

**WSRC Standing Rules**  
**Revision date:** November 2, 2006  
**Table of contents**

	Page
Index	1-2
I. Policy revision, additions or deletions	3
II. Fiscal policies	
A. Disbursement of funds	
1. General	4
2. Budgeted	5
3. Non-budgeted	6
B. Budget/planning process	7-8
C. Travel expenses	9-10
III. General policies	
A. Mailing lists	11
B. Parliamentarian	12
C. Logo	13
D. Smoking restrictions	14
E. Individual achievement awards	15
F. Statement on alcohol	16
G. Historian	17
IV. Publications	
A. Publications	18
B. Editorial statements and policies	19
V. Standing committees	
A. General policies	20
B. Committee descriptions	21-31
VI. Interdisciplinary relations	32
VII. Board of Directors	
A. Position descriptions	33-39
B. General policies	40
C. Code of ethics	41

D. Annual duties	42
E. Meetings	43
F. Committee appointments	44
VIII. Board of medical advisors (BOMA)	45
IX. Seminars, conventions and exhibitions	
A. Objectives	46
B. General policies	47
H. Co-sponsorship	48-52
X. Code of ethics	53
XI. Membership	54
XII. Electronic voting process (Board of Directors)	55

I. Standing rule revisions, additions, or deletions

- A. The policies contained within this manual are the official operating guidelines of the Wisconsin Society for Respiratory Care, Inc. Deviations from the policies are only permitted through action of the Board of Directors. At any regular or special meeting of the Board of Directors of the Wisconsin Society for Respiratory Care, Inc. policies may be revised, deleted, or added by a majority of the voting members.
- B. It shall be the responsibility of the Secretary of the Wisconsin Society for Respiratory Care, Inc. to maintain this manual in a current status by updating after each Wisconsin Society for Respiratory Care, Inc. Board of Directors meeting. All future revisions, deletions or additions must be appropriately identified with the date of Board of Directors action and said action shall also appear in the minutes of the respective Board of Directors meeting.
- C. Operating guidelines not contained in this manual may be found in the bylaws of the Wisconsin Society for Respiratory Care, Inc.

II. Fiscal policies

A. Disbursement of funds

1. General policies

- a. All disbursement will be made by check.
- b. All checks will require either the signature of the treasurer, president, or president-elect.
- c. Whenever possible, direct invoicing will be used for materials and/or services.
- d. The Wisconsin Society for Respiratory Care, Inc. will operate on a thirty (30) day accounts payable basis.

## II. Fiscal policies

### A. Disbursement of funds (continued)

#### 2. Budgeted expenditures

- a. Expense forms will be submitted to the treasurer. Expense forms will contain the budget category (line item) and the reason for the expense.
- b. Advance funding will require a written request to the treasurer stating the reason, when the funds are needed, and when an expense report is to be expected. Requested advance payments normally would be made at least thirty (30) days before the expense.
- c. Advances may be denied by the treasurer if that person has any outstanding advances that receipts have not been turned in for.
- d. A check will be issued by the treasurer upon receipt of an expense report from a Wisconsin Society for Respiratory Care, Inc. member. Checks will be signed by the appropriate authorities and forwarded within three (3) days of the receipt.
- e. Receipts for materials and/or services must accompany a reimbursement form.

II. Fiscal policies

A. Disbursement of funds (continued)

3. Non-budgeted expenditures

- a. All requests for non-budgeted expenditures must be submitted in writing to the chairperson of the budget and audit committee for consideration by the committee in light of the Wisconsin Society for Respiratory Care, Inc. goals and objectives, and resources.
- b. Non-budgeted expenditures will then be presented to the board of Directors by the budget and audit committee, for final authorization.
- c. Payment for expenditures approved by the Board of Directors will be made according to the policy for budgeted expenditures.

## II. Fiscal policies

### B. Budget and planning process

1. The long range planning committee will review and revise the five year plan annually. New revisions will be presented at the first Board of Director's meeting of the fiscal year.
2. The Board of Directors will identify fiscal year goals and objectives by the first board meeting of the year.
3. The Board of Directors will approve and prioritize the goals and objectives by the second Board of Directors meeting.
4. Newly elected officials and chairpersons will develop supporting goals and objectives. These will be submitted to the Board of Directors at the first Board of Director's meeting of the fiscal year for budgetary consideration if necessary.
5. The budget and audit committee and Board of Directors will review, integrate, and finalize the goals and objectives along with the budgetary goals and objectives before the first Board of Directors meeting of the fiscal year.
6. A draft of the annual budget will be completed by the budget and audit committee and will be presented to the Board of Directors at or before the transitional meeting. The new Board of Directors will review and approve this budget by the first Board of Directors meeting of the fiscal year. Funds from the proposed budget will be available for operational expenditures starting with the initial presentation to the Board of Directors at the beginning of the fiscal year.
7. A process will be identified to trace the budget at the discretion of the Board of Directors.
8. It shall be the practice of the Wisconsin Society for Respiratory Care, Inc. to maintain cash reserves. Therefore, it shall be the practice of the Wisconsin Society for Respiratory Care, Inc. that the cash reserves will not fall below a point that is equal to or greater than the sum of the convention and legislative affairs committees cost centers.

9. Should there be severe cash flow problems, it shall be the responsibility of the treasurer to notify the chairperson of the budget and audit committee. At this time, all other expenses will be suspended until deemed appropriate by the budget and audit committee and the Board of Directors of the Wisconsin Society for Respiratory Care, Inc.
10. The budget will be published in the official Wisconsin Society for Respiratory Care, Inc., publications following Board of Director's Approval.

