

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY & PROCEDURE MANUAL

Effective Date: December 1, 2017

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Types of Policies

Assigned To: Bylaws And Policies Committee

Policy Type: Governance

Effective Date: December 1, 2017

The MSRC has the following types of policies.

1. Governance and House Rules
 - A. These policies are policies that had historically been in the Michigan Society for Respiratory Care (MSRC) bylaws and/or described the composition of the House of Delegates, voting functions and other MSRC governance issues.
 - B. Since these Governance and House Rules policies had been the historical foundation for the organization, changes in these governance functions should be considered carefully. These Governance and House Rules policies may be amended at any regular or specially called meeting of the MSRC House of Representatives, by approval of two-thirds of those members present and voting. The two-thirds affirmative vote must be repeated at a separate meeting held at least 30 days after the first, provided that prior notice of all proposed changes to all members of the Society has been made.
 - C. Policies will be reviewed each calendar year for relevance, appropriateness and consistency with MSRC bylaws.
2. Operational Policies and Procedures. These policies describe the roles and functions of MSRC committees and the volunteers that serve on these committees. Changes in these policies will require simple majority vote of the MSRC House of Representatives.
3. Every policy must contain a subject (e.g. policy name), be assigned to a committee or MSRC official, contain an effective date, a review schedule, and dates reviewed and dates revised.
4. All policies of committees or working groups should be placed in the policy and procedure manual.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Budget

Assigned To: Finance Committee, MSRC Treasurer, MSRC House of Delegates

Policy Type: Operational

Effective Date: December 1, 2017

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1. Budget preparation
 - a. The MSRC budget shall be prepared by the Finance Committee in collaboration with the MSRC Treasurer.
 - b. Requests for funds for the next year must be submitted electronically via the MSRC website for consideration prior to November 1.
 2. Budget approval
 - a. The draft, balanced budget must be submitted to MSRC House members prior to the December meeting.
 - b. The budget will be reviewed and approved by a majority of MSRC House members at the December house meeting.
 - c. Changes to the budget must be approved by a majority of the MSRC House members
 3. Budget administration and reconciliation
 - a. Expenditures must pertain to the allocated purpose
 - b. Expenditures must not exceed allocated amounts. Exceptions per the MSRC bylaws Special Rules Of Order.
 - c. Costs should be reasonable and opportunities to reduce costs should always be considered.
 - d. Requests for additional funds must be approved as noted in 2c.
 - e. Reimbursement requests shall be submitted to the MSRC administrator and include request form and receipts . The exception is travel per diems
 - f. Requests for reimbursement that exceed the approved budget may not be

considered or approved.

- g. Only an MSRC Officer or Executive Director may execute a contract behalf of the MSRC. Contracts may only be considered if the budget for the event or transaction has been approved by the house.

4. Budget reporting

- a. Financial reports will be provided to MSRC House members prior to each meeting.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Dues and Assessments

Policy Type: Operational

Assigned To: Membership Committee Chair

Effective Date: December 1, 2017

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1. To be considered a member in good standing all members other than life or honorary members are required to pay dues.
 2. Changes in the amount of dues and the dues renewal cycle shall be recommended by the Membership Committee Chair.
 3. Annual Society dues for each category of membership shall be approved for the following year by the House of Representatives.
 4. Dues shall be payable on a cyclic schedule recommend by the Membership Committee Chairperson and approved by the MSRC House of Delegates. Current cycle is March through February of the next year.
 5. Any member whose dues are not paid by that date shall be dropped from membership after 6 weeks and reasonable notification attempts.
 6. Any member who has been dropped may be reinstated during the calendar year by payment of current dues.
 7. Proration of dues is not permitted.
 8. Current Dues for membership in the MRSC are as follows:

Active Members (1 year)	\$40.00 per 1 year
Active Members (3 year)	\$115.00 per 3 years
Active Members (5 year)	\$185.00 per 5 years
Associate Members (1 year)	\$60.00 per year
Associate Members (3 year)	\$175.00 per 3 years
Associate Members (5 year)	\$285.00 per 5 years
Student Members (1 year)	\$20.00 per year
Retired Members	\$20.00 per year
Life and Honorary Members	No Annual Dues

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Application For Membership

Policy Type: Operational

Assigned To: Membership Committee Chair

Effective Date: December 1, 2017

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1. The applicant shall be required to select a membership plan. If an active membership is selected, proof of AARC membership will be required. The applicant will also enter their name and address including county/district. If the applicant has questions regarding the type of membership or district assignment they should contact the MSRC office. The Membership Chair should be consulted regarding queries not easily answered by MSRC administrator.
 2. The names and cities of residence of applicants accepted by the Membership Committee shall be made available to the MSRC House of Representatives.
 3. Any member or members may object to approval of an applicant for membership by filing written objection with the Chair of the Membership Committee within thirty (30) calendar days after publication of the applicant's name. If an objection is received, the Membership Chair shall notify the President, the Chair of the Judicial Committee, the Membership Committee, and the applicant. Whenever there is an objection, the Judicial Committee shall reevaluate the application and make the final decision regarding admission.
 4. Distribution, sale or use of the MSRC membership list for non-MSRC business is not permitted. Exception requires a $\frac{2}{3}$ majority vote of the MSRC House of Representatives.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Membership Renewal

