President and Vice-President's absence, resignation or disability. S/he shall advise and consult with the President, serve as a member of the Bylaws Committee, serve as a liaison to the Board of Medical Advisors, and perform such duties as shall be assigned by the Board of Directors.

Article VI - Nominations and Elections

Section A - Nominations Committee

The President shall appoint a Nominations Committee each odd numbered year at the first quarter meeting. The Chairperson of this committee shall report the slate of nominees to the Board of Directors at the second quarter meeting of that *year*

Section B - Nominations

The Nominations Committee must place in nomination the name of at least one (1) person for the offices of President-Elect, Vice-President, Treasurer, Secretary and the Association's Alternate Delegate, and at least two (2) persons for the office of Medical Advisor. Additional nominations may be made from the floor of the Board of Directors.

Only active members of the Association in good standing and who are licensed by the Illinois Department of Financial and Professional Regulation (hereafter referred to as IDFP) and are a current Board member or have served as a Board member within the last year shall be eligible for nomination.

On written petition of ten (10) or more voting members or five (5) percent of the voting membership (whichever is the greater number) filed with the President prior to the second quarter meeting, any other member or members may be nominated. If a nominating petition is so filed, said nomination shall be placed on the ballot.

Section C - Ballot

The Nomination Committee's slate shall be communicated to every active member in good standing and eligible to vote.

The vote shall be by secret ballot. The deadline date shall be clearly indicated on the ballot.

Active membership, good standing, and eligibility to vote shall be determined by the most current membership list obtainable from the Association.

Section D - Elections Committee

The President shall appoint an impartial Elections Committee, which shall check the eligibility of each ballot and tally the votes.

Article VII - Governance

Section A - Structure

The governance of this Society shall be vested in the Board of Directors

Section B - Board of Directors Composition and Powers

The Board of Directors shall consist of the President, President-Elect or Immediate Past President, Vice-President, Treasurer, and Secretary, the Society's Delegate to the Association, Chapter Chairpersons and the duly elected Representatives from each chapter.

The Executive Committee of the Board of Directors shall consist of the officers of the Society, Chapter Chairpersons and the Society's Delegate to the Association as voting members.

The President shall be the Chairperson and presiding officer of the Board of Directors and the Executive Committee. S/he shall invite in writing such individuals to the meeting of the Board as s/he shall deem necessary, which shall have the privilege of voice but not of vote.

The Board of Directors shall have the power to declare an office vacant by a two-thirds (2/3) vote, upon refusal or neglect of any member of the Board to perform the duties of office, or for any conduct deemed prejudicial to the Society. Written notice shall be given to the member that the office has been declared vacant.

Duties

The Board of Directors shall supervise all the business activities of the Society within the limitations of these Bylaws.

The Board of Directors shall adapt and rescind Standing Rules of the Society.

The Executive Committee shall have the power to act for the Board of Directors between meetings of the Board and such activities shall be in concert with the goals of the Society and subject to ratification by the Board at its next meeting.

Vacancies

Any vacancy that occurs on the Board of Directors shall be filled as specified in Article V Section E of these Bylaws.

Meetings

The Board of Directors shall meet immediately preceding and immediately following the annual business meeting of the Society and shall hold not fewer than two (2) regular and separate meetings during the course of the year.

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 ten (10) members of the Board of Directors filed with the President and Secretary.

A majority of the Board of Directors shall constitute a quorum.

Special Election

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. The questions thus presented shall be determined according to a majority of the valid votes returned within thirty (30) days after the date of such submission, except in the case of an amendment to the Bylaws when a two-thirds (2/3) majority of the 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. Any amendment to the Bylaws of this Society shall be presented to the membership at least sixty (60) days prior to a vote, as provided in Article XVIII Section A of these Bylaws.

Article VIII - Meeting

Section A - Date & Place

The Society shall hold an annual business meeting each calendar year. Additional meetings may be held as required to fulfill the objectives of the Society.

Section B - 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.

Additional business meetings shall be for the purpose of receiving reports and other business brought by the President.

Section C - 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 ninety (90) days prior to the meeting. An agenda for the annual business meeting shall be sent to all members not fewer than thirty (30) days prior to the annual business meeting.

Section D – Quorum

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

Section E – Attendance

All meetings called to conduct official business will be open to the membership-at-large.

Article IX - Society Delegates to the Association's House of Delegates

Section A - Election

The Society shall elect an Alternate Delegate to the Association's House of Delegates in accordance with the Association's Bylaws in each even number year.

The candidates for election to this office may not be from the same chapter as the then incumbent Alternate Delegate.