II. Fiscal policies

C. Travel expenses

1. To be eligible for reimbursement of expenses under the policy, said individual must comply with the stated guidelines contained herein, and shall have budgetary approval of the Board of Directors.
2. Since this society is considered "not-for-profit", there shall be reimbursement of Wisconsin State Tax assessed for travel, lodging, meals, etc.
3. Requests for advanced travel are covered in standing rules II a 1. and 2.
4. The tax exempt number will be kept by the treasurer and used only by officials of the Wisconsin Society for Respiratory Care, Inc. on official WSRC business.
5. The tax exempt number is: ES-7437
6. Reimbursement of travel will be made in accordance with the stated amount shown by the receipts.
7. Committee chairpersons may approve travel expenses for their committee members when acting in their official capacity. Such approval will be in advance of said travel. Travel expenses that exceed approved budgetary allocations will require Board of Directors approval.
8. Approved expenses will be reimbursed according to the following:

A. Transportation (long distance)

1. Round trip air fare (tourist class). Reservations should be made at least 21 days prior to the event when possible.
2. Alternative methods of transportation shall be reimbursed at a rate not to exceed air fare, tourist class.
3. Auto travel will be paid at a rate set annually by the Board of Directors - road tolls will be paid.

II. Fiscal policies (cont.)

C. Travel expenses (cont.)

- B. Lodging will be paid at the lowest available single rate or at the rate of the designated conference facility. Room sharing whenever possible is encouraged when two members of the same gender are traveling to the same event to minimize expenses. Accommodations will be paid for the duration of the meeting, including travel days.
  - C. Registration fees will be paid at the stated amount.
  - D. Meal expenses (per diem) will be reimbursed at a rate set annually by the Board of Directors. Partial days will be prorated.
  - E. Round trip transportation between the airport and the conference facility will be paid upon receipt.
- 9. Personal expenses are not reimbursable, i.e., laundry, telephone, entertainment, bar, etc.
  - 10. Receipts shall be submitted (with the exception of the per diem) with the request for travel reimbursement.
  - 11. The Wisconsin society for Respiratory Care, Inc. will reimburse its officers, directors, delegate, delegate-elect, medical directors and committee chairpersons a mileage amount and per diem determined by the Board of Directors for travel on Wisconsin Society for Respiratory Care, Inc. business. Each individual will submit all forms and receipts to the treasurer for reimbursement no later than one month following the completion of the event.
  - 12. There shall be a separate line item for the delegation.

III. General policies

A. Mailing lists and mailings

1. The Wisconsin Society for Respiratory Care, Inc. will adopt the American Association for Respiratory Care mailing guidelines.
2. The Wisconsin Society for Respiratory Care, Inc. mailing list will be allowed to be used for Wisconsin Society for Respiratory care, Inc. approved co-sponsored events.
3. The President of the Wisconsin Society for Respiratory Care, Inc. or his/her designate will keep the mailing lists current.
4. A post office box location will be determined by the president and approved by the Board of Directors at the first meeting of the fiscal year or as necessary.
5. All Wisconsin Society for Respiratory Care, Inc. bulk mailings must conform to the guidelines of the United States Post Office.
6. All state-wide mailings and media releases will be reviewed by the president and/or president-elect.

III. General policies

B. Parliamentarian

1. The delegation shall act as parliamentarian.
2. In the event that the parliamentarian cannot attend scheduled Board of Directors meetings, the president-elect shall act as Wisconsin Society for Respiratory Care, Inc. parliamentarian.
3. If neither the appointed parliamentarian or the president-elect can attend the meeting, the president will appoint a parliamentarian.

### III. General policies

#### C. Logo

1. The following will be the official logo of the Wisconsin Society for Respiratory Care, Inc.



2. The official logo of the Wisconsin Society for Respiratory Care, Inc. may not be used on personal business cards or stationary of an individual holding any category of membership in the society, nor past member, or student.
3. The following are authorized to use official stationary:
  - A. Wisconsin Society for Respiratory Care, Inc. officers (Board of Directors)
  - B. Committee chairpersons, or designates.
  - C. Wisconsin Society for Respiratory Care, Inc. publications
4. Any other use of the Wisconsin Society for Respiratory Care, Inc. logo will require the prior approval of the Board of Directors.

III. General policies

D. Smoking restrictions

1. There will be no smoking during meetings of the Wisconsin Society for Respiratory Care, Inc.
2. The Wisconsin Society for Respiratory Care, Inc. will discourage the use of tobacco products, not only within the membership, but in the general public whenever possible.

III. General policies

E. Individual achievement awards

1. The public relations committee will be responsible for the recognition of individuals, institutions.
2. Recognition can either be through the public relations committee, the Board of Directors, or both. Special recognition to departing board members should be made annually.
3. Type of award will be at the discretion of the public relations committee and/or the Board of Directors.
4. If at all possible the award shall be presented at the annual convention. Other appropriate presentations would be district meetings or seminars.
5. All recipients of awards will have their names submitted to the official Wisconsin Society for Respiratory Care, Inc., publications.

III. General policies

F. Statement on alcohol

1. The Wisconsin Society for Respiratory Care, Inc. may permit the budgeting of funds for alcoholic beverages.
2. The Wisconsin Society for Respiratory Care, Inc. will concurrently offer non-alcoholic beverage alternatives.
3. The Wisconsin Society for Respiratory Care, Inc. will encourage those in attendance who choose to use alcohol to do so in a moderate and rational manner. Use of designated drivers will be encouraged.