Policy Type: Operational

Assigned To: Membership Committee Chair

Effective Date: December 1, 2017

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1. Each Society member must complete a member registration form at the time of dues renewal, reasserting the qualifications for membership, including all required fields as marked. Membership shall not be renewed unless this is done.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Nominations and Elections of Officers

Policy Type: Operational

Assigned To: Nominations and Elections Chair

Effective Date: December 1, 2017

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1. The tabulation of all ballots and election of all officers and Medical Advisors will occur on the first of November each year.
 2. The Nominations and Elections Committee shall place in nomination, the names of one (1) or more persons for the offices of President-Elect, and Medical Advisors annually and the names of one (1) or more persons for the offices of Secretary, Treasurer, AARC Delegate biennially at least sixty (60) days before the election. Additional nominations may be made from the floor of the House of Representatives at the time of the Nominations and Elections Committee's report. Active Members in good standing shall be eligible for nomination.
 3. AARC members who meet the following criteria are eligible to be nominated for AARC delegate regardless of their standing or membership category within the MSRC.

Active AARC members who resides or works in the state of Michigan or has designated Michigan as their affiliate of choice to the AARC, AND meets one of the following criteria:
 - a. Currently licensed by the State of Michigan as a respiratory therapist, OR
 - b. Holds a credential issued by the National Board for Respiratory Care, Inc. or its successors
 4. The Nominations and Elections Committee shall provide a pertinent biographical sketch of each nominee's professional activities and services to the organization. This written biographical sketch shall be distributed with the slate of nominees to all voting members.

5. The Nominations and Elections Committee's slate, and the House of Representatives' nominees for Officers and Medical Advisors shall be made available to each Member eligible to vote, at least thirty (30) days prior to election. The list of nominees shall be designed to be a secret ballot with provisions for write-in votes for each office. The voting process may be electronic or paper ballot. The voting system shall assure that those eligible to vote are only able to vote once. Ballots, to be acceptable, must be completed by the deadline posted on the announcement before the election. The deadline date shall be clearly indicated on the secret ballot.
6. AARC members who meet the following criteria are eligible to run for AARC delegate vote for the AARC delegate regardless of their standing or membership category within the MSRC.

Active AARC members who resides or works in the state of Michigan or has designated Michigan as their affiliate of choice to the AARC, AND meets one of the following criteria:

- a. Currently licensed by the State of Michigan as a respiratory therapist, OR
 - b. Holds a credential issued by the National Board for Respiratory Care, Inc. or its successors
7. The Nomination chair will identify AARC members that are not active members of the AARC and assure that they are notified regarding call for AARC delegate nominations and that they are able to vote for AARC delegate.
 8. The Nominations and Elections Committee shall check validity of each ballot and tally the votes at the time of the Election. The results of the elections shall be announced at a General Society meeting provided that such meeting would take place within forty-five (45) days of the election and/or be published in the official publication of the Society.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Terms of Office

Policy Type: Governance

Assigned To: Nominations and Elections

Effective Date: December 1, 2017

The term of office shall begin January 1 of the fiscal year following the election. The incumbent officers shall remain in office until such date and until their respective successors assume office.

President	1 year
President Elect	1 year
Past-President	1 year
Treasurer	2 years
Secretary	2 years
AARC Delegates	4 years (One new delegate is elected every 2 years.)
District Representatives	2 years
	Odd numbered Districts elected in Odd numbered years
	Even numbered Districts Elected in Even numbered years
Specialty Section Chairs	Two year term as Chair-Elect followed by a 2 year term as Chair.

Succession

No officer may serve more than two (2) consecutive terms in the same office. The President, President-Elect, and Past President shall not consecutively serve more than one (1) term in the same office.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Duties of Officers

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. **President** - The President shall be the Chief Executive Officer of the Society; shall serve as Speaker of the House of Representatives; preside at all general Society meetings; appoint chairs of all standing committees subject to House approval; be an ex-officio member of all committees except the Nominations and Elections Committee; present an annual report to the House and general membership; direct and administer the business of the Society as its Chief Executive Officer; serve a term of one (1) year.
 2. **President-Elect** - The President-Elect shall become the President pro tem and shall assume the duties of the President in the event of the President's absence, resignation or disability; be an ex-officio member of all Committees; the term of office shall be one (1) year, after which President-Elect will assume the responsibilities and duties of the President as described in item 1 above.
 3. **Immediate Past President** - The Immediate Past President shall serve a term of one year immediately following the term as President and shall carry out duties as directed by the House of Representatives.
 4. **Treasurer** - The Treasurer shall account for the monies of the Society and disburse funds in accordance with the budget approved by the House of Representatives; be responsible for the continuing record of all income and disbursements; prepare and submit in writing, an annual report of the finances of the Society for the preceding year to the House of Representatives within thirty (30) days of the end of fiscal year; be an ex-officio member of the Budget Committee. The term of office shall be two (2) years.

