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The West Virginia Society for Respiratory Care

Bylaws as amended April 2020

12 ARTICLE I

13 Name

14 This organization shall be known as the West Virginia Society for Respiratory Care, Inc.
15 (hereinafter referred to as the Society) a General Not-For-Profit Corporation in the state of West
16 Virginia, a chartered affiliate of the American Association for Respiratory Care (herein after
17 referred to as the Association or AARC).
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19 ARTICLE II

20 Boundaries

21 The area included within the boundaries of this Society shall be the boundaries of the State of
22 West Virginia.
23

24 ARTICLE III

25 Objectives

26 Section 1: Purpose

- 27 a. To encourage and develop educational programs for those persons interested in the field of
- 28 respiratory care;
- 29 b. To advance the science, technology, ethics, and art of respiratory care through regional
- 30 institutes, meetings, lectures, and the preparation and distribution of other materials;
- 31 c. Facilitate cooperation and understanding among respiratory care personnel and the medical
- 32 profession, allied health professions, hospitals, service companies, industry, governmental
- 33 organizations, and other agencies interested in respiratory care.
- 34 d. Provide education of the general public in pulmonary health promotion and disease
- 35 prevention.

36
37 Section 2: Intent

- 38 a. No part of the monies of the society shall inure to the benefit of any private member or
- 39 individual, nor shall the society perform particular services for individual members of thereof.
- 40 b. The board of directors shall provide for the distribution of the funds, income, and property of
- 41 the society to charitable, educational, scientific, or religious corporations, organizations,
- 42 community chests, foundations, or other kindred institutions maintained and created for one or
- 43 more of the foregoing purposes, if at the time of distribution the payee or distributees are
- 44 exempt from income taxation, and if gifts or transfers to the payee or distributees are then
- 45 exempt from taxation under the provisions of Sections 501, 2055, and 2522 of the Internal
- 46 Revenue Code or changes which amend or supersede said sections.
- 47 c. In the event of the dissolution of this Society, whether voluntary or involuntary, all of its
- 48 remaining assets shall be distributed in such a manner as the Board of Directors of this
- 49 Society shall by majority vote determine to be best calculated to carry out the objectives and
- 50 purposes for which the Society is formed. The distribution of the funds, income, and property
- 51 of this Society upon dissolution may be made available to any charitable, educational,
- 52 scientific, or religious corporations, organizations, community chests, foundations, or other

53 kindred institutions maintained and created for one or more of the foregoing purposes, if at the
54 time of distribution the payee or distributees are exempt from income taxation, and if gifts or
55 transfers to the payee or distributees are then exempt from taxation under the provisions of
56 Sections 501, 2055, and 2522 of the Internal Revenue Code or changes which amend or
57 supersede said sections.
58 d. The Society shall not commit any act, which shall constitute the unauthorized practice of
59 medicine under the laws of the State of West Virginia, or any other state.
60

61 ARTICLE IV

62 Membership

63 Section 1: Classes

64 The membership of the Society shall include three (3) classes: Active Member, Associate
65 Member, and Special Member.
66

67 Section 2: Classifications

68 a. Active Member

69 An individual is eligible to be an Active Member of the Society if the member lives and or
70 works within the defined boundaries of the state of WV and, is an active member of the
71 American Association of Respiratory Care. An Active Member in good standing shall have the
72 rights and privileges of membership including the right to hold office, participate in committee
73 work, and vote.
74

75 b. Associate Member

76 An individual may be an Associate Member if he or she is an Associate Member in good
77 standing of the AARC. Associate members shall meet the requirements set forth in AARC
78 Bylaws, Article III, Section 3 and shall be Associate Members in good standing of the AARC.
79 Associate Members in good standing shall be entitled to all rights and privileges of
80 membership in the Society except they shall not be entitled to hold office or vote. There shall
81 be three (3) subclasses of Associate Membership:
82

- 83 1. Student Member. An individual is eligible to be a Student Member if they meet all of the
84 requirements for student membership in the AARC and is enrolled in a formal training
85 program in respiratory care within the boundaries of the state of West Virginia.
86
- 87 2. Physician Member. An individual is eligible to be a Physician Member if he/she meets all of
88 the requirements for Associate Membership and are licensed as a doctor of medicine or
89 osteopathy in the state of West Virginia.
90
- 91 3. Industrial Member. An individual is eligible to be an Industrial Member if they meet all of
92 the requirements for AARC Associate Membership.
93

94 c. Special Member

95
96 1. Life Member
97 Life Members have been conferred Life Membership status by the AARC and have all rights
98 and privileges granted by the AARC. Hereinafter all references to Life Members shall refer to
99 both Active and Life Members.