### III. General policies

#### G. Historian

1. This position will be appointed by the president and approved by the Board of Directors at the first annual Board of Directors meeting. If a historian is not appointed, the responsibilities will be the presidents.
2. The responsibilities of the historian will include:
  - a. Collection and storage of documents concerning the Wisconsin Society for Respiratory Care, Inc.
  - b. Collection and storage of awards, plaques, and trophies.
  - c. Compilation of past communications.
  - d. Acting as a "clearing house"; allowing dissemination of materials to the Board of Directors and committee chairpersons for the enhancement of the profession.
3. The historian will be directly responsible to the Board of Directors.

#### IV. Publications

- A. Official Wisconsin Society for Respiratory Care, Inc., publications
  1. The newsletter will be the responsibility of the president-elect or his/her designate.
  2. The newsletter will be published regularly throughout the year.
  3. Any information to be included in the newsletter should be in the hands of the president-elect at or before each Board of Directors meeting.
  4. The president will have the option to screen all information to be in the newsletter.
  5. Distributions of the newsletter will be to (but not limited to):
    - a. All Wisconsin Society for Respiratory Care members
    - b. American Association for Respiratory Care executive office
    - c. American Association for Respiratory Care president
    - d. Chairperson of the house of delegates
    - e. American Association for Respiratory Care house of delegates chairperson of publications
    - f. Wisconsin Society for Respiratory Care board of medical directors
    - g. Any others as decided by the Board of Directors.
  6. The newsletter will be distributed by bulk mail or any other distribution of equal or less cost.
  7. All editorial policies are addressed in standing rule IVB editorial statements and policies.

#### IV. Publications

- B. Editorial statements and policies
- 1. All articles should be type written and double spaced.
- 2. The title of the paper or article and the author's name and credentials should appear on a cover sheet.
- 3. Legends should be provided for all tables and figures.
- 4. The official Wisconsin Society for Respiratory Care, Inc., publications will accept all manuscripts for review.
- 5. The editor reserves the right to edit all materials submitted for publication. Any editing should be communicated to the original author prior to publications.
- 6. The opinions expressed in articles, or editorials are those of the author and do NOT necessarily reflect the views of the editor, official WSRC publications, Wisconsin Society for Respiratory Care, Inc., or the American Association for Respiratory Care.
- 7. All materials submitted for publication become the property of the Wisconsin Society for Respiratory Care, Inc. and cannot be returned.
- 8. Once published, an article may NOT be published elsewhere without permission of both the author and the editor.
- 9. Reproduction in whole or part, without the express written permission of the editor, is prohibited.
- 10. Publication of commercial advertisement does NOT constitute an endorsement of products appearing in the official Wisconsin Society for Respiratory Care, Inc., publications.

V. Standing committees

A. General policies

1. All committee chairpersons are to attend and/or submit written reports for each Board of Directors meetings.
2. All committees will abide by the Wisconsin Society for Respiratory Care, Inc. bylaws and standing rules. Failure to do so will result in discharge of the chairperson from assigned functions.
3. The committee chairperson will submit to the president a list of the committee members by the first Board of Directors meeting or as soon as possible after the committee is established.

V. Committees

A. General policies: nominations and elections committee

1. Refer to article VII of the bylaws of the Wisconsin Society for Respiratory Care, Inc.
2. It shall be the duty of this committee to make the critical appraisal of candidates to see that the nominations are in the best interest of the Wisconsin Society for Respiratory Care, Inc. through a consideration of personal qualifications and geographical representation as applicable.
3. The committee shall prepare, receive, verify, and count ballots for all elections and referendums held during the calendar year.
4. Ballots will be sent to active members only.
5. A secret electorate ballot will consist of the following:
  - a. addressed return envelope
  - b. ballot for each Board of Directors position and district representative election including provisions for write-in candidates
  - c. instructions to complete the ballot
6. To denote official results of the voting, the chairperson of the committee will submit at the regularly scheduled Board of directors meeting following the elections.
7. Ballot results will be released ONLY after the next Board of Directors meeting following the elections.
8. After the next Board of Directors meeting, the chairperson of the nominations and elections committee and/or President will notify each candidate as to the results of the elections.

V. Standing committees

B. Committee description: **Budget and audit committee**

1. This committee shall consist of at least the president-elect and the treasurer. The president-elect will be the chairperson of the committee.
2. This committee shall function as governed under article XI, section A of the bylaws and section IIB, budget/planning process of the standing rules.
3. The committee chairperson will be responsible for written reports to the official WSRC publications as requested.
4. The committee chairperson will present the proposed budget to the Board of Directors by the transitional meeting.
5. The committee chairperson will work with the convention committee to develop and work within a budget that meets the financial and educational needs of the Wisconsin Society for Respiratory Care, Inc.
6. The budget and audit committee shall conduct quarterly reviews that will be presented to the Board of Directors.

V. Standing committees

B. Committee description: **Bylaws and judicial committee**

1. The chairperson of this committee will be appointed by the president for a one-year term.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the bylaws and judicial committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Submission of six (6) members for approval to this committee as specified in the bylaws, section 3B, by the first yearly Board of Directors meeting.
  - d. Any introduction of revisions in the bylaws referendums, or changes in the Standing Rules.
  - e. Reprinting and distribution of the bylaws as necessary.
  - f. Interpretation of the bylaws and/or standing rules.
  - g. Written budget proposals upon Board of Directors request.
  - h. Written reports to the official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

B. Committee description: **Convention committee**

1. The chairperson of this committee will be the vice-president who will recruit a convention co-chairperson. The co-chairs of this committee will serve a two-year term.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the convention committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and function.
  - d. Submission of committee members by the first yearly Board of Directors meeting.
  - e. Submission of written budget with assistance of the budget and audit committee by the first Board of Directors meeting of the fiscal year.
  - f. General guidelines described in section XI of these standing rules.
  - g. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

