

**STANDING RULES  
NORTH CAROLINA SOCIETY FOR RESPIRATORY CARE, INC.**

**A. General Standing Rules**

1. The Society insignias, name, and permanent address shall be as shown below:



North Carolina Society for Respiratory Care, Inc.  
Post Office Box 1038  
Carolina Beach, NC 28428

**Membership**

2. The members of the NCSRC shall be represented by the Board of Directors. This representation shall be further delineated into three (3) regions named Western, Eastern and Central. The senior Board of Director member for each respective region shall serve as the Chairperson for any regional meetings and activities.
  - a. **The Western Region** shall be composed of the following counties: Cherokee, Graham, Clay, Swain, Macon, Jackson, Haywood, Transylvania, Madison, Buncombe, Henderson, Yancey, Mitchell, McDowell, Rutherford, Polk, Avery, Watauga, Caldwell, Burke, Cleveland, Ashe, Alleghany, Wilkes, Alexander, Catawba, Lincoln, Gaston, Iredell, and Mecklenburg.
  - b. **The Central Region** shall be composed of the following counties: Surry, Yadkin, Davie, Rowan, Cabarrus, Stanly, Union, Anson, Stokes, Forsyth, Davidson, Rockingham, Guilford, Randolph, Montgomery, Richmond, Caswell, Person, Alamance, Orange, Durham, Chatham, and Moore.
  - c. **The Eastern Region** shall be composed of the following counties: Granville, Vance, Warren, Franklin, Wake, Harnett, Lee, Hoke, Scotland, Northampton, Halifax, Nash, Edgecombe, Wilson, Johnston, Wayne, Sampson, Cumberland, Bladen, Robeson, Columbus, Hertford, Gates, Camden, Chowan, Perquimans, Pasquotank, Martin, Washington, Tyrrell, Greene, Pitt, Beaufort, Hyde, Lenoir, Jones, Craven, Pamlico, Duplin, Onslow, Carteret, Pender, New Hanover, and Brunswick.
3. Membership and privileges shall be recognized in accordance with verified AARC membership status (Active, Associate, and Special).
4. Verified AARC, Inc. membership shall be recognized as written application for NCSRC, Inc. membership.
5. The Society may require its member to pay dues to the Society. Annual membership dues, if any, shall be reviewed annually by the Board of Directors.

6. Life members with “Active” NCSRC membership status will be granted all membership privileges. Life members of inactive NCSRC membership status will be granted privileges of an “Associate” member as defined in NCSRC Bylaws.

**Meetings:**

7. Scheduled Board of Director Meetings shall be held no fewer than two (2) times a year. Efforts shall be made to correlate the timing of Board of Director meetings to coincide with regional state symposia.
8. Modification to the regular scheduled meetings may be dictated by the President. Thirty (30) days advance notification shall be given.
9. Emergency situations will be handled in accordance with Article V, Section 4c of the NCSRC, Inc. Bylaws.
10. Quorum shall be recognized by the presence of a majority of the Board of Directors at a duly called meeting.
11. Parliamentary procedure will be used at Board of Director meetings and be in accordance with Robert’s Rules of Order. (Attachment A)
12. An Executive Session may be called during a meeting to handle confidential issues (Attachment B).
13. The Annual Business Meeting shall be held in conjunction with the NCSRC, Inc. annual convention. A Board of Directors Meeting may be scheduled in conjunction with the annual convention.
14. Duties and Committee appointment shall be recognized as a component of the standing rules.
15. NCSRC, Inc. Charter and Registered Agent status shall be reviewed annually by the Board of Directors. This will be done at the October Board of Directors meeting, and as indicated by any change in status.
16. An Executive Director and/or Secretary may be contracted upon approval of the Board of Directors. This position may also be referred to as the Administrative Director and/or Secretary. The Administrative Secretary shall meet the qualifications outlined in the Position and Job Description (Attachment C)

**Elections and Terms of Office:**

17. Board of Director Members shall be elected from the defined NCSRC region in which they reside.
18. Terms of office shall be October 1 to September 30 except for the delegates and treasurer which shall be January 1 to December 31. Officers and Directors shall not hold more than one NCSRC, Inc. office; exceptions approved by the President’s Council.
19. Newly elected Officers and Directors will be administered the NCSRC Oath of Office (Attachment G) at the NCSRC Annual Business Meeting. In the event the newly elected Officer or Director is unable to attend, the administration of the Oath of Office may be conducted in one of the following methods:
  - a. At the next Board of Directors Meeting
  - b. Over the phone, with an additional Board of Director member present as a witness (if conducted in this manner, the oath administration will be recorded in the Society minutes as an addendum).
20. Resignation of an Officer, Director, or Committee Member shall be made in writing to the President and Secretary.
21. An Officer, Director, Delegate, or Committee Member may be replaced by a majority vote of the Board of Directors present at a scheduled meeting for:
  - a. Repeated failure to complete assigned duties and/or charges
  - b. Actions contrary to the best interest of the NCSRC, Inc.

- c. Less than 50% attendance to the Board of Directors Meeting.
- 22. Vacancies of the Board of Directors and vacancies for appointed positions shall be filled as outlined below:
  - a. In the event of a vacancy in the office of President, the President-Elect shall become Acting President to serve the unexpired term and shall serve his own, the successive term as President.
  - b. In the event of a vacancy in the office of the President-Elect, the Vice-President shall assume the duties, but not the office, of the President-Elect as well as his own. A special election will be conducted to fill this vacancy, as appropriate.
  - c. Any vacancy in the office of Vice-President, Secretary, or Treasurer shall be filled by the appointment of a qualified individual from and by the Board of Directors. Individuals so appointed shall serve until the next scheduled election.
  - d. In the event of a vacancy in the office of the Immediate Past-President, the office shall remain vacant.
  - e. In the event of a vacancy in the position of Director, the Board of Directors shall appoint the person with the next highest vote count from that region in that year's election to serve the remaining portion of the unexpired term. In the event the person receiving the second highest vote count is unavailable or unwilling to accept appointment, the Board of Directors shall appoint a qualified individual to serve the remaining portion of the unexpired term.
  - f. In the event of a vacancy in the position of Delegate, the Board of Directors shall appoint a qualified individual from the Board of Directors to be the Society's representative to the Association until the next scheduled election
  - g. In the event of a vacancy of an appointed position, the President may choose to leave the position vacant, or the President may reappoint another qualified individual. A reappointment shall require a majority affirmative vote from the Board of Directors.
  - h. In the event of a vacancy of a Committee Chair, the President will appoint another chair from one of the current members of the committee. This appointment shall require a majority affirmative vote from the Board of Directors.
  - i. In the event of a vacancy of a Committee member, the President may choose to leave the position vacant, or the President may reappoint another qualified individual. A reappointment shall require a majority affirmative vote from the Board of Directors.