100
101 2. Honorary Member
102 Honorary Membership have been conferred Honorary Membership status by the AARC and
103 have all the rights and privileges of Associate Membership of the Society.

104
105 Section 5: Prerequisites for Membership
106 Applicants for membership shall meet all the qualifications of the class of membership for which
107 they apply. As a condition of membership, all Members shall be bound by the Articles of
108 Incorporation, Bylaws, standing rules, code of ethics, and other rules, regulations, policies and
109 procedures adopted from time to time by the Association and the Society.

111 ARTICLE V

112 Officers and Directors

113 Section 1: Officers

114 The officers of the Society shall be: President, President-Elect, Immediate Past President, Vice
115 President, Treasurer, Immediate Past Treasurer, and Secretary. Officers serve as voting members
116 of the Society Board of Directors.

118 Section 2: Directors at Large

119 There shall be two (2) Directors at Large. One (1) Director at Large shall be elected each year
120 and such others as necessary in order to fill existing vacancies. Directors serve as voting
121 members of the Society Board of Directors.

123 Section 3: Delegates

124 There shall be two (2) Delegates representing the Society on the AARC House of Delegates.
125 Delegates serve as voting members of the Society Board of Directors.

127 Section 4: Chapter Representation

128 The President of each chapter shall serve as a voting member of the Society Board of Directors.

130 Section 5: Term of Office

131 a. Terms shall begin on the date of the April Board of Directors meeting. The President,
132 President-Elect, Immediate Past President, Vice President, Treasurer, Secretary and Directors
133 at Large shall serve two (2) year terms. The Immediate Past Treasurer shall serve a one (1)
134 year term. No officer shall serve more than two (2) consecutive terms in the same office.

- 135 b. Each Delegate will serve four (4) year terms. One Delegate will be elected every other year.
136 Delegates must have previous experience as a Society officer. No Delegate shall serve more
137 than two (2) consecutive terms.
138

139 Section 6: Vacancies of Office

- 140 a. In the event of a vacancy in the office of President, the President-Elect shall become acting
141 President to serve the unexpired term and shall serve a successive term as President. The
142 term in office will be considered served if greater than one year of service is needed. Vacancy
143 of less than one year will not count to have been served in the elected role.
144 b. In the event of a vacancy in the office of President-Elect, the Vice President shall assume the
145 duties, but not the office, of President-Elect until a special election can be held to fill the
146 office.
147 c. In the event of a vacancy in any other office, the Board of Directors shall appoint a qualified
148 member to the balance of the unexpired term.
149

150 Section 7: Duties of Officers

151 a. President

152 The President shall be the chief executive officer of the society. The President shall
153 preside at the annual business meeting and all meetings of the Board of Directors; prepare an
154 agenda for the annual business meeting and submit it to the membership not fewer than thirty
155 (30) days prior to such a meeting in accordance with Article VIII of these bylaws; prepare an
156 agenda for each meeting of the Board of Directors and submit it to the members of the board
157 not fewer than fifteen (15) days prior to such meeting; appoint Standing and Special
158 Committees subject to the approval of the Board of Directors; be an ex-officio member of all
159 committees except the Nominations/Elections and Nominations Committee; and present to the
160 Board of Directors and membership an annual report of the society's activities. At the expense
161 of the Society, the president shall be bonded for an amount determined by the Board of
162 Directors. In the event of a vacancy in the office of Delegate, the President shall assume those
163 duties until a replacement can be made through appointment or annual election. In addition,
164 should there be an inability for a delegate(s) to be able to attend the bi-annual HOD meeting;
165 the President will assume responsibility of state representation with all duties of an elected
166 delegate.
167

168 b. President Elect

169 The President-Elect shall become acting President and shall assume the duties of the President
170 in the event of the President's absence, resignation, or disability; and shall perform such other
171 duties as shall be assigned by the President of the Board of Directors. To be nominated to the
172 office of President Elect, the individual shall have served as an officer on the Board of
173 Directors.
174

175 c. Vice President

176 The Vice President shall assume the duties, but not the office of the President-Elect in the

177 event of the President-Elect's absence, resignation, or disability; and will also continue to
178 carry out the duties of the Vice President.