B. Committee Descriptions: **Education committee**

1. The chairperson of this committee will be appointed by the president for a one-year term.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the education committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and responsibilities.
  - d. Submission of committee members by the first yearly Board of Directors meeting.
  - e. Submission, for approval, any new scholarships and their guidelines.
  - f. Submit for approval, any changes in existing scholarships.
  - g. Provide annually, written guidelines of scholarships to the respiratory care programs in the State, or upon request, to individual members.
  - h. Judging of the submitted scholarships.
  - i. Presentation of scholarship winners at the annual meeting.
  - j. Written budget proposals upon Board of Directors request.
  - k. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

B. Committee description: **Legislative affairs committee**

1. The chairperson of this committee will be appointed by the president for a one-year term.
2. Confirmation of this position will be by Wisconsin Society for respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the legislative affairs committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and function.
  - d. Submission of committee members by the first yearly Board of Directors meeting.
  - e. Submission of written budget proposals upon request.
  - f. Monitoring and reporting all state and federal legislative activities related to the profession of respiratory care.
  - g. Monitoring and reporting legislative activities related to health care and health care professionals outside of respiratory care practitioners.
  - h. Communications with congressional representatives regarding any and all pending legislation concerning respiratory care.
  - i. Communication with the general membership to ensure support of legislation concerning the philosophy of respiratory care and the Wisconsin Society for Respiratory Care, Inc.
  - j. Direct communications with any lobbyist or legal assistant to ensure the promotion of the general interest of the Wisconsin Society for Respiratory Care, Inc.
  - k. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

B. Committee description: **Long range planning committee**

1. The chairperson of this committee will be appointed by the president for a one-year term every fifth year beginning in 2007.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The immediate past president will be an active member of the long range planning committee. Routine expenses to attend Wisconsin Society for Respiratory Care, Inc. Board of Directors meetings will be covered by the Board of Directors.
4. The chairperson of the long range planning committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and function.
  - d. Submission of committee members by the first yearly Board of Directors meeting.
  - e. Submission of written budget proposals upon request.
  - f. Targeting future convention sites five to ten years in advance.
  - g. Determining the direction of the Wisconsin Society for Respiratory Care, Inc. in terms of goals and objectives.
  - h. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

- B. Committee description: **Membership committee**
1. The chairperson of this committee will be appointed by the president for a one-year term.
  2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
  3. The chairperson of the membership committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
    - a. Written yearly goals and objectives.
    - b. Written reports for each of the scheduled Board of Directors meetings.
    - c. Determine committee structure and function.
    - d. Submission of committee members by the first yearly Board of Directors meeting.
    - e. Maintenance of a complete membership listing (national members and affiliate members) with current addresses.
    - f. Coordinate with the American Association for Respiratory Care correspondence to encourage state membership.
    - g. Submission of written budget proposals upon request.
    - h. Strive to increase membership.
    - I. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.
  4. The chairperson of the membership committee along with the president-elect will award the "practitioner of the year award" at the annual meeting.

V. Standing committees

B. Committee Descriptions: **Nominations and elections committee**

1. The chairperson of this committee will be appointed by the president for a one-year term.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the nominations and elections committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and function.
  - d. Submission of committee members by the first yearly Board of Directors meeting.
  - e. Submission of written budget proposals upon request.
  - f. General nominations and elections guidelines described in section VA of these standing rules. (nominations and elections committee general policies)
  - g. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

B. Committee description: **Public relations committee**

1. The chairperson of this committee will be appointed by the president for a one-year term.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the public relations committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and function.
  - d. Submission of committee members by the first yearly Board of Directors meeting.
  - e. Coordinate Respiratory Care Week within the state.
  - f. Maintain a list of radio, television, and newspaper contacts.
  - g. Provide recognition to the outgoing president in the form of a plaque.
  - h. Work with legislative affairs committee to promote public awareness of the profession.
  - i. Submission of written budget proposals upon request.
  - j. Written reports to official Wisconsin Society for Respiratory Care, Inc., publications as requested.

V. Standing committees

B. Committee: **Home Care committee**

1. The chairperson of this committee will be appointed by the president for a one-year term.
2. Confirmation of this position will be by Wisconsin Society for Respiratory Care, Inc. Board of Directors approval at the first scheduled meeting of the year or as soon as possible following a vacancy.
3. The chairperson of the home care committee will be responsible to the Wisconsin Society for Respiratory Care, Inc. for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Determine committee structure and function.
  - d. Submission of committee members by the first yearly Board of Directors meeting.

VI. Interdisciplinary relations

- A. It shall be the responsibility of the president or the editor of the Official Wisconsin Society for Respiratory Care, Inc. publications to communicate matters of interest or importance regarding other related health professional fields.
- B. Attempts will be made to co-sponsor projects related to respiratory care through the public relations and/or convention committees.

VII. Board of Directors

A. Position description: **District representative**

1. This position will be elected by the membership. In the event of a vacancy the president shall appoint a replacement, with the approval of the Board of Directors, for the remainder of the term.
2. Each district representative shall be responsible for the following.
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. At least two (2) district meetings. These may be business and/or educational.
  - d. A communications network as outlined by the American Association for Respiratory Care.
  - e. Attendance at each Board of Directors meeting.
  - f. Reports to the president regarding activities pertaining to the American Association for Respiratory Care affiliate of the year award when sought.
  - g. Written budget proposals upon Board of Directors request.
  - h. Written reports to official Wisconsin Society for Respiratory Care, Inc. publications as requested.