**Financials:**

- 23. Official NCSRC, Inc. Expense Vouchers (Attachment D) shall be used for requesting travel advances and documenting expenditures of Society funds. Travel requests and expenditures shall be in accordance with guidelines set forth in Section AA – Expenditure / Reimbursement. Appropriate receipts must be attached to the vouchers. Committee chairpersons must approve the expense prior to submitting to the Society Treasurer for payment (travel advances excluded).
- 24. Completed vouchers for requesting Travel Advances shall be submitted to the Society Treasurer at least (30) thirty days prior to the associated travel. Completed vouchers for the purpose of reconciliation of Travel Advances shall be submitted to the Society Treasurer within fifteen (15) days of completion of the associated travel.
- 25. Re-allocation of budgeted funds may be authorized by the Executive Committee. Board of Directors shall be notified at the next scheduled meeting.
- 26. The Society will maintain a business bank account with separate access for the President and Treasurer.
  - a. The Treasurer will be the Administrator for the Society banking account.

- b. The President and Treasurer will have his/her respective account set up with mobile banking where any activity will post to their respective email and/or mobile phone.
    - i. Each deposit made to the account will notify the President and Treasurer
    - ii. Each expense authorized by the Treasurer will notify the President via email and/or text message, as set up in each account
  - c. Expenses can be done via electronic transfer if the payee accepts electronic payment. For those who do not accept an electronic transfer, a credit will be done electronically and the bank will send a check to the payee.
27. Authorized expenditures will be declared at the October Board of Directors meeting. Exceptions must have Executive Committee approval.
28. The Society shall maintain a credit card held by and in the name of the Treasurer. The Treasurer and/or President shall authorize all payments made via the Society credit card.
- a. The President will designate key officers allowed to use the procurement card(s). Any officer holding a procurement card is responsible for ensuring his or her purchases are in accordance with Section AA, Expenditures/Reimbursements.
  - b. The President may give authorization for the administrative assistant to use the procurement card(s) for purchases on behalf of the Society in accordance with Section AA, Expenditures/Reimbursements.
    - i. The President may authorize the purchase of a pre-paid procurement card in the amount up to \$250.00 for use by the administrative assistant for purchases on behalf of the Society in accordance with Section AA, Expenditures/Reimbursements.

**Communications:**

29. The Society Newsletter shall be named the NCSRC Times.
30. The NCSRC Times should include reports from:
- a. President
  - b. Treasurer
  - c. Membership Committee
  - d. Program Committee
  - e. Delegate
  - f. Others as charged by the President
31. Board of Directors shall be provided a “BOARD BOOK” as identified in the Standing Rules, section J (Secretary), # 7.
32. The NCSRC web site ([www.ncsrc.org](http://www.ncsrc.org)) will be an official method for NCSRC membership communication. The web site shall be maintained by the Chairperson of the Communications Committee.
33. The NCSRC shall maintain a social media forum to provide opportunities for sharing and health-related topics and for interacting with other respiratory care professionals. Individuals interacting through the social media forum(s) established by the NCSRC shall abide by the guidelines outlined in the Social Media Policy (Attachment M).
34. All official NCSRC written correspondence shall be done on official NCSRC stationary, approved by the Board of Directors.

**Behavior:**

35. Smoking shall be prohibited during official Board of Director meetings. Society Representatives should refrain from smoking in public when representing the Society.
36. Socially, morally, and ethically acceptable behavior shall be expected from all NCSRC members, while representing the NCSRC or at NCSRC functions.
37. Professional attire is mandated for the Annual Business meeting.

**Other:**

**38. Life and Honorary Membership**

- a. Nominations and selection for Life and Honorary membership will adhere to established procedure established in Attachment E of these Standing Rules.
- b. Criteria for Life members shall be in accordance with Article IV , Section 4 of the NCSRC Bylaws and will include all of the following:
  1. Active member (one who has the right to vote and hold office) of NCSRC for minimum of 10 years.
  2. Service as a NCSRC Board Member, Committee Chairperson or member, State Officer, or House of Delegates for five (5) years (not necessarily consecutively).
  3. Significant and outstanding contribution to the practice of Respiratory Care and the NCSRC. Interpretation of significant and outstanding contribution in relation to criteria will be made by the NCSRC Executive Committee. It will consider the related respiratory care activities, diligent service, innovative and creative changes, and support of established goals and objectives, both inside and outside the NCSRC membership.
- c. Privileges for Life members shall be in accordance with Article IV, Section 6 of the NCSRC Bylaws and will also include all of the following:
  1. Life members shall be exempt from payment of registration fees at NCSRC sponsored educational events.
- d. Criteria for Honorary members shall be in accordance with Article IV, Section 4 of the NCSRC Bylaws and will include all of the following:
  1. Person not otherwise eligible for active membership status
  2. Active in NCSRC affairs for at least five (5) years, or worked in a field related to the goals of the association for at least five (5) years.
  3. Made special achievement, performance or contribution to NCSRC or the profession.
- e. Privileges for Honorary members shall be in accordance with Article IV, Section 6 of the NCSRC Bylaws and will also include all of the following:
  1. Honorary members shall be exempt from payment of registration fees at NCSRC sponsored educational events.

**B. General Duties (Officers, Directors, Delegates)**

1. Have understanding of Bylaws and Standing Rules.
2. Review minutes of the previous Board of Directors meeting and submit changes to the Secretary within ten (10) days of receipt.
3. Maintain accurate expense records.
4. Submit articles and reports for publication to the Publication Committee on established time table.
5. Generate practitioner, public and vendor support toward advancement and viability of our Society. Participate in local events relating to our profession.
6. Submit written reports, recommendations and resolutions of the Society President at least fifteen days prior to a scheduled Board of Directors meeting, and at the request of the President.
7. Forward all records (upon completion of your term) to your successor. Contact predecessor if additional records/information is needed.\*
8. Review and know general Parliamentary Procedure as outlined in Robert’s Rules of Order.
9. Notify President and Secretary of any changes in name, address, or phone number.
10. Notify President prior to scheduled meetings if unable to attend.
11. Maintain up-to-date “BOARD BOOK”.

12. Submit area goals for consideration to the President-Elect at least thirty (30) days prior to his/her assuming the office of President.
  13. Supervise all corporate business and administrative activities of the Society. Perform other duties as set forth in the Society Standing Rules and other such duties as approved by a majority of the Board of Directors.
- \* Successor and Predecessor may be requested to attend the October Board of Directors Meeting.