Section B - Duties

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

Section C - Term of Office

The candidate elected to the office of Alternate Delegate shall serve for a term of four (4) years, the first two (2) of which will be served as Alternate Delegate, and the remaining two (2) years as Delegate.

Section D – Succession

No person may serve more than two successive terms in the House of Delegates.

Section F - Vacancies in Office

In the event of a vacancy in the office of Delegate, the Alternate Delegate shall become Delegate to serve the unexpired portion of the Delegate's term, and shall then serve his/her own, the successive term, as Delegate.

In the event of a vacancy in the office of Alternate Delegate, an election shall be held to fill the vacancy. Candidates for this election may not be from the same chapter as the then incumbent Delegate.

Article X - Committees

Section A - Standing Committees

The chairpersons and the President, subject to an approving vote of the Board of Directors, shall appoint members of the following standing committees to serve for a term of one (1) year except as specified in Article XI Section A subsection 3 of these Bylaws.

- Budget and Audit
- Bylaws
- Chapter Chairpersons
- Education
- Elections
- Legislative
- Membership

Nominations
Program
Public Relations/Publications
Strategic Planning
Student

Section B - Special Committees and Other Appointments

Special committees or personnel may be appointed by the President as the business of the Society requires, subject to an approving vote of the Board of Directors.

Section C - Removal of a Committee Chairperson

Involuntary removal of a committee chairperson requires a two-thirds (2/3) approving vote of the Board of Directors.

Article XI - Duties of Committees

Section A - Duties and Composition of Committees

Budget and Audit Committee

This committee shall be composed exclusively of members of the Board of Directors.

This committee shall submit a proposed annual budget to the Board of Directors at the second quarter meeting of that body. The Board's approved budget, with revisions, shall then be presented in writing to the general membership.

This committee shall verify that the Society's officers and committee chairpersons not exceed the budget in any category without the consent of the Budget and Audit Committee and an approving vote of two-thirds (2/3) of the Board of Directors.

Bylaws Committee

This committee shall consist of a Chairperson and at least four (4) additional members from the Board of Directors.

This committee shall receive proposed amendments to these Bylaws from members of the Board of Directors and shall edit such amendments prior to their submission to the Board of Directors.

This committee will provide to the Board of Directors interpretation and recommendations on Bylaws questions.

Chapter Chairpersons' Committee

This committee shall be composed of all incumbent Chapter Chairpersons of the Society.

The Chairperson of this committee will be elected from the membership of the committee.

Education Committee

This committee shall consist of a Chairperson and not less than four (4) additional members.

This committee shall assist in designing and planning the educational activities for the Society and the Chapters.

Elections Committee

This committee shall consist of a Chairperson and not less than four (4) additional members. Candidates listed on the Election Committee's ballot may not be members of this committee.

This committee shall prepare, distribute, receive, verify and count ballots for all elections or actions requiring a general membership vote for approval.

Legislative Committee

This committee shall consist of a Chairperson and at least six (6) members.

This committee shall review proposed legislature that impacts the field of respiratory care.

This committee shall provide the Board of Directors with interpretation and recommendations on legislative activity.

Membership Committee

This committee shall consist of a Chairperson and at least six (6) members.

This committee is responsible for membership services and recruitment.

Nominations Committee

This committee shall consist of at least one (1) member from each chapter.

This committee shall prepare for review by the Board of Directors a slate of candidates. It will be the responsibility of this committee to place at least one (1) name per office on the ballot.

Program Committee

This committee shall consist of a Chairperson and not less than six (6) additional members.

This committee shall be responsible for the planning and implementation of the Society's annual convention.

Public Relations/Publications Committee

This committee shall consist of a Chairperson and at least four (4) additional members.

This committee shall maintain such liaison as has been established by the Board of Directors with other organizations whose activities may be of interest to the members of this Society. This shall include the preparation of exhibits, programs and other items to bring the message of Respiratory Care and the Association to the 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.

This committee shall consist of a Chairperson and not less than four (4) additional members.

This committee shall concern itself with the execution of a Society newsletter and all other publications of the Society with the public, hospitals and other organizations through dissemination of information concerning Respiratory Care.

Strategic Planning Committee

This committee shall consist of a Chairperson and at least three (3) members.

This committee will formulate five-year strategic plans for the Society, to be submitted annually.

Student Committee

This committee shall ideally consist of one (1) primary and one (1) alternate representative from each Respiratory Care educational program in the State and an active member of the Society who will function as a liaison to the Board of Directors.

The purpose of the committee is to actively integrate students into the Society's systems and committees in order to establish knowledge of the Society and express concerns of the student population.