VII. Board of Directors

A. Position description: **President**

1. This position will be elected by the membership. In the event of a vacancy, the president-elect shall assume the presidency for the remainder of the term and serve as president for the successive term.
2. The president will be responsible for the following:
  - a. Presiding at all Board of Directors meetings and the Wisconsin Society for Respiratory Care, Inc. annual business meeting.
  - b. Along with the delegate, serve as liaison between the Wisconsin Society for Respiratory Care, Inc. and the American Association for Respiratory Care.
  - c. Reports to the affiliate liaison regarding activities pertaining to the American Association for Respiratory Care affiliate of the year award when sought.
  - d. Publication of the newsletter.
  - e. Written reports to official Wisconsin Society for Respiratory Care, Inc. publications as requested.
  - f. Act as an ex-officio voting member to all committees except nominations and elections.
  - g. Written budget proposals upon Board of Directors request.
  - h. Written yearly goals and objectives.
  - i. Coordinate membership list with president and secretary.
  - j. A communications network as outlined by the American Association for Respiratory Care.
- K. The president will cast the deciding vote in case of a tie, therefore the president will be counted as a voting member to constitute a quorum.

VII. Board of Directors

A. Position description: **President-elect**

1. This position will be elected by the membership. In the event of a vacancy, the president shall appoint a replacement, with the approval of the Board of Directors, for the remainder of the term.
2. The president-elect will be responsible for the following:
  - a. Presiding at all meetings in which the president is absent.
  - b. Succession of the president's position in light of a vacancy.
  - c. Reports to the president regarding activities pertaining to the American Association for Respiratory Care affiliate of the year award when sought.
  - d. Chairing the budget and audit committee upon appointment by the president.
  - e. Written reports to official Wisconsin Society for Respiratory care, Inc. publications as requested.
  - f. Attendance at each Board of Directors meeting.
  - g. Written budget proposals upon Board of Directors request.
  - h. Additions, deletions, and/or corrections to these standing rules shall be presented to the Board of Directors at the transitional meeting.

VII. Board of Directors

A. Position description: **Vice-president**

1. This position will be elected by the membership. In the event of a vacancy, the president shall appoint a replacement, with the approval of the Board of Directors, for the remainder of the term.
2. The vice-president will be responsible for the following:
  - a. Co-chairs the Convention Committee.
  - b. Written reports to official Wisconsin Society for Respiratory Care, Inc. publications as requested.
  - c. Attendance at each Board of Directors meeting.
  - d. Written budget proposals upon Board of Directors request.
  - e. Assure efforts are made to foster communications with all respiratory care practitioners in the state of Wisconsin.

VII. Board of Directors

A. Position description: **Secretary**

1. This position will be elected by the membership. In the event of a vacancy, the president shall appoint a replacement, with the approval of the Board of Directors, for the remainder of the term.
2. The secretary will be responsible for the following:
  - a. Minutes at all Board of Directors meetings.
  - b. Distribution of the minutes to the Board of Directors and committee chairpersons.
  - c. Maintaining an updated version of the standing rules.
  - d. Distributing standing rules to all Board of Directors members and committee chairpersons.
  - e. Attendance at each Board of Directors meeting.
  - f. Written budget proposals upon Board of Directors request.
  - g. Maintaining an adequate supply of official Wisconsin Society for Respiratory Care, Inc. stationery and envelopes.
  - h. Disseminating Wisconsin Society for Respiratory Care, Inc. stationery and envelopes to members of the Board of Directors, committee chairpersons or their designates and Wisconsin Society for Respiratory Care, Inc. publications.
  - i. Acting as liaison with the secretarial service.

VII. Board of Directors

A. Position description: **Treasurer**

1. This position will be elected by the membership. In the event of a vacancy, the president shall appoint a replacement, with the approval of the Board of Directors, for the remainder of the term.
2. The treasurer will be responsible for the following:
  - a. Written yearly goals and objectives.
  - b. Written reports for each of the scheduled Board of Directors meetings.
  - c. Reports to the American Association for Respiratory Care as necessary.
  - d. Financial prospective that may benefit the Wisconsin Society for Respiratory Care, Inc.
  - e. Attendance at each Board of Director's meeting.
  - f. Attendance at each budget and audit committee meeting.
  - g. Reports to the president regarding finances pertaining to the American Association for Respiratory Care affiliate of the year award when sought.
  - h. Written budget proposals upon Board of Director's request.
  - i. Written financial reports to the official Wisconsin Society for Respiratory Care, Inc. publications as requested.
  - j. Written records of all transactions of the Wisconsin Society for Respiratory Care, Inc.
  - k. Payment of accounts receivable on at least a 30 days basis.
  - l. Disbursement of reimbursement within a reasonable period of time to members of the Wisconsin Society for Respiratory Care, Inc. upon receipt(s).

VIII. Board of directors

- A. Position description: **Delegate & delegate-elect**
1. This position will be elected by the membership. In the event of a vacancy, the delegate-elect shall assume the delegates position for the remainder of the term and serve the successive term as the delegate. The president shall then appoint an delegate-elect to serve until the next election.
  2. The delegate or delegate-elect will be responsible for the following:
    - a. Representing and voting for the entire Wisconsin Society for Respiratory Care, Inc. membership at all house of delegates meetings, not just their own interests or that of the Wisconsin Society for Respiratory Care Board of Directors.
    - b. The delegate and delegate-elect shall be well versed in parliamentary procedures.
    - c. It will be the responsibility of the delegate or the delegate-elect to submit a written report, concerning house of delegates proceedings to the Wisconsin Society for Respiratory Care, Inc. Board of Directors, and for publications to the membership as necessary.
    - d. The delegate may submit, with appropriate documentation and in a timely fashion, to the American Association for Respiratory Care nominations for; life membership, honorary membership, American Association for Respiratory Care officers, American Association for Respiratory Care Board of Directors Inc., and elected committees members.
    - e. The delegate and delegate-elect will attend each Board of Directors meeting.
    - f. Written yearly goals and objectives.
    - g. Written budget proposals upon Board of Director's request.