**C. General Duties (Committee Chairpersons)**

1. Distribute committee rules and charges to committee members.
2. Submit written committee reports and recommendations to the President at least fifteen (15) days prior to a scheduled Board of Directors meeting, and as requested by the President.
3. Submit news for publication to the Publication Committee Chairperson for consideration.
4. Maintain accurate income and expense records.
5. Submit committee goals to the President and Board for review and approval before the first scheduled Board of Director’s Meeting of the Society’s fiscal year.
6. Submit recommendations for committee member appointments to the Society President at least Thirty (30) days prior to the first scheduled Board of Directors meeting, or as requested by the President.
7. Notify the Society President and Secretary of any changes in names, addressees or phone numbers of any committee members.
8. Forward all records (upon completion of your term) to your successor.
9. Attend Board of Directors meetings as requested by the Society President.
10. Insure compliance with specific duties as identified in the Standing Rules.

**D. Committee Appointments/Composition**

1. Standing Committees (Standing Committees are reoccurring Committees each fiscal year)

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>MEMBERS</u>
Nominations*	Elected	(2) Elected
Budget/Audit	President-Elect and Treasurer	Executive Committee
By-laws/Standing Rules	Appointed	(2) Appointed (+) Past-President
Public Relations	Appointed	(3) Appointed
Education †	Appointed	(3) Appointed
Judicial	Past-President	(3) Appointed
Membership	Vice-President	(3) Appointed
Program †	Appointed	(3) Appointed
Professional Standards (PACT)	Appointed	(3) Appointed
Elections *	Appointed	(3) Appointed

Publications	Appointed	(3) Appointed
Communications	Appointed	(3) Appointed
Long Range Planning	President-Elect	President, Immediate Past-President, Past President, Delegate
Research	Appointed	(4) Appointed

\* Nominations and Elections Committees may be combined.

† Education and Program Committees may be combined. These may contain the following subcommittees: Advertisement, Vendor, Sputum Bowl, and Location/Arrangements.

2. Special Committees (Special Committees are assessed each year by the President to determine continued need for Committee.)
  - a. Alternate Site/Home Care
  - b. Awards/Scholarship
  - c. Special Projects
  - d. Chartered Affiliate
  - e. Practitioner of the Year
  - f. Polysomnography

The President shall be responsible for appointing special committees and establishing their charges at the time of the appointment.

3. Special Appointments (Appointments are assessed each year by the President to determine the continued need for the Appointment. Appointments are made for a 1 year term unless otherwise noted.)
  - a. Parliamentarian (In the absence of an appointed Parliamentarian, the Immediate Past President assumes this role.)
  - b. Vendor Representative  
(The purpose of this role is advisory and shall be a non-voting position. The term shall be for two (2) years and will be appointed by the current President when the position becomes vacated or the term expires. Expenses will be covered as with Board of Director members)
  - c. Historian
  - d. North Carolina Respiratory Educators (NCARE) Liaison
  - e. North Carolina Respiratory Manager's Group Liaison
  - f. North Carolina Respiratory Care Board (NCRCB) Liaison
  - h. Council for Allied Health in North Carolina Liaison
  - i. Ad Hoc Committees

The President shall be responsible for appointing individuals to various special functions and projects, and establishing their charges at the time of the appointment.

## **DUTIES: OFFICERS**

### **E. President**

1. Preside at and insure proper use of time during all NCSRC meetings.
2. Is a member of the NCSRC Executive Committee and functions at the presiding Officer.
3. Serve as ex-officio member of all committees.
4. Cast tie-breaking vote on controversial issues.
5. Submit commentary for publication to each issue of the NCSRC Times.

6. Communicate with the President-Elect and Past-President on a regular basis.
7. Review Board of Medical Advisors status annually and submit recommendations to the Board of Directors for approval, at the first scheduled Board of Directors' Meeting of the Society's fiscal year.
8. Shall have access to the Society banking account and shall review all Society banking activity. For other specifics related to this process, see Section A # 26.
9. Establish (in advance) the time and place for each regularly scheduled Board of Directors meeting.
10. Notify committee Chairpersons of appointed committee members and present same to the Board of Directors not later than the first scheduled Board of Directors meeting of the Society's fiscal year.
11. Communicate as primary liaison with the Medical Advisors and external contacts regarding Society business.
12. Maintain copy of all official Presidential correspondence and forward duplicate copy to Administrative Secretary for filing, or forward to the Secretary in the event an Administrative Secretary is not contracted.
13. Submit all necessary and/or requested reports to the AARC, Inc. and other official bodies as appropriate.
14. Respond to all Society business within fourteen (14) days.
15. Submit committee charges to Committee Chairperson prior to the first scheduled Board of Directors meeting.
16. Appoint special committees and members as necessary for Society functions.
17. Submit proposed goals to the Board of Directors at the first scheduled meeting.
18. Submit annual budget to the Board of Directors at the first scheduled Board of Directors' Meeting.
19. Submit Affiliate Activity Forms as indicated by AARC for consideration in chartered Affiliate Awards.
20. Submit the form "New Affiliate Officers" to the AARC, Inc. within ten (10) days following the NCSRC Annual Meeting. (This responsibility may be delegated to the Secretary, or Administrative Secretary if contracted.)
21. Maintain record of current NCSRC, Inc registered agent. (This responsibility may be delegated to the Secretary, or Administrative Secretary if contracted.)
22. Assure the Delegates' Credentialing Forms are accurately completed and submitted to the AARC, Inc. prior to stated deadlines. This form may be obtained from the NCSRC Delegate or from the AARC. (This responsibility may be delegated to the Secretary, or Administrative Secretary if contracted.)
23. Forward Board of Director Meeting agenda, committee reports, and resolutions to the Officers and Board of Director Members at least ten (10) days prior to the scheduled Board of Director Meeting. (This responsibility may be delegated to the Secretary, or Administrative Secretary if contracted.)
24. A parliamentarian may be appointed at the discretion of the President.
25. In any years in which there is not a President-elect, appoint a Program Committee Chairperson prior to the conclusion of the Annual Business Meeting.
26. In any years in which there is not a President-elect, submit the names of the Committee Chairpersons (excluding Nomination Committee) to the Board of Directors at least twenty (20) days before the first scheduled Board of Directors' Meeting.
27. In any years in which there is not a Past-President, present a brief Orientation Program and Board of Directors introductions in conjunction with the first scheduled Board of Directors meeting. The President may designate another qualified individual to perform this duty.