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181 d. Treasurer

182 The treasurer shall have charge of all funds and securities of the Society; endorse checks,
183 notes, or other orders for the payment of bills; disburse funds as authorized by the Board of
184 Directors and/or in accordance with the adopted budget; deposit funds as the Board of
185 Directors may designate. The individual shall see that full, accurate accounts are kept and
186 audited, that written quarterly reports are submitted to the Board of Directors within twenty
187 (20) days of the end of the quarter, and shall submit a complete, written yearly report at the
188 Annual Meeting. He/she will also be responsible for annual filing of taxes for the Society. At
189 the expense of the Society, the treasurer shall be bonded for an amount determined by the
190 Board of Directors.

191
192 e. Immediate Past Treasurer

193 The Immediate Past Treasurer shall advise and consult with the Treasurer on required duties
194 and processes to allow for a smooth transition in fiscal responsibilities for the Society. Serves
195 as a member of the Board of Directors, serves as a member of the Budget and Audit
196 Committee and perform such other duties as shall be assigned by the President or the Board of
197 Directors.

198
199 f. Secretary

200 Secretary shall have charge of keeping the minutes of the Board of Directors, regular business
201 meetings, and the annual business meeting; submitting a copy of the minutes of every meeting
202 of the governing body and other business to the Society of the Executive Office of the AARC
203 within fifteen (15) days following the meeting; executing the general correspondence; and in
204 general, performing all duties as from time to time shall be assigned by the President or Board
205 of Directors.

206
207 f. Immediate Past President

208 The Immediate Past President shall advise and consult with the President, serve as a member
209 of the Bylaws Committee, and perform such other duties as shall be assigned by the President
210 or the Board of Directors.

211
212 **ARTICLE VI**

213
214 **Elections**

215 **Section 1: Election Committee**

216 The Board of Directors shall appoint an Election Committee Chair each year at the annual
217 business meeting to present a slate of nominees for the following year. The Committee Chair
218 shall report the election results to the Board of Directors at least thirty (30) days prior the annual
219 business meeting.

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Section 2: Nominations

- a. The Election Committee shall present at least two (2) nominees for all Offices, Board of Directors positions, and vacancies.
 - 1. If, despite every reasonable effort, the Elections Committee is unable to assemble a slate with at least two (2) candidates for each office, the Board of Directors may authorize publication of a ballot with only one (1) candidate for some or all of the positions to be filled.
 - 2. If, despite every reasonable effort, the Nominations Committee is unable to solicit any nominees for any position (s), the Board of Directors shall appoint a qualified member to serve the next term.
- b. Only Active Members in good standing shall be eligible for nomination.
- c. Only Members of the Society shall be eligible to nominate candidates for election to the Board of Directors.
- d. The Election Committee shall request a pertinent biographical sketch of each nominee's professional activities and services to the organization, all of which shall be a part of the ballot.

Section 3: Ballot

- a. The nomination process shall be accomplished by mail or a secure electronic method in October.
- b. The election slate and biographical sketches shall be distributed to every Active Member in good standing during the month of November. Voting for eligible candidates will take place during the month of December. Voting shall be accomplished by mail or electronic means.
- c. If the Society's Board of Directors specifies that the vote shall be by mail, the list of nominees shall be so designated as to be a secret mail ballot with provisions for write in votes for each office. The deadline date shall be clearly indicated on the ballot.
- d. The election results will tabulated in the month of January each year.

Section 4: Elections Committee

The Chair of the election committee shall check the eligibility of each ballot and tally the votes. Election shall be by plurality of votes cast. Tie votes shall be resolved by lot, such as name drawn from a hat or flipping a coin. The election results shall be announced once eligibility is confirmed. New officers will assume their respective offices at the annual business meeting. No member of the Elections Committee may be a candidate for an elected office.