VII. Board of Directors

B. General policies

1. The Board of Directors of the Wisconsin Society for Respiratory Care, Inc. shall adopt and implement these standing rules. The standing rules shall be maintained by the secretary.
2. All committees, special representatives, officers, and appointees shall abide by the bylaws of the Wisconsin Society for Respiratory Care, Inc. and American Association for Respiratory Care. Failure to do so may result in discharge from assigned functions.
3. Candidates for American Association for Respiratory Care Board of Directors, specialty sections, and membership shall be endorsed by the Wisconsin Society for Respiratory Care, Inc. Board of Directors before forwarding to the American Association for Respiratory Care nominating committee. All nominations will be recorded in the minutes. A copy of the minutes will be forwarded to the national office which will state the date the endorsements were made. Exceptions to this policy will be the nominations sent in separately by the delegate.
4. The president will be responsible for all congratulatory and/or "thank you" letters from the Board of Directors and the Wisconsin Society for Respiratory Care, Inc.

VII. Board of Directors

C. Code of ethics

1. Because of this high office, a Wisconsin Society for respiratory Care, Inc. officer must be above suspicion regarding ethical conduct. The state society as a whole and the Wisconsin Society for Respiratory Care, Inc. Board of Directors subscribe to the American Association for Respiratory Care code of ethics.
2. Officers and chairpersons of the Wisconsin Society for Respiratory care, Inc. are encouraged to communicate all matters of the Board of Directors to the membership.
3. The president will give the annual report at the annual business meeting and/or convention.
4. All actions of the Board of Directors shall be considered public information in so far as the membership is concerned, except actions taken in officially declared executive sessions.

VII. Board of Directors

D. Annual duties

1. Determine the mileage rate for reimbursement for Wisconsin Society for Respiratory Care, Inc. activities.
2. Determine the amount of reimbursement for meal allowances (per diem).
3. In conjunction with the convention committee, determine the date and time of the annual business meeting.
4. Approval of the board of medical advisors (BOMA).
5. Approval of committee chairpersons.
6. Approval of the Wisconsin Society for Respiratory Care, Inc. parliamentary.
7. Determine post office box location.
8. All other responsibilities germane to the business and operation of the Wisconsin Society for Respiratory Care, Inc. not covered by other sections of the standing rules, Wisconsin Society for Respiratory Care, Inc. bylaws, or American Association for respiratory Care bylaws.

VII. Board of Directors

E. Meetings

1. A tentative schedule of the next year's Board of directors meetings will be published by the president in the first news letter following the transition meeting.
2. Time and meeting length will be determined by the president and announced in the agenda.
3. The president or a designee will distribute an agenda to the appropriate Board of Director officials and committee chairpersons at least one (1) week prior to the scheduled meeting.
4. Main motions not received in time to be included on the agenda will be entertained as unscheduled new business as time allows.
5. The president will allot appropriate agenda time for reports from each officer and committee chairperson.
6. Should a Board of Directors member be absent from two (2) Board of Directors meetings, that member may, at the discretion of the president, be considered in conflict with article V, section 6 of the Wisconsin Society of the American Association for Respiratory Care bylaws.
7. A member shall be considered present if that member attends the majority of the Board of Directors meeting.
8. The majority of the voting members must be present to constitute a quorum. The president shall be counted as a voting member to determine the quorum.
9. Board of Directors meetings may conform to the following general format:
  - a. Call to order
  - b. Approval of the minutes
  - c. Treasurers report
  - d. Officers reports
  - e. Standing committees reports
  - f. Ad Hoc committee reports
  - g. Old business
  - h. New business
    1. scheduled
    2. unscheduled
  - i. Adjournment

VIII. Board of Directors

F. Committee appointments

1. Standing committees will be established according to the Wisconsin Society for Respiratory Care, Inc. bylaws under article XI, section 2, standing committees.
2. Special committees shall be established according to the Wisconsin Society for Respiratory Care, Inc. bylaws under article XI, section 1, special committees.
3. Committee chairpersons shall submit a list of committee members with addresses and phone numbers, to the Board of Directors at the beginning of each fiscal year.
4. Official Wisconsin Society for Respiratory Care, Inc. Board of Directors approval of each member is not necessary. However, the Board of Directors does have the right to refuse any appointment with due cause.
5. This information may be used in any official publication of the Wisconsin Society for Respiratory Care, Inc. to recognize the involvement of these committee members.

VIII. Board of medical directors

- A. Each district representative to The Board of Directors may nominate a physician to act as medical advisor.
- B. Approval of the medical advisor will come at the first Board of Directors meeting of the fiscal year. In the case of a vacancy, a replacement will be offered at the next Board of Directors meeting.
- C. The appointment of a medical advisor will be a physician with a corresponding role in practice, as well as an interest in the growth of respiratory care.
- D. The medical advisor is asked and encouraged to attend regularly scheduled Board of Directors meetings the annual business meeting and convention.
- E. The medical advisor will assist, as necessary, all appropriate committees regarding development of educational programs.
- F. Minutes of each Board of Directors meeting will be sent to the Wisconsin Society for Respiratory Care, Inc. medical advisor.