28. Attends annual Affiliate President's Meeting, sponsored by the AARC, if expenditures are budgeted for that year.

#### **F. President-Elect**

1. Formulate plan of activities for term as President.
2. Actively participate in NCSRC, Inc. activities.
3. Have thorough understanding of NCSRC, Inc. activities.
4. Have thorough understanding of NCSRC, Inc. Bylaws, Standing Rules and parliamentary procedure.
5. Maintain copy of all official NCSRC correspondence and forward duplicate copy to Administrative Secretary for filing, or forward to the Secretary in the event an Administrative Secretary is not contracted.
6. Serve on the Executive Committee.
7. Serve as Co-chairperson of the Budget/Audit Committee.
8. Serves as the Chairperson of the Long Range Planning Committee.
9. In any years in which there is not a Past-President, serves as Parliamentarian in the absence of an appointed Parliamentarian.
10. Appoint Program Committee Chairperson prior to the conclusion of the Annual Business Meeting, immediately preceding the assumption of office as President.
11. Twenty (20) days prior to assuming the office of President, submit to the Board of Directors:
  - a. Names of Committee Chairpersons (excluding Nomination Committee).
  - b. Goals.
12. Attends annual Affiliate President's Meeting, sponsored by the AARC, if expenditures are budgeted for that year.

#### **G. Past-President**

1. Serve as Chairperson of the Judicial Committee.
2. Serve on the Executive Committee.
3. Serve on the By-laws Committee.
4. Serve as Parliamentarian in the absence of an appointed Parliamentarian.
5. Present a brief Orientation Program and Board of Directors introductions in conjunction with the first scheduled Board of Directors meeting.
6. In any years in which there is not a President-elect, serves as the Chairperson of the Long Range Planning Committee.
7. Maintain copy of all official NCSRC correspondence and forward duplicate copy to Administrative Secretary for filing, or forward to the Secretary in the event an Administrative Secretary is not contracted.

#### **H. Vice-President**

1. Serve as Chairperson of the Membership Committee.
2. Serve on the Executive Committee.
3. Maintain copy of all official NCSRC correspondence and forward duplicate copy to Administrative Secretary for filing, or forward to the Secretary in the event an Administrative Secretary is not contracted.
4. Is responsible for oversight of the NCSRC Student Mentorship Program
  - a. Submit the names of the mentor-mentee assignments to the Board of Directors at least twenty (20) days before the NCSRC Annual Symposium
  - b. Coordinates, with the North Carolina Association for Respiratory Educators (NCARE) Representative, all activities associated with the NCSRC Student Mentorship Program.

5. In any years in which there is not a Past-President, serves as Chairperson of the Judicial Committee.
6. In any years in which there is not a Past-President, the serves as a member of the Bylaws and Standing Rules Committee.

## **I. Treasurer**

1. Serve as Co-chairperson of the Budget/Audit Committee. In any years in which there is not a President-elect, serves as the Chairperson of the Budget/Audit Committee.
2. Maintains/updates NCSRC laptop computer, Microsoft Office and QuickBooks accounting software, as needed.
3. Arrange for year end financial statement and external audit through a certified public accountant. Upon receipt of the year end financial statement and external audit, report the findings of the year end statement and audit to the Board of Directors at their next scheduled Board Meeting.
4. Arrange for the filing of state and federal income taxes.
  - a. When applicable, provide salary information (name, address, SS #, pay amount) to the certified public accountant for IRS form 1099 preparation & mailing.
5. Maintain accurate income and expense ledgers for each budgeted category.
6. Assure that reporting of NCSRC finances shall be in compliance with Standards 116 and 117 of the Financial Accounting Standards Board, as required by the AARC.
7. Submit quarterly income/expense statements to the President at least fifteen (15) days prior to scheduled Board of Directors meetings. The President may direct Treasurer to submit these statements to the Secretary.
8. Include budgeted and year-to-date figures when submitting income/expense reports.
9. Obtain (from bank) necessary form(s) for changing authorizations for Society banking accounts. When applicable, complete and submit banking account authorization effective on January 1<sup>st</sup> following the election of a new Treasurer. This is to assure continuity of year end business, banking, and budgeting functions.
10. Process authorized expenditure requests as follows:
  - a. Complete expense voucher required.
  - b. Expense receipts attached as appropriate.
  - c. Coordinate number to check number for rapid referencing.
  - d. Correlate each check in appropriate expense category.
11. Complete, verify, and expense all necessary expenditures for the Society.
12. Report annually on NCSRC, Inc. franchise tax status.
13. Reports to the Board of Directors shall include:
  - a. Enclosure dates
  - b. Statement of balance for checking account, savings account, money market account.
  - c. Listed specific incomes.
  - d. Listed specific expenses.
  - e. Interest earned.
  - f. Cash on hand in checking, savings, and money markets.
14. Serve on the Executive Committee.
15. Maintain copy of all official NCSRC correspondence and forward duplicate copy to Administrative Secretary for filing, or forward to the Secretary in the event an Administrative Secretary is not contracted.
16. Submit quarterly report to Publications Committee chairperson to be included in the NCSRC Times.
17. Submit budget to Board of Directors for approval at their first scheduled meeting each year.

## **J. Secretary**

1. Maintain a file of all official Society correspondence. In the event an Administrative Secretary is contracted, maintain a copy of all official NCSRC correspondence and forward duplicate copy to the Administrative Secretary.
2. Maintain and distribute sufficient quantities of Society stationary (President's authorization required for reorders). This function can be delegated to the Administrative Secretary, if contracted.
3. Accurately record minutes and attendance of all Board of Directors meetings and the Annual Business Meeting. Notify president of Board Member absentees that exceed the minimum standard for attendance as outlined in Section A.20 of the Standing Rules.
4. Within twenty (20) days following a Meeting of the Board of Directors, submit a draft copy of the meeting minutes to the President for dispersal to and review by the Board of Directors.
5. Receive and note corrections, changes, or additions to the previous Board of Directors meeting minutes.
6. Maintain current directory of officers, directors, committee chairpersons and committee members:
  - a. Names
  - b. Phone numbers
  - c. Mailing addresses
  - d. terms of officesDistribute copy to each board member and committee chairperson within twenty (20) days following the annual business meeting.
7. Distribute to all newly elected/appointed officers and directors a "BOARD BOOK" containing:
  - a. Directory to include Officers, Directors, Committee Chairpersons, and Committee Members
  - b. By-laws and Standing Rules and Standing Rules Attachments
  - c. Chartered Affiliate Handbook
  - d. Other miscellaneous documents as requested by the President
8. If responsibility delegated by the President, submit the form "New Affiliate Officers" to the AARC, Inc. Administrative Assistant within ten (10) days following the annual meeting.
9. If responsibility delegated by the President, assure the Delegates' credentialing forms are accurately completed and submitted to the AARC, Inc. prior to stated deadlines. (Forms may be obtained from the President or Delegate.)
10. If responsibility delegated by the President, forward agenda, committee reports, and resolutions to officers and board members at least ten (10) days prior to scheduled Board of Director meetings.
11. If responsibility delegated by the President, maintain record of current NCSRC, Inc. registered agent.
12. Serve on the Executive Committee.