Article XII - Chapter Organization

Section A - Boundaries of Chapters

The boundaries of each chapter shall be prescribed by the Board of Directors. (Refer to Article III, Section A.)

Section B - Organization

The internal organization, except where in conflict with these Bylaws, shall not be the concern of this document

Section C - Officers and Chapter Representation

Each chapter shall be represented on the Board of Directors by the Chapter Chairperson and by one additional member regardless of the number of chapter constituents.

Membership in a chapter shall be determined by the member's mailing address.

The membership rolls as of March of each year shall determine the appointment of the Board of Directors.

Only active members of the Association in good standing within a chapter may be nominated and elected by members of the chapter to represent them on the Board of Directors. Practicing members must be licensed by the IDFPR. Non-practicing members may have inactive or non-renewed status with the IDFPR.

An active member may opt to transfer his chapter affiliation to a chapter other than the one that has been designated by his/her mailing address.

An active member who wishes to transfer chapter affiliation must make a written declaration to the Society's Membership Committee in January of each year.

The member's letter of declaration must contain:

- The chapter s/he is currently assigned through his/her mailing address
- The chapter to which s/he wants to transfer

The Membership Committee will confirm in writing the new chapter affiliation to the member, the chairperson of the old chapter and the chairperson of the new chapter.

Transfer of chapter affiliations must be renewed in January of each year.

Transfer members will have all rights and privileges of a regular chapter member.

The chapters' representatives to the Board of Directors shall be elected no less than thirty (30) days prior to the annual business meeting and shall take office at the first quarter meeting.

Vacancies shall be filled by appointment of the chapter chairperson subject to an approving vote by the chapter's active membership at their next regular meeting. Individuals nominated but not elected to the Board of Directors in the previous election shall have first consideration in appointment.

Chapter representatives to the Board of Directors will serve a term of two (2) years and may succeed themselves indefinitely.

A seat may be declared vacant by a simple majority of the chapter membership present at any regular business meeting.

If a member's mailing address is outside of Illinois, the member should select the chapter to which s/he wishes to belong. If no selection is made, the chapter affiliation will be selected by the membership committee, using a procedure approved by the Board of Directors.

Each chapter will be represented on the Executive Committee of the Board of Directors by one (1) chapter chairperson.

Only the active members of the Association in good standing within the chapter may be nominated and elected by the members of the chapter to the office of Chapter Chairperson. Practicing members must be licensed by the IDFPR. Non-practicing members may have inactive or non-renewed status with the IDFPR.

The Chapter Chairperson shall be elected no less than thirty (30) days prior to the annual business meeting

A committee of the Chapter Representatives will appoint a Chapter Chairperson in the event of a vacancy, subject to an approving vote by the chapter membership at their next regular business meeting.

The Chapter Chairperson will serve a term of two (2) years and may succeed him/her indefinitely.

The office may be declared vacant by a simple majority of the active members of the Association within the chapter at a regular business meeting.

Section D – Activities

Each chapter organization shall be encouraged to expand the membership of the chapter and to develop educational activities and such other activities as is consistent with the Articles of Incorporation and these Bylaws.

Section E - Chapter Admission Requirements

A chapter will be bounded by county lines.

There will be six chapters within the state.

Chapters must have a minimum of fifty (50) active members from one (1) or more adjacent counties; a new chapter of the Society may be organized by written petition of no less than fifty (50) active members in a given geographical area.

The petition will then be presented to the Board of Directors for review and shall consist of a list of memberships, officers, minutes of the organizational meeting, chapter Standing Rules and geographical locations (by counties).

Approval of the petition will be granted by a two-thirds (2/3) vote of the assembled Board of Directors.

Section F - Correspondence

A copy of the minutes of the governing body and business meetings of the chapter shall be sent to the Society's office.

The names and addresses of chapter officers shall be sent to the Society's office.

Article XIII - Board of Medical Advisors (BOMA)

Section A – Composition

The Society shall have four (4) Medical Advisors. Candidates for Medical Advisor must be physicians who have an identifiable role in clinical, organizational, educational or investigational Respiratory Care.

Section B - Term of Office

Each member shall serve for a term of four (4) years, two members to be elected each even numbered year by active members of the Association within the Society. The term of office shall commence immediately following the annual business meeting of the Society.

Section C - Duties

The Board of Directors and all committees shall consult the BOMA in regard to all matters of medical policy. The BOMA shall assist the appropriate committees or chapters regarding educational programs and publications. The Chairperson of the BOMA or his/her delegate shall attend all regular meetings of the Board of Directors and shall have privilege of voice but not vote.

The Chairperson of the Society's BOMA shall submit in writing the names of all its members to the Association's BOMA for approval.