IX. Seminars, conventions, and exhibitions

A. Objectives

1. To make available educational programs to the many facets of respiratory care.
2. To improve interdisciplinary relationships with other health professions.
3. To provide the most current technical and scientific information to those involved in respiratory care.
4. To allow dissemination of the operations of the Wisconsin Society for Respiratory Care, Inc. through the annual business meeting.
5. To increase membership by allowing any Wisconsin Society for Respiratory Care, Inc. and/or any American Association for Respiratory Care membership incentives.
6. To allow fund raising for any Wisconsin Society for Respiratory Care, Inc. Board of Directors approved activity.
7. To allow exhibitors of respiratory care related areas the opportunity to display items and/or address the membership.
8. To allow the education committee to present any awards to the membership.

IX. Seminars, conventions, and exhibitions

B. General policies

1. Products not related to respiratory care may not be permitted in the exhibit hall at the annual convention. Non-related products will be defined by the convention/seminar committee.
2. No merchandise sales will be allowed at the registration area without prior approval of the convention/seminar committee.
3. Lectures may be recorded for personal use with a self-contained unit from the individual's chair. Any other recording will require the permission of the lecturer and the convention/seminar committee.
4. Hospitality suites or receptions will not be permitted whenever any educational session and/or the exhibit hall is open. Refreshments may be served only at the discretion of the convention committee.
5. Notification shall be made to the education committee to avoid any possible conflict between meeting dates.

IX. Seminars, conventions, and exhibitions

H. Co-sponsorship

1. Any co-sponsored activity should be pre-arranged with the president elects approval. Agreements necessitating disbursement of Wisconsin Society for Respiratory Care, Inc. funds require approval of the president and the treasurer. Agreements will be reported at the next scheduled Board of Directors meeting.
2. Contractual agreement between the authorized agency personnel and the Wisconsin Society for Respiratory Care, Inc. Board of Directors should be closed at least one month in advance of the activity.
3. Contracts should include, but not limited to, the following:
  - a. terms of profit sharing
  - b. terms of cost sharing
  - c. terms of loss sharing
  - d. terms of in kind arrangements
4. Items of concern, responsibility, and rights should include, but are not limited to, the following:

a. Vendors	i. Phone
b. Registration	j. Lecture rooms
c. Speaker costs	k. Vendor rooms
d. Brochures costs	l. Vendor set-up
e. Folders costs	m. Name badges
f. Photocopying	n. Mailing lists
g. Meals and breaks	o. Advertisement
h. Audio visual rental	p. Recruitment activities

IX. Seminars, conventions, and exhibitions

H. Co-sponsorship (cont.)

5. Programs for consideration should meet the following criteria:

- a. Provide a list of goals/objectives of the programs that must be related to the scope of practice of respiratory care to include, but are not limited to, clinical practice, diagnostics, management, and education (ie. applicable CEU'S).
  - b. Identify the respiratory care practitioner as one of the primary target audiences.
  - c. Identify the Wisconsin Society for Respiratory Care, Inc. as a co-sponsor of the meeting in the program brochure.
  - d. Provide time/space for any Wisconsin Society for Respiratory Care, Inc. meetings that would coincide with the meeting.
  - e. Contracts for co-sponsorship of events with recruiting and/or sales related activities must require the following statement be on event brochures: "Recruitment and/or Sales Related Activities are Neither Endorsed Nor Supported By the Wisconsin Society for Respiratory Care, Inc.".
6. Ultimate responsibility and liability should lie with either the Wisconsin Society for Respiratory Care, Inc. or the co-sponsor. This should be documented.
  7. Companies sponsoring speakers for WSRC sponsored meetings must complete and agree to the Educational Grant Agreement developed by the WSRC.
  8. Sample agreements are included in these standing rules.

CONTRACTUAL AGREEMENT OF SPONSORSHIP

This agreement of sponsorship is made and entered into as of \_\_\_\_\_

between the Wisconsin Society for Respiratory Care, Inc. (hereinafter referred to as WSRC) and \_\_\_\_\_ of \_\_\_\_\_.

Whereas, the WSRC is a society for the promotion of respiratory care clinicians and other related allied health care professionals and

Whereas, the co-sponsor is \_\_\_\_\_.

Now, therefore, in consideration of the mutual covenants herein contained and other good and valuable considerations, the receipt of which is hereby acknowledged, it is agreed as follows:

WSRC responsibilities and authorities:

Co-sponsor responsibilities and authorities:

Organization and representative with ultimate responsibility:

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date

+++++

\_\_\_\_\_  
President  
WSRC  
Date:\_\_\_\_\_

\_\_\_\_\_  
Authorized agent of  
Co-sponsor  
Date:\_\_\_\_\_

**Letter of Agreement for Use of Commercially Donated Funds  
Regarding Terms, Conditions, and Purposes of an Educational Grant**

***Between Wisconsin Society for Respiratory Care ( the sponsor)  
and < > (the company)***

*Title of CME Activity: Wisconsin Society for Respiratory Care < >*

*Activity Location: < >*

*Activity Date: < >*

*Commercial Supporter: < >*

*Contact Person: < >*

*Address: < >. City: < > State: < > Zip:< >*

*Telephone: < > Fax: < >*

The above company wishes to provide support for the named continuing medical education activity by means of:

educational grant for support of the CME activity in the amount of < >

\*\*\*\*\*

1. ***Statement of Purpose:*** Program is for scientific and educational purposes only and will not promote the company's products directly or indirectly.
2. ***Control of Content & Selection of Presenters & Moderators:*** Sponsor is responsible for control of content and selection of presenters and moderators. The Company agrees not to direct the content of the program. The Company, or it's agents, will respond only to Sponsor-initiated requests for suggestions of presenters or sources of possible presenters. The Company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between Company and speaker, and will provide this information in writing. Sponsor will record role of company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. ***Disclosure of Financial Relationships:*** Sponsor will ensure meaningful disclosure to the audience, at the time of the program, of (a) Company funding and (b) any significant relationship between the Sponsor and the Company (e.g., grant recipient) or between individual speakers or moderators and the Company.
4. ***Involvement in Content:*** There will be no "scripting", emphasis, or direction of content by the Company or its agents.
5. ***Ancillary Promotional Activities:*** No promotional activities will be permitted in the same room or oblige path as the educational activity. No product advertisements will be permitted in the program room.