## **K. Delegates**

1. Serve as member of the NCSRC, Inc. Board of Directors
2. Maintain current credentials as required by the AARC, Inc. House of Delegates.
3. Review/understand the duties of a Delegate as identified by the AARC and NCSRC Bylaws, NCSRC Standing Rules, and AARC House of Delegates Handbook.
4. Submit Delegate's report as appropriate to the Board of Directors prior to and following the House of Delegates meeting. Report should:
  - a. Be brief, concise, and informative.
  - b. Include HOD actions.
  - c. Include BOD actions.

5. Attend each House of Delegates meeting unless otherwise directed.
6. Actively participate in House of Delegates activities, nominations, national nominations and special awards nominations.
7. Promptly respond to the AARC, Inc. and House of Delegates when asked to complete forms, reports, or supply information NCSRC, Inc. activities.
8. Keep Society President informed of AARC, Inc. activities, especially if pertaining to North Carolina.
9. Maintain accurate expense records.
10. Submit expense vouchers for attendance of House of Delegates meetings on a timely basis.
11. Submit quarterly report to Publications Committee chairperson to be included in the NCSRC Times
12. Report to membership at the Annual Business Meeting held in conjunction with the annual convention.
13. Works with the President, or Secretary if delegated by the President, to assure the Delegates' credentialing forms are accurately completed and submitted to the AARC, Inc. prior to stated deadlines.

**L. Budget/Audit Committee (Standing)**

1. Composition:
  - a. Co-Chairpersons: President-Elect and Treasurer  
 In any years in which there is not a President-elect, the Treasurer will serve as the Chairperson of the Budget/Audit Committee.
  - b. Members: Executive Committee
2. Review all financial aspects of the Society immediately prior to each Board of Directors meeting.
3. Compare income and expense categories of the budget quarterly.
4. Review external audits for accuracy prior to presentation to the Board of Directors.
5. Review the year end financial statement for accuracy prior to presentation to the Board of Directors.
6. Review the annual income tax documents and make recommendations as appropriate.
7. Review request for additional re-allocation of funds. Submit recommendations to the Executive Committee.
8. Prepare budget for presentation to Board of Directors at their first scheduled meeting each year.
9. Monitor budget performance and submit quarterly (as appropriate) to the Executive Committee.
10. Manage the NCSRC Electronic Payment System.
  - a. The President, President-Elect or Past President (based on which term is active), and Treasurer will have full access to the PayPal® account.
    - i. The President may designate other key officers, board members, and/or committee chairs deposit only access as appropriate.
  - b. All transactions will be logged and the log and receipts forwarded to the Treasurer.
  - c. An electronic printout of all monthly PayPal® activity will be provided to/maintained by the Treasurer.
  - d. Electronic Payment System transactions and fees shall be tracked and reported in the appropriate income/expense category.
  - e. Electronic Payment System 1099-M form will be provided to the certified public accountant for income tax filing purposes.
11. Verify and record membership voucher requests and receipts and submit to AARC.

**M. Bylaws/Standing Rules Committee (Standing)**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: (2) Appointed (+) Past-President (In any years in which there is not a Past-President, the Vice President will serve on this Committee.)
2. Review Bylaws and make recommendations to the Board of Directors for modifications.
3. Compare NCSRC, Inc. Bylaws and AARC, Inc. By-laws for potential areas of conflict.
4. Following Board of Directors' approval of any Bylaw amendments, submit to the Chartered Affiliate Committee of the AARC, Inc. for approval/comments.
5. Review requests for copy of Bylaws and/or Articles of Incorporation. Notify President of such requests and recommendations.
6. Following approval from AARC, submit Bylaw amendment to NCSRC, Inc. membership for approval.
7. Notify the Chartered Affiliate Committees of the AARC, Inc. of the results of the NCSRC, Inc. membership approval or rejection of changes or amendments.
8. Review Standing Rules and submit changes for consideration to the Board of Directors.
9. Provide Board of Directors with copies of approved changes.
10. Provide annual report of any changes in the Bylaws or Standing Rules.

#### **N. Education Committee (Standing)**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: (3) Appointed
2. May be combined with the Program Committee *if requested* by the President and approved by the Board of Directors *annually*.
3. Work in conjunction with Program Committee for:
  - a. Area/regional education needs
  - b. Seminar format, theme and purpose
  - c. Scheduling speakers/faculty
  - d. Honorariums and per diem, etc.
  - e. All speaker correspondence.
4. Is responsible for newsletter publications related to NCSRC seminars to include:
  - a. Pre-seminar advertising and information
  - b. Post seminar articles/abstracts
5. Submit application to the AARC for continuing education credit for all sponsored educational programs.
6. Coordinates seminar/speaker evaluations.
7. Receives any external requests for Educational Program Endorsements (Attachment F) and makes recommendations to the Board of Directors.

#### **O. Judicial Committee (Standing)**

1. Composition:
  - a. Chairperson: Immediate Past President (In any years in which there is not a Past President, the Vice President will serve as the Chairperson.)
  - b. Members: (2) Appointed
2. Upon request of two (2) active NCSRC, Inc. members, shall investigate allegations against any NCSRC, Inc. member.
  - a. Review allegations with Executive Committee
  - b. Review allegations with AARC, Inc. Chartered Affiliates and By-laws Committee as

necessary.

3. Submit recommendations to Board of Directors for action.

#### **P. Elections Committee (Standing)**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: (3) Appointed
2. May be combined with the Nominations Committee *if requested* by the President and approved by the Board of Directors *annually*.
3. Notification of candidates and biographical sketches for election:
  - a. Submit to active members of the Society, the slate of candidates and biographical sketches not less than sixty (60) days prior to the Annual Business meeting.
  - b. May publish the slate and biographical sketches in the NCSRC Times or NCSRC website (in lieu of mailing biographical sketches to voting members at time of election).
  - c. State the scheduled mailing date of election ballots, or indicate the last day to cast a ballot if conducting the election electronically.
4. Utilize a method of coding and identifying those members who return election ballots to prevent duplication. (Coding mechanism should not identify how anyone voted).
5. Insure ballots include space for write-in candidates for each position involved in the election.
6. Insure that a clear, concise format exists.
7. Include explanations and justifications (elections, by-laws, budget, and life membership).
8. Utilize an external mechanism for counting and verifying election results.
9. State a return deadline on the ballot.
10. Insure NCSRC, Inc. active membership status/privileges for any elected “write-in”.
11. Notify President and President Elect of voting results:
  - a. At least fifteen (15) days prior to the annual business meeting.
  - b. Within fifteen (15) days following stated deadline for return of ballots.
    - i. In the event of a tie following the election, the President will conduct an email vote of the Board Member and Officers (excluding votes of Board Members or Officers who were candidates for election position that was tied) within five (5) business days of reporting election results. Results will be returned to the President and President-Elect or Past President (based on which office is in term) to count the results and make verification of those results within five (5) business days.
    - ii. In the event the tie persists following the vote of the Board Members and Officers (excluding votes of Board Members or Officers who were candidates for election position that was tied), the tie will be decided by lot.
12. Notify individuals not elected and inform them of the results.
13. Notify individuals elected.
  - a. Send copy of “Oath of Office” [Attachment G]
  - b. Request presence at annual business meeting for installation into office.
14. Report election results at annual business meeting (Chairperson).
15. Request election results be accepted and authorization to destroy ballots.

