

VIRGINIA SOCIETY FOR RESPIRATORY CARE, INC.

**STANDING RULES
BOARD OF DIRECTORS**

Reviewed Annually by:

**President Elect
Past President**

Revised 11/04/2018

1. All resolutions will be consecutively numbered and become a part of the Minutes' section of the Board of Directors Operational Manual. (adopted 05-27-1983; 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 05-27-1983; 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 05-27-1983; 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. (Maximum of \$150.00.) The President may be reimbursed for one night's lodging for each Board meeting. (adopted 05-27-1983; revised 04-18-2008, 11-04-2018)
5. Automobile travel will be paid per mile at the government standard for charitable organizations at the beginning of the VSRC calendar year when authorized by the President of the Society. (adopted 09-26-1984; revised 04-18-2008; 11-04-2018)
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 05-27-83; revised 04-15-2011)
7. Every year at the Spring Symposium one district will be awarded the Outstanding District Award for their efforts over the previous year. Districts will be rated using the AARC Summit Award metrics as applicable to district activities. (adopted 04-18-2008; revised 11-04-2018)
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 07-22-1983; 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 10-21-1983; revised 04-18-2008)
10. The President and President-elect, or two surrogate executive BOD members if the President and the President-elect have attended the previous year, may annually attend the AARC's Chartered Affiliate workshop (AARC Leadership Bootcamp) when VSRC funds are available. (adopted 04-18-2008; revised 11-04-2018)
11. Geographical boundaries of Districts (adopted 05-27-1983, revised 01-31-1995, revised 04-15-2011, 04-21-2017)

a. Blue Ridge District Counties

Albemarle	Alleghany	Amherst
Appomattox	Augusta	Bath
Bedford	Buckingham	Campbell
Charlotte	Culpeper	Fluvanna
Greene	Halifax	Highland
Louisa	Madison	Nelson
Orange	Page	Pittsylvania
Rappahannock	Rockbridge	Rockingham
Shenandoah		

b. Blue Ridge District Independent Cities

Buena Vista	Charlottesville	Covington
Danville	Harrisonburg	Lexington
Lynchburg	Staunton	Waynesboro

c. Central District Counties

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

- d. Central District Independent Cities

Colonial Heights	Emporia	Fredericksburg
Hopewell	Petersburg	Richmond

- e. Northern District Counties

Arlington	Clarke	Fairfax
Fauquier	Frederick	Loudoun
Prince William	Stafford	Warren

- f. Northern District Independent Cities

Alexandria	Fairfax	Falls Church
Manassas	Manassas Park	Winchester

- g. Tidewater District Counties

Accomack	Gloucester	Isle of Wight
James City	Lancaster	Mathews
Middlesex	Northampton	Northumberland
Southampton	Surry	York

- h. Tidewater District Independent Cities

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

- i. Western District Counties

Bland	Botetourt	Buchanan
Carroll	Craig	Dickenson
Floyd	Franklin	Giles
Grayson	Henry	Lee
Montgomery	Patrick	Pulaski
Roanoke	Russell	Scott
Smyth	Tazewell	Washington
Wise	Wythe	

- j. Western District Independent Cities

Bristol	Galax	Martinsville
Norton	Radford	Roanoke
Salem		

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 07-22-1983)
- c. Verify beginning checkbook balance plus income minus disbursements equals current checkbook balance. (adopted 07-22-1983)
- d. Conduct a quarterly review of investment accounts. (adopted 07-22-1983)

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 05-27-1983)
- 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 05-27-1983; revised 07-19-2013)
- c. The Society's Parliamentarian shall be a member of the Bylaws Committee. (adopted 09-26-1984)

14. Strategic Planning Committee

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 05-27-1983; 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 07-22-1983; 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 07-26-1986; revised 04-18-08)

3) After marking your ballot, review your choices and then submit the completed ballot. (adopted 07-26-1986; revised 04-18-2008)

□ Electronically – press “Submit” icon.

4) A ballot will be marked invalid if the voter: a) votes for more candidates than specified for each officer position; b) fails to write in his/her name and AARC Member number; or c) submits after the deadline. (adopted 07-26-1986; 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 07-26-1986; 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 07-26-1986; 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 07-26-1986; 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 01-20-2006)

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 is to be determined by the Board of Directors. (adopted 10-21-1983; revised 04-18-2008)

c. The Fourth Quarter Board meeting will be incorporated with the VSRC annual Fall Seminar. (adopted 10-21-1983; 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 04-18-2008)

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. Robert A. Bageant Award

The Society may present a Robert A. Bageant Award of merit for the outstanding affiliate contributor, as selected by an Executive Board majority vote. (adopted 05-27-1983; revised 04-18-2008, 11-04-2018)

20. Annual Charles G. Durbin, Jr. MD Lecture at the Symposium by the Sea

Every year the society will name a keynote address at the annual Symposium by the Sea as the "Charles G. Durbin, Jr. MD Lecture" and will present the speaker a recognition award in gratitude. (adopted 11-04-2018)

21. 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)

22. 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)

23. 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 01-20-1995; revised 01-20-2006)

24. All requests for expense reimbursement are to be submitted to the Treasurer (postmarked) within 30 days of incurring the expense. (adopted 04-14-1995; revised 01-20-2006)

25. 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 04-26-1996; revised 01-20-2006)

26. Any member who is placed on the ballot for the office of Delegate will have previously served as an active participant on the VSRC Board of Directors. (adopted prior to 2002; revised 04-18-2008, 11-04-2018)

27. VSRC Lifetime Member

The Society may present a “VSRC Lifetime Member” award each year, as selected by an Executive Board majority vote in recognition of significant lifetime contributions to the VSRC. VSRC Lifetime members, as well as AARC Lifetime members, may attend the Symposium by the Sea and the Mountain Air Symposium with registration fees waived with current AARC membership. (adopted 11-04-2018)

28. Leslee Harris Smith Scholarship

- a. The Leslee 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 applicable credentialing examination fees-
- b. Applications will be accepted each calendar year from March 1 to July 1. The number of scholarships and monetary amount awarded will be approved by the Board of Directors by July 30th of each calendar year.
- c. The Education Committee Chairperson will collect the applications and present them to the Executive Committee for review by July 5th 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, 11-04-2018)

29. Individuals attending a District meeting for which Continuing Respiratory Care 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)