6. **Objectivity & Balance:** Sponsor will make very effort to ensure that data regarding the company's products, (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. **Limitations on Data:** Sponsor will ensure, to the extent possible, meaningful disclosure of limitations on data e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.
8. **Discussion of Unapproved Uses:** Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.
9. **Opportunities for Debate:** Sponsor will ensure meaningful opportunities for questioning or scientific debate.
10. **Independence of Sponsor in the use of Contributed Funds:**
  - a) funds should be in the form of an educational grant made payable to sponsor
  - b) all other support associated with this CME activity (e.g., distributing brochures, preparing slides, etc.) must be given with the full knowledge and approval of Wisconsin Society for Respiratory Care
  - c) no other funds from the commercial company will be paid to the program director, faculty, or others involved with the CME activity

The Commercial Supporter agrees to abide by all requirements of the ACCME Standards for Commercial Support of Continuing Medical Education.

The Accredited Sponsor agrees to 1) abide by the ACCME Standards for Commercial Support of Continuing Medical Education; 2) acknowledge educational support from the commercial company in program brochures, syllabi, and other program materials.

**As acknowledgment of this agreement, please sign, date, and return this document to the Wisconsin Society for Respiratory Care, Convention Committee**

Commercial Company Representative (name):

\_\_\_\_\_ PRINT or TYPED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Commercial Company Representative Signature*

Planning Committee Member (name): \_\_\_\_\_ Phone # \_\_\_\_\_  
 PRINT or TYPED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Planning Committee Member Signature*

X. Code of ethics

- A. The code of ethics for the Wisconsin Society for Respiratory Care, Inc. will be found in the official bylaws of the society under article IV membership, section B, ethics.
  
- B. Any ethical matter not addressed specifically in the bylaws will be handled through the bylaws and judicial committee and the Board of Directors.

XI. Membership

- A. All membership records of the Wisconsin Society for Respiratory Care, Inc. are the property of the Wisconsin Society for Respiratory Care, Inc. and shall be held in confidence. Such records may be released at the discretion of the Board of Directors.
  
- B. Persons wishing affiliation with the Wisconsin Society for Respiratory Care, Inc. but whose mailing address is outside the state of Wisconsin may be an Associate Wisconsin Society for Respiratory Care, Inc. member if they pay the associate dues or other assessment required by the Board of Directors.
  
- C. Lapse of membership in the Wisconsin Society of Respiratory Care, Inc. will be determined by omission from the list that the Wisconsin Society for Respiratory Care, Inc. receives from the American Association for Respiratory Care, or failure to renew an associate membership.

**Wisconsin Society for Respiratory Care  
Board of Directors E-Vote Process**

1. Anyone requesting that an issue be voted on through the e-vote process must have approval by the WSRC President or designee prior to issue going to the WSRC BOD list serve. The e-vote process will be used for votes President has consulted with the WSRC Executive Committee.
2. The WSRC President or designee will address the BOD list serve with issue and indicate exactly what will be voted on after the discussion period. All votes must go directly to the secretary. When the topic is posted on the list serve for discussion, the President will indicate the time sensitivity of the topic (that is, why it can't wait for the next meeting).
3. The BOD would first be asked to respond that they have received the e-mail and that there is an issue to be discussed on the list serve. No discussion would take place until a majority of the BOD members have responded that they have received the e-mail.
4. Correspondence from BOD members will include their first and last name.
5. If the issue is a committee recommendation, the issue will go into discussion. If the issue is other than a committee recommendation, the WSRC President or designee will ask that the originator bring forth the item as a motion with a request for a second. Once a second has been received, discussion will begin. If a second is not received, motion will die.
6. The exact dates of the discussion period will be indicated in correspondence to the BOD through the list serve by the WSRC President or designee. 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. The discussion period will occur over one week (7 days) so as to be able to involve everyone. There is no "Calling the question" on the list serve.
7. No BOD member shall speak more than twice on the same motion or issue.
8. After the discussion period, the WSRC President or designee will announce that voting will commence on recommendation/motion. A time frame of a minimum of 5 working days and a maximum of 10 working days for the voting period will be determined by the WSRC President or designee. The exact dates will be indicated in correspondence to the BOD through the list serve by the WSRC President or designee.
9. The voting will go directly to the WSRC Secretary. Votes on the list serve before or after the designated voting time will be disregarded. For votes requiring 2/3, it will be 2/3 of those casting a vote, not 2/3 of the body or 2/3 of those responding that they received the posting for discussion. Votes posted to the list serve and not sent directly to the secretary will be disregarded.
10. The WSRC Parliamentarian will track:
  - Recommendation/motion and its originator
  - Time frame of discussion
  - Time frame of vote
  - Listing of affiliates' votes, utilizing the BOD Roll Call / Voting Roster

11. Two days prior to the end deadline of vote, the Secretary will contact those BOD members that have not submitted their votes. This information is to be shared with the WSRC President or designee.

12. Results will be verified and reported to the BOD list serve by the Secretary and/or Parliamentarian. The voting results will be reported on the list serve just as though it were a roll call vote. That will expedite entering the vote into the minutes. BOD members who have not voted will be recorded as abstaining. The voting results will be ratified for inclusion in the minutes of the next BOD meeting.

13. Changes to this process can be made and voted on by WSRC BOD majority.