#### **Q. Long Range Planning Committee (Standing)**

1. Composition:
  - a. Chairperson: President Elect (In any years in which there is not a President-elect, the Past President will serve as the Chairperson.)
  - b. Members: President, Immediate Past President, Past President and Delegate.
2. Develop/submit proposals for consideration to the Board of Directors at their first scheduled

meeting.

- a. The five year plan, including changes/additions
- b. Proposals concerning ongoing development
- c. Financial responsibilities of the Society
- d. Society Mission Statement, if indicated.

## **R. Membership Committee (Standing)**

1. Composition:
  - a. Chairperson: Vice-President
  - b. Members: (3) Appointed
2. Maintain current membership list. At each Board of Directors meeting, report on all membership categories.
3. Upon request, provide a copy of the NCSRC membership list to the North Carolina AHEC's and other educational organizations. Upon request and BOD approval provide the NCSRC membership list to other organizations.
4. Contact each AARC member who relocates into North Carolina or joins the AARC while living in North Carolina. This contact should include the following:
  - a. Welcome email and introduction to our Society
  - b. Explanation of the NCSRC membership privileges and status, granted based upon verified AARC, Inc. membership.
  - c. NCSRC, Inc. directory.
5. Maintain current membership services. Recommend additions/changes to the Board of Directors.
6. Recommend membership recruitment campaigns to the Board of Directors. Publish approved campaigns in the NCSRC Times.
7. Monitor membership status of all members of the Board of Directors, and committee members. Notify President of irregularities.
8. Verify membership status for nominated election candidates

## **S. Nominations Committee (Standing)**

1. Composition – Nominated and elected by, and from the Executive Committee, Directors and Delegates during the October Board of Directors' meeting. The President will solicit no less than three (3) nominees for this Committee. The Secretary will record the nominees and provide a ballot to the Board of Director members, from which the Board of Directors will cast their vote for one individual.
  - a. Chairperson: (1) Individual receiving most votes during Nominations Committee election process.
  - b. Members: (2) Elected (Individuals receiving the second and third highest number of votes during the Nomination Committee election process.)
2. May be combined with the Elections Committee *if requested* by the President and approved by the Board of Directors *annually*. In this event, the chairperson of the Nominations Committee will be the chairperson of the joint Elections and Nominations Committee, with at least two (2) but no more than three (3) additional appointed members of this joint committee designated by the chairperson to complete all of the responsibilities outlined in Section P of these Standing Rules.
3. Tenure: Members of the committee shall not serve more than one (1) consecutive term, except to provide continuity of specified committee charges.
4. Vacancies:

- a. In the event of a vacancy of the committee chairperson, the committee member receiving the second highest number of votes shall assume the position of chairperson.
  - b. In the event of a vacancy of a committee member, a replacement shall be elected from and by the Executive Officers, Directors, and Delegates.
5. Nominations Process
- a. Solicit candidates for nomination from the membership. (Approximate time table – during March/April).
    - i. Publish the “call for nominations” in the newsletter, via email, and on the NCSRC Website. [Attachment H]
    - ii. All positions open for nominations will be posted on the NCSRC website and the newsletter.
    - iii. The official nominations form [Attachment J] will be available on the NCSRC website. This electronic form lists the deadline for submissions. Once the form is electronically submitted, it will route to the Nominations Committee chairperson.
    - iv. Publish “criteria for nomination” on the NCSRC website. [Attachment I]
  - b. Receipt of nominees
    - i. The nominees for the open Officer and Board of Director positions will be forwarded to the chairperson of the Nominations Committee.
    - ii. Nominees for the Practitioner/Physician/Manager/Educator of the Year award will be submitted to the chairperson of the Awards and Scholarship Committee.
  - c. Verification of Eligibility:
    - i. Obtain membership verification from the Membership Committee Chairperson.
    - ii. Verify eligibility of individuals submitting names of candidates for nomination.
    - iii. Verify eligibility of nominees.
  - d. Notice of Nomination
    - i. Forward (to eligible nominees) the Notice of Nomination for NCSRC Election Form [Attachment K] and Nominee Biographical Sketch Forms [Attachment L]. The approximate time line for sending these forms should be April 1<sup>st</sup> with a May 1<sup>st</sup> deadline for returning forms.
    - ii. The Notice of Nomination for NCSRC Election and Nominee Biographical Sketch forms will be sent to the nominee electronically to the email on file in the database.
    - iii. All instructions for completing forms will be clearly stated.
  - e. Completion and Return of Nomination Forms
    - i. Notice of Nomination for NCSRC Election and Nominee Biographical Sketch must be completed electronically (forms will be electronically signed by the nominee.)
    - ii. Notice of Nomination for NCSRC Election and Nominee Biographical Sketch must be returned by the stated deadline to the Nominations Committee chairperson.
  - f. Preparation and Approval of Slate of Candidates
    - i. Prepare and submit proposed slate of candidates to Board of Directors for approval.
    - ii. Slate of candidates will be submitted and presented at the Spring Board of Director’s Meeting.
    - iii. Each Officer position will have no less than two (2) nominees per vacancy.
    - iv. Each Director position will have no less than two (2) and no more than three (3) nominees/vacancy
      1. In the event the Nominations Committee is unable to provide a complete slate of candidates to the Board of Directors for approval, the Board of Directors will have the opportunity to approve the slate of candidates as submitted.
      2. If any slate of candidates is approved in which an Officer or Director’s position is not fully represented, the Elections Committee will provide the ability to have