ARTICLE VII

Board of Directors

262 **Section 1: Composition and Powers**

- 263 a. The Executive Committee of the Society shall consist of the President, President-Elect, Vice
264 President, Secretary, Treasurer, the Immediate Past Treasurer, the Immediate Past President,
265 and the two Delegates.
- 266 b. The President shall be the Chairperson and presiding officer of the Board of Directors and the
267 Executive Committee. The President shall invite, in writing, such individuals to the meeting
268 of the Board as deemed necessary, with the privilege of voice but not vote.
- 269 c. The Board of Directors shall have the power to declare an office vacant by a two thirds (2/3)
270 vote, upon refusal or neglect of any member of the Board to perform the duties of that office,
271 or for any conduct deemed prejudicial to the Society. Written notice shall be given to the
272 member that the office has been declared vacant.

273
274 **Section 2: Duties**

275 The Board of Directors shall:

- 276 a. Supervise all business and activities of the Society within the limitations of these bylaws.
277 b. Adopt and rescind standing rules of the Society.
278 c. Determine enumeration, stipends, and other related matters after consideration of the budget.

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281 **Section 3: Resignation**

- 282 a. Whenever a member of the Board of Directors is recorded as absent without excuse by the
283 President for three (3) regular meetings of the Board of Directors, the Executive Committee
284 will be charged with investigating the cause. If the Executive Committee finds no apparent
285 reason for the absenteeism, they shall recommend resignation as follows:
- 286 1. The Executive Committee, with majority vote of quorum, will send a letter to the member
287 involved requesting resignation by a specific time.
 - 288 2. When the resignation is received and accepted by the Board of Directors, the vacancy
289 will be handled as outlined in Article V, Section 6.
 - 290 3. If the member does not resign, the Board of Directors shall declare the office vacant and
291 proceed to replace the officer as outlined in Article VII, Section 3.
 - 292 4. Any Society member who believes that a Board member is negligent of their duties may
293 bring grievance to the entire Board of Directors for review and possible action as outlined
294 in Article XIV.

295
296 **Section 4: Meetings**

- 297 a. The Board of Directors shall make every effort to hold four (4) regular and separate meetings
298 during the calendar year. The Annual Business Meeting will be held in April. These meetings
299 will be conducted face-to-face, by telephone, or by video conferencing or other electronic
300 means as determined by the Board of Directors. The meetings shall be open to the
301 membership-at-large. Circumstances may require postponing meetings but no more than one
302 meeting may be completely cancelled.
- 303 b. Special meetings of the Board of Directors shall be called by the President at such times as the
304 business of the Society shall require, or upon written request of two (2) members of the Board

305 of Directors filed with the President and Secretary of the Society. Such meetings of the Board
306 of Directors may be in person, by telephone, or video conferencing or other electronic means
307 as determined by the Board of Directors.

308 c. A majority from the Board of Directors shall constitute a quorum at any meeting of the Board.
309 Chapter presidents will not be used for consideration of quorum.

310

311 Section 5: Vote

312 Whenever, in the judgment of the Board of Directors, it is necessary to present any business to
313 the membership prior to the next regular or annual business meeting, the Board of Directors may,
314 unless otherwise required by these Bylaws, instruct the Elections Committee to conduct a vote
315 by mail or electronic means. The question thus presented shall be determined according to a
316 majority of the valid votes received by mail or electronic means within thirty (30) days after date
317 of such submission, except when a two-thirds (2/3) majority of the valid votes received is
318 required. Any and all action approved by the members in accordance with the requirements of
319 this Article shall be binding upon each member thereof. Any amendment to the Bylaws of this
320 Society shall be presented to the membership at least sixty (60) days prior to a mail vote, as
321 provided in Article XVIII of these Bylaws.

322

323 Section 6: Executive Committee

324 The Executive Committee of the Board of Directors shall consist of the President, President-
325 Elect, Vice President, Immediate Past President, Secretary, Treasurer, the Immediate Past
326 Treasurer, and the two Delegates. They shall have the power to act for the Board of Directors
327 between meetings of the Board of Directors and such action shall be subject to ratification by the
328 Board at its next meeting.