The Chairperson or his/her delegate shall report all activities to the Board of Directors of the Society at its regular meetings.

Charges to the BOMA shall be made from the Board of Directors of the Society.

The BOMA shall elect their own officers and be responsible for such organizational policies as they may otherwise require.

Funds that may be required for the BOMA activities should be budgeted within the Executive Committee's budget request.

Section D - Vacancies

Any vacancy that occurs on the BOMA shall be filled by appointment of the President of the Society and ratified by the Board of Directors at their next regularly scheduled meeting.

The appointed member will fulfill the remainder of the unexpired term.

The term of office of a Medical Advisor may be terminated at any time by a two-thirds (2/3) vote of the Board of Directors. Notification of this action shall be submitted to the Medical Advisor and the Chairperson of the Society's BOMA.

Section E - Meetings

An annual meeting of the BOMA shall be held at the time and place of the annual business meeting of the Society, and other meetings shall be held at such times and places as shall be determined by the BOMA.

Article XIV - Fiscal Policy

Section A - Fiscal Year

The fiscal year of the Society shall be from January 1st through December 31st.

Section B- Fiscal Activities

All fiscal activities shall be in accordance with the Society's Standing Rules.

Article XV - Dues and Assessments

Section A - Payment of Dues

Each member of the Society shall pay annual dues in such amounts and in such manner as may be established on an annual basis by the Board of Directors,

Section B - Association Members

Society dues shall be considered paid in full upon payment of the Association's dues.

Section C - Assessments

The Society shall have the right to assess the membership.

Article XVI - Ethics

If the conduct of any Society member shall appear to be in willful violation of the Bylaws or Standing Rules of this Society or prejudicial to this Society's interests as defined in the Association's Code of Ethics, the matter will be referred to the Association's Judicial

Committee and/or the Society's Board of Directors as determined by membership designation.

Article XVII - Parliamentary Procedure

Section A - Parliamentarian

The Delegate of the Society will serve as Parliamentarian of the Board of Directors during his/her term.

Section B - Procedure

The rules contained in Robert's Rules of Order (Revised) shall govern whenever they are not in conflict with the Bylaws of the Society or the Association

Article XVIII - Amendments

Section A Ratification

These Bylaws may be amended at any regular meeting of the Society with provisions for absentee ballot or by vote of the Society by a two-thirds (2/3) majority of those voting, provided the proposed amendment has received an approving vote of two-thirds (2/3) of the assembled Board of Directors and has been presented to the membership in writing not less than sixty (60) days prior to the vote.

Article XIX - Intent

No provisions of the Bylaws of the Illinois Society for Respiratory Care shall be interpreted to conflict with the provisions of the Bylaws of the Association. Notwithstanding provisions of Article XVIII, these Bylaws may be amended by the Board of Directors at any time they are found to be in conflict with the Bylaws of the Association. They may also be amended by the Board when a correction for clarity, conformity or simple name change is deemed necessary by the Board.

Appendix E

Strategic Plan 2014-2019

Objective One

Advance the knowledge base and educational preparation of Respiratory Care Practitioners to ensure competent patient care and to foster patient safety initiatives.

Strategies

- Support existing Respiratory Care programs in Illinois
- Encourage all RCPs to attain the RRT credential
- Assure relevant continuing education opportunities throughout Illinois
- Explore development of on-line education opportunities through the ISRC website

Objective Two

Promote and advance the relevance of membership and participation in the ISRC.

Strategies

- Promote the relevance of the ISRC website
- Promote the ISRC via social media
- Promote the relevance of the AARC/ISRC to department directors/managers as a way to influence staff attitudes

Objective Three

Explore and develop ways to generate revenue for the ISRC to support our programs and initiatives.

Objective Four

Make government and community participation a priority.

Strategies

- Participate in state and local government and non-government healthcare initiatives to educate the public on long health and cardio-respiratory disease
- Collaborate with professional organizations that have similarities to our scope of practice in order to promote the value of allied health professionals
- Participate in the AARC International Fellows Program
- Develop written contracts and/or guidelines for use when partnering with other organizations

Objective Five

Implement programs that will broaden the public's awareness of the Respiratory Care profession through marketing and promotional activities.

Strategies

- Provide information to high school, college and university students regarding Respiratory Care as a career
- Promote the use of Respiratory Care Practitioners

Objective Six

Organize and maintain the history of the ISRC.

Appendix F
Budget Form and Expense Reimbursement Form

Obtain an electronic version from the Budget and Audit Committee Chairperson.

Appendix G
Map of Chapter Boundaries

Insert state chapter boundaries map.