- “write-in” candidates on the official ballot.
- v. No individual’s name can appear in more than one category on the slate of candidates submitted to the Board of Directors for approval.
  - g. Conclusion of Nomination Process
    - i. Once the slate of candidates is approved by the Board of Directors, the Nominations Committee chairperson will forward the approved slate and their respective biographical sketches to Elections Committee Chairperson
      - 1. The forms will be submitted electronically to the Elections Committee chairperson.
      - 2. The approximate time table to forward this information to the Election Committee chairperson is within 2 weeks of approval by the Board of Directors.
    - ii. All nominees that were not selected as candidates for election will be notified by the Nominations Committee chairperson that they were not selected, and will be thanked for their interest and support of the NCSRC.
  - 6. All forms used will be standard forms (See Attachments H-L) (Changes to these forms can be made upon by the Board of Directors by a two-thirds (2/3) vote of its members).
    - a. Official Nomination Form (Attachment J)
      - i. All nominations will be submitted electronically via the NCSRC website.
      - ii. Criteria for Nominations form will be available as a hyperlink from the Official Nomination form.
    - b. Notice of Nomination for NCSRC Election Form (Attachment K)
    - c. Nominee Biographical Sketch Form (Attachment L)
  - 7. The following represents the criteria for candidate nomination (Attachment I):
    - a. President-Elect: Shall have been an active member of the Society for at least the last three (3) consecutive years prior to nomination. Shall have served at least one (1) term as an Officer, and at least one (1) year on the Board of Directors.
    - b. Vice-President, Secretary, and Treasurer: Shall have been an active member of the Society for at least the last two (2) consecutive years prior to nomination. Shall have served at least one (1) year on the Board of Directors.
    - c. Board of Directors: Shall meet one of the two following criteria.
      - i. Shall have been an Active member of the Society for at least the last preceding year prior to nomination
      - ii. Shall have been an Associate Student member of the Society for at least the last preceding year prior to nomination, and shall have been a mentee who has been active with the Society and fulfilled the responsibilities and requirements of that position.
    - d. Delegate: Shall have been an active member of the Society for at least the last three (3) consecutive years prior to nomination. Shall have served at least three (3) years combined as follows: At least one (1) term as an Officer and two (2) years on the Board of Directors or previously served as Delegate.
  - 8. Nomination Committee Timetable (suggested)
    - a. Forward approval slate to Elections Committee Chairperson within fourteen (14) days following Board of Directors approval.
    - b. Submit slate of candidates for approval at the regularly scheduled spring Board of Directors meeting.
    - c. Mail (to eligible nominees) the Candidate for Nomination Form and biographical Sketch form not later than April 1st with stated deadline for return of May 1st.
    - d. Submit call for nominations to membership during March/April.

**T. Program Committee (Standing)**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: (3) Appointed; (7) Appointed, if combined with the Education Committee
2. May be combined with the Education Committee. In this event, the chairperson of the Program Committee will be the chairperson of the joint Program and Education Committee, with at least three (3) members of this joint committee designated by the chairperson to complete all responsibilities outlined in Section N of these Standing Rules.
3. May have the following listed as subcommittees:
  - a. Advertisement
  - b. Vendors
  - c. Sputum Bowl Competition
  - d. Location/Arrangements
4. Produces viable educational and seminar activities throughout the state (including annual convention).
5. The Program Committee will recommend annual meeting fee schedule, location, date, and hotel selection/payment. The Program Committee recommendations will then be submitted for approval by the Board of Directors.
6. Work in conjunction with the Education Committee regarding:
  - a. Area/regional education needs
  - b. Seminar format, theme and purpose
  - c. Scheduling speakers/faculty
  - d. Honorariums and per diem, etc.
  - e. Newsletter publications
7. Secure necessary physical arrangements, meeting rooms, accommodations, speaker equipment, food, social activities, etc.
8. Secure vendor support and exhibits, etc.
9. Acquire industrial support, American Lung Association, AHEC, donations, door prizes, etc.
10. Works with the vendors and hotel facilities to assure safeguards are in place against underage drinking.
11. Insure adequate notification of seminars and educational activities is disseminated to the membership and other interested parties.
  - a. Provide not less than sixty (60) days notification to members and practitioners.
  - b. Notification shall be done via the NCSRC Times and/or brochures
12. Education Committee will assist in providing all faculty information.
13. Assure that net results of program activities produce a profit for the NCSRC, Inc.
14. Route funds received to the Treasurer and identify specific areas to be credited.
15. One committee member may be appointed as business manager:
  - a. Maintain financial records.
  - b. Review associated contracts and presents same to President for approval.
  - c. Acquire professional organization support.
16. Do not enter into any formal financial agreement with any organizations or agency for the handling or manipulation of seminar funds without approval by the President. An itemized expense statement will be reviewed by the Program Committee Chairman, President, and Treasurer.
17. Submit quarterly report to Publications Committee chairperson to be included in the NCSRC Times

#### **U. Professional Standards Committee (Standing)**

1. Composition:

- a. Chairperson: Appointed
- b. Members: (3) Appointed (minimum)
2. May appoint subcommittees and members as necessary following Presidential approval.
3. Maintain contact with the AARC, Inc., its committees and designates concerning legal issues.
4. Supply the AARC, Inc. and appropriate committees information concerning legal activities when requested.
5. Produce campaigns to improve the image of the respiratory care profession.
6. Coordinate respiratory care manpower survey as necessary.
7. Maintain legislative awareness pertinent to activities that concern the practice of respiratory care in North Carolina.
8. Coordinate and oversee professional advocacy activities on behalf of the NCSRC members, and work in conjunction with the AARC Political Advocacy Contact Team.
9. Maintain a current list of North Carolina state congressional representatives (by District) and senators, and North Carolina federal congressional representatives (by District) and senators.
  - a. Make lists available to appropriate groups or individuals as requested
  - b. Insure appropriate NCSRC publications are mailed to these individuals.

#### **V. Publications Committee (Standing)**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: (3) Appointed
2. Post quarterly newsletter, the NCSRC Times, on the NCSRC website
3. Solicit financial support for the NCSRC utilizing publications and communications media used by the NCSRC.
4. Post the names and contact information of officers, board members, and committee chairpersons for the current fiscal year.
5. Publish membership services column.
6. Maintain a professional publication.
7. Make provisions in all publications for viewpoints, member opinions and opposing opinions, and original research to be published.
8. Editorial policy and content is at the discretion of the editor. Articles in question should be approved by the President prior to publication
9. Maintain the following standard features in the Newsletter:
  - a. New Members
  - b. Newly credentialed practitioners within the state
  - c. Annual approved budget
  - d. Annual publication of the Society Bylaws.
10. Publicize timetable for newsletter articles, etc. at October Board of Directors meeting. In advance of each published newsletter, send a reminder notice requesting submission of articles to each individual required to submit articles to the newsletter based on their election of appointment.

#### **W. Public Relations Committee (Standing)**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: (3) Appointed
2. Seek declaration of Respiratory Care Week in North Carolina each year and in conjunction with the Annual Convention.
3. Maintain beneficial communications with other medical/professional societies.

4. Acquire (as feasible) public service announcements about Respiratory Care and have aired over selected radio/TV stations.
5. Determine the feasibility of purchasing public relations items, e.g. buttons, balloons, etc., for the purpose of distribution at fairs, seminars, and public gatherings.
6. Coordinate public relations activities with other NCSRC, Inc. committees for maximum impact.
7. Assume responsibility for the condition and display of the membership booth at all Society seminars, related educational seminars or activities as appropriate.
8. Review and utilize the AARC's Public Relations tool for the benefit of our society and profession.
9. Identify respiratory therapists within NCSRC who could serve as experts on topics related to our profession when the need arises.

