

**VIRGINIA SOCIETY FOR RESPIRATORY CARE, INC.**

**STANDING RULES  
BOD OPERATIONS MANUAL**

**GENERAL STANDING RULES**

**Reviewed Annually by:**

**President Elect  
Past President**

**Revised 07/19/2013**

1. All resolutions will be consecutively numbered and become a part of the minute's section of the Board of Directors Operational Manual. (adopted 5-27-83; revised 01-20-2006)
2. The Board of Directors meeting will be held quarterly. Committees may elect to meet in conjunction with the Board of Directors meeting. (adopted 5-27-83; revised 01/22/2010)
3. Motions may be made at the time business is brought to the Board's attention. All motions must be accompanied by a "Motion/Disposition Form" given to the Society's Secretary. All motions will be consecutively numbered and become a part of the minutes at that meeting. (adopted 5-27-83; revised 01-20-2006)
4. The Board of Directors may reimburse any Board or Committee member who travels one way for more than 150 miles for one night's lodging while attending Board of Directors quarterly meetings. Reimbursement requires authorization by the President of the Society. The President may be reimbursed for one night's lodging for each Board meeting. (adopted 5-27-83; revised 04-18-2008)
5. Automobile travel will be paid per mile at the government standard at the beginning of the VSRC calendar year when authorized by the President of the Society. (adopted 9-26-84; revised 04-18-2008)
6. A minimum of \$250.00 per year will be available to each District for district activities at their discretion, accountable to the Board of Directors. Any funds exceeding this amount must be given prior Board of Directors approval. (adopted 5-27-83; revised 4-15-2011)
7. Every year at the Spring Symposium one district will be awarded the Outstanding District Award for their efforts over the previous year. (adopted 04-18-2008)

Districts will be rated from 1 to 5 in rank order for each criterion stated below. 1 is given to the District having the highest positive number in each award category and 5 for the lowest. All criteria have equal weight. If there is a tie, then the specific placement number is given to the tied Districts. The District with the highest overall rating (having the lowest score) will be the recipient of the award. (adopted 04-18-2008)

The criteria are as follows:

- Number of District meetings held. Source -- District Activity Report (adopted 04-18-2008)
- Number of CRCEs/CEUs granted for District meetings. Source -- District Activity Report (adopted 04-18-2008)

- Total number in attendance at the District meetings. Source --District Activity Report (adopted 04-18-2008)
  - Total amount of revenue generated. Source -- District Activity Report (adopted 04-18-2008)
  - Percentage change in number of active district members during the year. Source -- AARC membership; Membership Committee (adopted 04-18-2008)
  - Number of VSRC sponsored events promoting Respiratory Care. Source -- District Activity Report (adopted 04-18-2008)
8. All Board and committee reports must be electronically delivered to the President-Elect at least 7 days prior to the Board meeting. The President-Elect will send the reports electronically to the entire BOD for review at least 3 days prior to the meeting. The President will send out an agenda 7 days prior to the Board of Directors meetings. (adopted 7-22-83; revised 04-18-2008)
  9. Any member of the Board of Directors who misses 50% of the Board meetings without prior approval of the President shall be removed automatically from the Board of Directors. (adopted 10-21-83; revised 04-18-2008)
  10. The President and President-Elect, or surrogate executive BOD member, will annually attend the AARC's Chartered Affiliate workshop when VSRC funds are available. (adopted 04-18-08)
  11. Geographical boundaries of Districts (adopted 5-27-83, revised 1-31-95, revised 4-15-2011)

a. Blue Ridge District Counties

Albemarle	Alleghany	Amherst	Augusta	Appomattox
Bath	Bedford	Buckingham	Botetourt	Campbell
Craig	Charlotte	Floyd	Fluvanna	Franklin
Halifax	Henry	Highland	Louisa	Nelson
Patrick	Pittsylvania	Prince Edward		Roanoke
Rockbridge				

b. Blue Ridge District Independent Cities

Bedford	Buena Vista	Charlottesville	Covington
Danville	Lexington	Lynchburg	Martinsville
Roanoke	Salem	Staunton	Waynesboro

c. Central District Counties

Amelia	Brunswick	Caroline	Charles City
Chesterfield	Cumberland	Dinwiddie	Essex
Goochland	Greensville	Hanover	Henrico
King & Queen	King George	King William	Lancaster
Lunenburg	Mecklenburg	New Kent	Northumberland
Nottoway	Powhatan	Prince George	
Richmond	Sussex	Westmoreland	

d. Central District Independent Cities

Richmond	Hopewell	Petersburg	Colonial Heights	Emporia
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e. Northern District Counties