329

330 Section 7: Multiple Offices

331 No Board of Directors member may hold concurrent Board of Directors-level offices. This
332 limitation does not preclude Board of Directors member from holding chapter offices other than
333 Chapter President. No Board of Directors member may hold concurrent positions on the West
334 Virginia Board of Respiratory Care.

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ARTICLE VIII

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338 Annual Business Meeting

339 Section 1: Date and Place

340 a. The Society shall hold an annual business meeting in April of each calendar year; additional
341 business meetings may be held as required to fulfill the objectives of the Society.
342 b. The date and place of the annual business meeting and the three additional Board meetings
343 shall be decided in advance by the Board of Directors. In the event of just cause, in the
344 President's judgment, the President may cancel the scheduled meeting, set a new date and
345 place, or conduct the business of the meeting by electronic means assuring that all
346 membership is notified.

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Section 2: Purpose

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

ARTICLE IX

Society Delegates to the AARC House of Delegates

Section 1: Election

The Delegation to the House of Delegates of the Association shall be elected by the Active Members of the Society. The term of office for each of the Delegates shall be four (4) years with one Delegate being elected every two years. The Delegate shall hold the position for no more than two consecutive terms for a maximum of eight years. The two delegates are collectively referred to as “the delegation”.

Section 2: Duties

The duties of the delegation shall be the same as specified by the AARC bylaws. The Delegation is expected to:

- a. Attend all meetings of the House of Delegates and report those activities to the Society.
- b. Attend the annual business meeting of the Association as the representative of the Active Members of the Association within the Society.
- c. At the direction of the Society, present proposed amendments to the Bylaws Committee of the Association.
- d. Perform such other duties of office as may be necessary or required.

ARTICLE X

Committees

Section 1: Standing Committees

The members of the following Standing Committees shall be appointed by the President, subject to the approval of the Board of Directors, to serve for a term of one (1) year except as provided by Article VI, Section 1 of these Bylaws.

- a) Membership b) Budget and Audit c) Election d) Program and Education e) Bylaws
- f) Public Relations g) Legislative h) Executive

Section 2: Ad Hoc Committees

- a. The President may appoint ad hoc committees, as need arises, to carry out a specific task.
- b. The President shall communicate the specific committee charge and a mandatory completion date to each committee chairperson.

- 388 c. Upon presentation of its final report to the Board, said committee shall automatically cease to
389 exist.
390 d. A special committee shall not be appointed to perform a special task that normally falls
391 within the assigned duties of an existing standing committee.
392

393 Section 3: Committee Chair Duties

- 394 a. The President shall appoint or approve the Chair of each Committee.
395 b. The Chair of each committee shall confer promptly with the members of the committee on
396 work assignments.
397 c. The Chair of each committee may recommend prospective committee members to the
398 President. When possible, the Chair of the previous year shall serve as a member.
399 d. All committee reports shall be made in writing and submitted to the President and Secretary of
400 the Society.
401 e. Nonmembers or physician members may be appointed as consultants to committees. The
402 President shall request recommendations for such appointments.
403 f. Each Committee Chair requiring operating expenses shall submit a budget for the next fiscal
404 year to the Budget and Audit Committee.
405

406 ARTICLE XI

407 Duties of Committees

408 Section 1: Membership Committee

409 This committee shall consist of the Society's Delegation, President Elect and at least one
410 additional member from the Board of Directors. This Committee shall be responsible to receive,
411 process, and distribute membership lists, report to the Membership Committee of the AARC on
412 all membership drives, activities, etc., and perform other services as directed by the President
413 and Board of Directors.
414

415 Section 2: Budget and Audit Committee

- 416 a. This committee shall be composed of the Executive Committee (the President, Vice President,
417 President-Elect, Secretary, Treasurer, Immediate Past President, Immediate Past Treasurer,
418 and the two Delegates) and shall submit an annual budget for approval by the board at the first
419 meeting of the new board of directors. The committee shall be responsible for receiving and
420 reviewing annual audits of the Society finances as prepared by an external auditor and
421 overseen by a Chairperson appointed by the President. The President and Treasurer shall not
422 be a member of the audit review component of the Budget and Audit Committee.
423 b. They shall propose an annual budget for approval by the Board of Directors and review
424 financial matters as may be necessary.
425

426 Section 3: Election Committee

- 427 a. This committee shall be composed of at least three (3) members whose duty it is to present
428 annually the slate of nominees to the Board of Directors at least ninety (90) days prior to the
429

430 election. The Committee will distribute ballots to all eligible members of the Society and/or
431 AARC as described in Article VI, Section 3 of the Society bylaws. The Committee will
432 tabulate ballots and announce Election Results as noted in Article VI, Section 4 of these
433 bylaws.