\* The public media is required to produce free public service announcements.  
On many occasions the media will bear the cost of production.

#### **X. Research Committee (Standing)**

1. The NCSRC Research Committee is a special committee whose purpose is to recognize and encourage presentation of original research by Respiratory Therapists at the NCSRC annual Symposium meeting.
2. Composition
  - a. Chairperson: Appointed
  - b. Members: (4) Appointed
3. The Research Committee chair coordinates/collaborates with the following: Program committee chair, Awards Committee Chair, and Publications Committee Chair
4. The goal of the Committee is to encourage and recognize original research, publication, and presentation at the Symposium:
5. The Committee functions and responsibilities include:
  - a. Collaborate with the Program Committee and Awards committee to identify and secure corporate sponsors for research prizes/awards.
  - b. Recognize corporate sponsors at the opening of the NCSRC Open Forum session.
  - c. Collaborate with the Awards Committee to award prizes for 3 best presentations and publication-ready abstracts presented at the Symposium.
  - d. Collaborate with the Awards Committee to obtain certificates for NCRCB Continuing education credit for those participants whose original research posters are selected for presentation.
  - e. Take photos of research award recipients at the Symposium for publication in Newsletter and on NCSRC website.
  - f. Recognize Respiratory Care researchers via publication of prize-winning research abstracts in NCSRC Newsletter.
  - g. Develop/review written guidelines for NCSRC poster/abstract presentation.
  - h. Ensure that the Symposium Program committee schedules an Open Forum session at the Symposium meeting.

#### **Y. Special Committees**

1. Composition:
  - a. Chairperson: Appointed
  - b. Members: Appointed
2. All Special and Ad Hoc Committees must be appointed annually by the President with Board of Director approval. These Committees shall function to carry out the special duties as

dictated by the President and shall be governed by specific charges from the President for the current year.

## **Z. Special Appointments**

1. Parliamentarian
2. Vendor Representative
3. Historian
4. North Carolina Respiratory Educators (NCARE) Liaison
5. North Carolina Respiratory Manager's Group Liaison
6. North Carolina Respiratory Care Board (NCRCB) Liaison
7. Council for Allied Health in North Carolina Liaison
8. Ad Hoc Committees

## **AA. Expenditures/Reimbursements**

1. General Guidelines.
  - a. Subject to annual financial situation.
  - b. Subject to President's prior approval.
  - c. Subject to Board of Directors' approval.
  - d. Requires completed expense vouchers.
  - e. Requires appropriate receipts/invoices.
  - f. Excludes personal items and alcoholic beverages.
  - g. Requires approval from committee chairperson.
2. Lodging\Mileage
  - a. Lodging will be paid at one half of the hotel rate for a regular room, and will not exceed \$50.00 per night. Authorization for overnight lodging requires a minimum one-way travel distance of 150 miles. Lodging requirements should be reviewed at preceding BOD meeting for approval, or by the President for time sensitive required expenditures. In this event, the President will report expenditures at the next scheduled Board of Directors Meeting.
  - b. Mileage will be paid at the current standard IRS rate.
3. Registration Fees
  - a. Registration fees for non-NCSRC, Inc. functions will be paid for individuals officially representing the NCSRC, Inc. as requested by the President and approved by the BOD.
  - b. Registration fees for the NCSRC, Inc. Annual Meeting/Symposium will be waived for the President, Treasurer, Life & Honorary Members, Program Committee, Education Committee, Sputum Bowl Committee, BOMA, and others as requested by the President and approved by the BOD.
  - c. Registration fees may be reduced as requested by the President and approved by the BOD.
4. House of Delegates Meetings (Delegates and President-Elect)
  - a. Lodging, air fare, and ground travel is covered in full.
  - b. Meals are reimbursed based on current NCSRC Standing Rules.
  - c. Required travel by personal vehicle is reimbursed based on current NCSRC Standing Rules.
  - d. If the President-Elect so chooses and if the travel expenses are budgeted, the airfare, lodging, meals, and ground travel expenses for the President-Elect to attend the House of Delegates Meeting as an additional Delegate may be reimbursed.
5. Reimbursement for attendance by an official NCSRC representative at the annual AARC Leadership Workshop and/or portions of the House of Delegates Meeting shall be in accordance with section AA, numbers 4a – 4c. Reimbursement for these events require prior

approval by the Board of Directors.

**BOARD OF MEDICAL ADVISORS:**

- A. In accordance with AARC Bylaws, the NCSRC shall have at least one Medical Advisor. The NCSRC Board of Directors shall review the ongoing needs for Medical Advisors annually and may approve the appointment of additional qualified members as necessary to meet the needs of the Society.
- B. The duties of the Medical Advisors shall be as identified in the AARC and NCSRC Bylaws.

**E-VOTE PROCESS:**

- 1. Anyone requesting that an issue be voted on through the e-vote process must have approval by the NCSRC President. The issue in question will be presented to the NCSRC President, who will then determine if a BOD vote is required, and if the issue requires an immediate vote prior to a scheduled meeting.
- 2. The NCSRC President or designee will address the BOD list serve with the issue and indicate exactly what will be voted on after the discussion period.
- 3. Each BOD member will then respond that they have received the email. No discussion will take place until a majority of the BOD has responded that they have received the original email.
- 4. Once a majority of BOD response has been obtained, the President will send out an email addressing the following:  
The issue will be stated as a motion and the originator of the issue will be identified.  
If the issue is a committee recommendation, the issue will go into discussion. If the issue is other than a committee recommendation, the President will request a second to the motion. Once the second has been received, discussion will begin. If a second is not received, the motion will die.
- 5. The exact dates and length of discussion will be indicated by the President to the list serve with a clearly defined end of discussion period. The President reserves the right to end any e-mail discussion when it becomes apparent that the level of controversy would be better handled in a meeting with the entire body present. There is no “calling the question” on the list serve e-vote process.
- 6. No BOD member shall speak more than twice on the same motion or issue.
- 7. After the discussion period has concluded, the President will announce voting will commence on the stated motion/issue. The time period of voting will be announced by the President to the list serve.
- 8. The voting will go directly to the President or designee. Votes placed before or after the designated voting period will be disregarded.
- 9. The President or designee will track and record: The motion and its originator, time frame of discussion, time frame of vote, actual BOD votes.
- 10. Voting Results will then be posted to the BOD list serve.
- 11. Voting results will be ratified for inclusion in the minutes of the next BOD meeting.

REVIEWED/REVISED: MARCH 1992  
OCTOBER 1997  
AUGUST 2000  
MARCH 2001  
APRIL 2001  
OCTOBER 2003  
SEPTEMBER 2004  
FEBRUARY 2007

SEPTEMBER 2011  
MAY 2012  
JANUARY 2015