Arlington	Clarke	Culpeper	Fairfax	Fauquier
Frederick	Greene	Loudoun	Madison	Orange
Page	Prince William	Rappahannock		Rockingham
Shenandoah	Spotsylvania	Stafford	Warren	

f. Northern District Independent Cities

Alexandria	Falls Church	Fairfax	Harrisonburg
Winchester	Fredericksburg	Manassas	Manassas Park

g. Tidewater District Counties

Accomack	Gloucester	Isle of Wight	James City	Matthews
Middlesex	Southampton		Surry	Northampton
York				

h. Tidewater District Independent Cities

Chesapeake	Franklin	Hampton	Newport News
Norfolk	Portsmouth	Suffolk	Virginia Beach
Williamsburg	Poquoson		

i. Western District Counties

Bland	Buchanan	Carroll	Dickenson	Giles
Grayson	Lee	Montgomery	Pulaski	Russell
Scott	Smyth	Tazewell	Washington	Wise
Wythe				

j. Western District Independent Cities

Bristol Galax Norton Radford

12. Audit Committee:

- a. Verify all expense and income account sheets, bank statements and any other financial statements before, or at the time of, the quarterly Board of Directors meetings. (adopted 01-20-2006)
- b. Compare account sheets with checkbook to see that all checks are recorded. (adopted 7-22-83)
- c. Verify beginning checkbook balance plus income minus disbursements equals current checkbook balance. (adopted 07-22-83)
- d. Conduct a quarterly review of investment accounts. (adopted 7-22-83)

13. Bylaws Committee

- a. Any proposed Bylaw change must be accompanied by a "Proposed Bylaw Change Form" and must be reviewed by the Bylaws Committee Chair for a recommendation to the Board of Directors. (adopted 5-27-83)
- b. All current standing rules will be numbered and include adoption and most recent revision dates. A copy of the Standing Rules will be maintained with the Board meeting minutes and financial records. (adopted 5-27-83; revised 07-19-2013)
- c. The Society's Parliamentarian shall be a member of the Bylaws Committee. (adopted 9-26-84)

14. Strategic Planning Committee

The Society may present a James P. Baker and a Robert A. Bageant awards of merit for the outstanding Respiratory Therapist and affiliate contributor respectively, as selected by an Executive Board majority vote. (adopted 5-27-83; revised 04-18-2008)

A strategic planning meeting will be held at a minimum of every 3 years. (adopted 04-18-2008)

15. Nomination and Election Committee

- a. The Society requests the Nomination and Election Committee to present at least two qualified names for vacant Society offices during the third quarter Board of Directors meeting. (adopted 5-27-83; revised 01-20-2006)
- b. The District Director elections will occur at the same time as the VSRC officer elections. Senior and co-District Director Nominees will be included on the VSRC ballot. The co-District Director will automatically assume the senior District Director position during the second year of his/her two year term. (adopted 7-22-83; revised 01-20-2006)
- c. The committee shall consist of the chairperson and one person from each district.
- d. The following instructions will be included with each ballot:
  - 1) To vote, place an X on the line to the left of the candidate's name.
  - 2) To vote for an individual whose name does not appear on the ballot, insert his/her name in the blank space immediately below the candidates' names for the office. (adopted 7-26-86; revised 04-18-08)
  - 3) After marking your ballot, review your choices and then submit the completed ballot. (adopted 7-26-86; revised 04-18-2008)
    - Electronically – press "Submit" icon.
  - 4) A ballot will be marked invalid if: a) you vote for more candidates than specified for each officer position; b) you fail to write in your name and AARC Member number; or c) you submit after the deadline. (adopted 7-26-86; revised 01/22/2010)
- e. The position of nominees for each office will be determined by lot.
- f. Ballots will be made available to Active Members in good standing.
- g. For purposes of verification the membership chairman is asked to furnish a list of Active Members in good standing. (adopted 7-26-86; revised 04-18-2008)
- h. A record will be kept of the total number of ballots completed and the total number of invalid ballots. (Adopted 7-26-86; revised 07-19-2013)