434 b. It shall be the duty of this Committee to make the final critical appraisal of candidates to see
435 that the nominations are in the best interests of the AARC and the Society through a
436 consideration of personal qualifications and geographical representations.

437

438 Section 4: Program and Education Committee

439 This Committee shall consist of at least three (3) members and be so constructed as to provide
440 experienced members for program and educational planning.

441

442 Section 5: Bylaws Committee

443 a. This Committee shall consist of three (3) members, one (1) of whom shall be a Past-
444 President, and one (1) of whom shall be a member of the Society delegation.

445 b. The Committee shall receive and prepare all amendments to the Bylaws for submission to the
446 Board of Directors. The Committee may also initiate such amendments for submission to
447 the Board of Directors.

448 c. This Committee shall be responsible for review of the Society Bylaws as required by the
449 AARC. At this time the Committee shall make recommendations to the Board of Directors
450 for changes or acceptance. Distribution and review of the Bylaws will take place at the
451 annual business meeting.

452

453 Section 6: Public Relations Committee

454 a. This Committee shall consist of at least (3) members, one (1) of whom shall be the President-
455 Elect, with members appointed annually for a one (1) year term, subject to reappointment.

456 b. This committee shall concern itself with the execution of a Society website, social media
457 platform(s), and all other publications of this Society with the public, and other organizations
458 through dissemination of information concerning respiratory care.

459

460 Section 7: Legislative Committee

461 a. This committee shall consist of the Society delegation and members of the AARC political
462 action group from West Virginia.

463 b. This Committee shall be responsible for keeping current on governmental actions affecting
464 the practice of respiratory care. In addition, this committee shall keep the membership
465 informed of any regulatory changes affecting the practice of respiratory care.

466

467 Section 8: Executive Committee

468 The Executive Committee of the Board of Directors shall consist of the President, President-
469 Elect, Vice President, Immediate Past President, Secretary, Treasurer, the Immediate Past
470 Treasurer, and both Delegates. They shall have the power to act for the Board of Directors
471 between meetings of the Board of Directors. Any action by the Committee shall be subject to
472 ratification by the Board at its next meeting. This Committee shall also be responsible for

473 updating the long-range plan and submitting its recommendations to the board of directors
474 annually, and perform other services as directed by the President and Board of Directors.

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ARTICLE XII

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479 Chapter Organizations

480 Section 1: Boundaries of Chapters

481 The Society shall be subdivided into geographic districts as deemed appropriate by the Board of
482 Directors. Membership in the chapter shall be determined by the member's mailing or work
483 address.

484

Chapter I	Chapter II	Chapter III	Chapter IV
Brooke	Barbour	Boone	Braxton
Calhoun	Berkley	Cabell	Clay
Doddridge	Grant	Kanawha	Fayette
Gilmer	Hampshire	Lincoln	Greenbrier
Hancock	Hardy	Logan	McDowell
Jackson	Harrison	Mason	Mercer
Marshall	Jefferson	Mingo	Monroe
Ohio	Lewis	Putnam	Nicholas
Pleasant	Marion	Wayne	Pocahontas
Ritchie	Mineral		Raleigh
Roane	Monongalia		Summers
Tyler	Morgan		Webster
Wetzel	Pendleton		Wyoming
Wirt	Preston		
Wood	Randolph		
	Taylor		
	Tucker		
	Upshur		

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488 Section 2: Organization

489 The chapters shall not at any time be in conflict with these bylaws. The chapters shall participate
490 in the goals and objectives of the Society.