- i. The Chairperson of the Nomination and Election Committee notifies the President of the individuals elected to office and the contact information for all nominees. The President will be responsible for notifying all persons elected. The President will also notify those not elected and encourage their continued participation with the VSRC. (Adopted 7-26-86; revised 01-20-2006)

16. Program Committee

- a. Elected members of the Board of Directors are eligible to receive an annual education program voucher in the amount of ½ the program's registration fee. The Vice President must authorize this request before it is granted by the program's registration coordinator. (adopted prior to 01-20-06)
- b. The VSRC may financially support the winning members of the Sputum Bowl professional and student teams held at the VSRC Spring Seminar to participate in the national Sputum Bowl competition held in conjunction with the AARC International Respiratory Congress. The amount of support to be determined by the Board of Directors. (adopted 10-21-83; revised 04-18-2008)
- c. The Fourth Quarter Board meeting will be incorporated with the VSRC annual Fall Seminar. (adopted 10-21-83; revised 04-18-2008)

17. VSRC sponsorship and co-sponsorship of educational programs will be at the discretion of the Vice President who oversees all educational programs. (adopted 4-18-2008)

18. James P. Baker Award

Every year the society president may present the James P Baker award to a respiratory therapist that the Executive Board has identified as an outstanding contributor to the Society. The recipient of the award must be a current member of the AARC.

The recipient of this award will be nominated by the VSRC's Immediate Past-President to the AARC's "House Outstanding Affiliate Contributor" award committee (formerly the "Presidents' Award"). (adopted 1993; revised 04-18-2008)

19. The President-elect will conduct an Orientation/Transition Session prior to the First Quarter Board of Directors meeting. All new members of the Board and new Committee Chairpersons are requested to attend. (adopted prior to 2005; revised 04-18-2008)

20. Members of the Board of Directors and Committee Chairpersons who have not attended a Board meeting in an elected or appointed capacity during the prior year will be expected to attend the annual Orientation/Transition Session conducted prior to the First Quarter Board of Directors meeting unless excused by the President-elect. (Adopted prior to 2005; revised 04-18-2008)
21. The Chairperson of the Membership Committee will assure VSRC members with out of state addresses (based on AARC data sheets) are assigned to the correct VSRC Districts. (adopted 1-20-95; revised 01-20-2006)
22. All requests for expense reimbursement are to be submitted to the Treasurer (postmarked) within 30 days of incurring the expense. (adopted 4-14-95; revised 01-20-2006)
23. Any member nominated to serve as an executive officer of the VSRC shall have been a member of the Board of Directors of the VSRC, AARC, or other AARC chartered affiliate for at least one year prior to being nominated. (adopted 4-26-96; revised 01-20-2006)
24. Any member who is placed on the ballot for the office of Alternate Delegate will have previously served as an active participant on the VSRC Board of Directors. (adopted prior to 2002; revised 04-18-2008)
25. Leslie Harris Smith Scholarship

The Leslie Harris Smith Scholarship may be awarded annually to respiratory therapy students and/or professional respiratory therapists to support educational endeavors. This financial award will be used to supplement current tuition or pay for National Board for Respiratory Care, Inc. (NBRC) examination fees.

The deadline for accepting applications for this award is July 1<sup>st</sup> each calendar year. The number of scholarships and monetary amount awarded will be approved by the Board of Directors by July 30<sup>th</sup> of each calendar year.

The Education Committee Chairperson will collect the applications and blindly present them to the Executive Committee for review by July 5<sup>th</sup> of each calendar year. The recipient(s) will be notified by the Education Committee Chairperson and presented with the scholarship at the Fall program. (adopted 04-18-2008; revised 07-19-2013)



26. Individuals attending a meeting for which Continuing Respiratory Therapy Education Credits (CRCEs) are awarded, who are not members of the AARC, are required to pay a minimum of \$10.00 for each CRCE they request to receive for the meeting. This fee does not apply to conferences and symposiums that have an established and published AARC non-member registration fee. (adopted 07-19-2013)