491

492 Section 3: Officers and Chapter Representation

- 493 a. The President of each Chapter shall be a member of the Society's Board of Directors with
494 voting privileges.
- 495 b. The Active Members of this Society living or working in the Chapter shall elect a President
496 and Secretary, Treasurer and other officers as circumstances may require and submit those
497 names to the Secretary of the Society. The Chapter President shall be the official
498 correspondent for the Chapter to the Society. The Chapter President shall submit a written
499 report at least fifteen (15) days prior to each Board of Directors meeting, relating to the
500 activities and finances in the chapter.
- 501 c. Only active members of the AARC in good standing and who are licensed by the West
502 Virginia Board of Respiratory Care (WVBORC) may be nominated and elected by members
503 of the chapter to represent them on the Board of Directors.
- 504 d. The Chapter shall conduct at least two (2) meetings per year and submit minutes of those
505 meetings no later than fifteen (15) days after they occur to the Society Board Secretary.
- 506 e. The Chapter shall report in writing to the Program and Education Committee chairperson all
507 educationally related activities prior to their occurrence.
- 508 f. The Chapter shall submit notification of any meetings to the society President at least fifteen
509 (15) days prior to the meeting.
- 510 g. Chapters' representatives to the Board of Directors shall be elected no less than thirty (30)
511 days prior to the annual business meeting and shall take office at the Annual Board Meeting.
- 512 h. Vacancies shall be filled by appointment of the Chapter President subject to an approving vote
513 by the Chapter's active membership at their next regular meeting. Individuals nominated but
514 not elected to the Board of Directors in the previous election shall have first consideration in
515 appointment.
- 516 i. Chapter representative to the Board of Directors will serve a term of two (2) years. No chapter
517 representative to the Board of Directors shall serve more than two (2) consecutive terms.

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520 Section 4: Activities

521 Each Chapter organization shall be encouraged to expand the membership of the Chapter and to
522 develop educational activities and such other activities as is consistent with these Bylaws.

523

524 Section 5: Responsibilities of the Chapter President

525 Chapter Presidents must:

- 526 a. Represent the Chapter for which elected and attend each Board of Directors meeting.
527 b. Submit a written report to each Board of Directors meeting, relating to the activities in their
528 Chapter.

529

530 Section 6: Chapter Admission Requirements

- 531 a. Ten (10) or more Active Members of the Society meeting the requirements of affiliation may
532 become a Chapter of the Society subject to ratification by the Board of Directors of the
533 Society. Members of Chapters must be members of the Society.
- 534 b. Formal notification shall be sent to the Executive Committee and shall consist of a list of
535 officers, membership, minutes of the organizational meeting.

536 c. If a member’s mailing address is outside of West Virginia, the members should select the
537 chapter to which she/he wishes to belong. If no selection is made, the chapter affiliation will
538 be selected by the membership committee, using a procedure approved by the Board of
539 Directors.
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ARTICLE XIII

543

Fiscal Year

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545 The fiscal year of this Society shall be from April 1 through March 31.
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ARTICLE XIV

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Ethics

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551 If the conduct of any Society member shall appear, by report of the Society or the AARC
552 Judicial Committee, to be in willful violation of the Bylaws or standing rules of this Society or
553 the AARC, or prejudicial to the Society's interests as defined in the AARC Code of Ethics, the
554 Board of Directors may by a two-thirds (2/3) vote of its entire membership, suspend or expel
555 such a member. A motion to reconsider the suspension or expulsion of a member may be made at
556 the next regular meeting of the Board of Directors. All such suspension or expulsions shall be
557 reported immediately to the AARC Judicial Committee.

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ARTICLE XV

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Parliamentary Procedure

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562 The rules contained in Robert's Rules of Order, Revised, shall provide a general framework for
563 meetings whenever they are not in conflict with the Bylaws of the Society or of the AARC.
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ARTICLE XVI

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Amendments

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570 These Bylaws may be amended at any regular or called meeting or by mail or electronic vote of
571 the West Virginia Society of the AARC by a two-thirds (2/3) majority of those voting, provided
572 that the amendment has been presented to the membership in writing at least thirty (30) days
573 prior to the vote. All amendments must be approved by the AARC Chartered Affiliates
Committee and shall become effective upon ratification by the AARC Board of Directors.

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