5. **Secretary** - The Secretary shall keep the minutes of the meetings of House of Representatives; attest to the signatures of the officers of this Society and, in general, perform all duties assigned by the President; submit a copy of the minutes of every meeting of the House and other business of the Society to the members of the House and the Director of Membership Services of the AARC within ten (10) days following the meeting. The term of office shall be two (2) years.
6. **AARC Delegates** - The Delegates shall represent the MSRC in the AARC House Delegates according to the instructions given to them by a quorum of the House of Representatives of the MSRC; shall attend all meetings of the MSRC House of Representatives; and will perform other duties as assigned by the MSRC House of Representatives. The terms of office of the AARC Delegate shall be four years with one delegate being elected every two years.
7. In addition to the foregoing specific duties, the duties of the officers shall be such as stated in Robert's Rules of Order Newly Revised except when in conflict with the Bylaws of the AARC or MSRC.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Officer Vacancies

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

The House of Representatives shall fill any vacancy that occurs in an officer's position for the unexpired term of said vacancy, unless a specified provision is made in these Bylaws in such an event. Vacancies may occur due to resignation, assumed resignation, impeachment, or other reasons.

1. **Assumed Resignation:** Whenever an Officer is recorded absent without excuse by the President for three (3) consecutive regular meetings of the House of Representatives, the Judicial Committee will be charged with follow up. If the Judicial Committee finds no apparent reason for the absenteeism, they shall recommend "Resignation" as follows:
 - a. The Judicial Committee with approval of 2/3 of the House members present will send a letter to the member involved requesting resignation by a specific time.
 - b. When the resignation is received and accepted by the House of Representatives, the vacancy will be handled as outlined above.
 - c. If the member does not resign, the Judicial Committee shall proceed to Impeachment as outlined below.
2. **Impeachment:** Impeachment proceedings may be initiated by any MSRC Active Member for officers who fail to perform their duties in the best interest of the MSRC, or for performance in a manner to bring discredit to the MSRC by submitting written request of such to the Chair of the MSRC Judicial Committee. Impeachment hearing shall be undertaken as outlined in the Judicial Committee Handbook and removal from office must be approved by a four-fifths (4/5) of the entire House of Representatives. The procedure for processing impeachment proceedings will comply with provisions as outlined by the MSRC Judicial Committee.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: District Representation

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Each District shall be represented in the MSRC House of Representatives by at least two (2) representatives or one (1) representative for each fifty (50) members or major fraction thereof, for a term of two (2) years and until their successors are elected. The membership rolls as of April 30 of the current year shall determine the apportionment of the House of Representatives. Membership in a District shall be determined by district of residence or if not applicable, then by place of employment.
 2. Each District shall have at least two (2) alternate representatives. The President, subject to approval of a majority of the House of Representatives, shall appoint alternate representatives.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Number and Composition of Districts

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Additional districts or changes in boundaries of existing districts may be established on petition of Active MSRC Members within affected areas and as approved the House of Representatives. Districts may be combined and the total number of districts reduced on petition of Active MSRC Members within affected areas and as approved by the House of Representatives.
 2. The House of Representative districts and boundaries of each House of Representative district are currently as follows:
 - a. District One (1) comprises following counties: Gogebic, Ontonagon, Houghton, Keweenaw, Baraga, Iron, Marquette, Dickinson, Menominee, Alger, Delta, Schoolcraft, Luce, Mackinac, and Chippewa.
 - b. District Two (2) comprises the following counties: Emmet, Cheboygan, Presque Isle, Charlevoix, Antrim, Otsego, Montmorency, Alpena, Leelanau, Benzie, Grand Traverse, Kalkaska, Crawford, Oscoda, Alcona, Manistee, Wexford, Missaukee, Roscommon, Ogemaw, Iosco, Mason, Lake, Osceola, Clare, Gladwin, and Arenac.
 - c. District Three (3) comprises the following counties: Oceana, Newaygo, Mecosta, Muskegon, Montcalm, Ionia, Kent, and Ottawa.
 - d. District Four (4) comprises the following counties: Huron,

Sanilac, Tuscola, Saginaw, Bay, Midland, Gratiot, and Isabella.

- e. District Five (5) comprises of the following counties: Barry, Allegan, Van Buren, Kalamazoo, Calhoun, Branch, St. Joseph, Cass, and Berrien.
- f. District Six (6) comprises of the following counties: Shiawassee, Clinton, Eaton, Ingham, and Livingston.
- g. District Seven (7) comprises of the following counties: Jackson, Washtenaw, Hillsdale, Lenawee, and Monroe.
- h. District Eight (8) comprises of the following counties: Genesee, Lapeer, and St. Clair.
- i. District Nine (9) comprises Wayne County.
- j. District Ten (10) comprises Macomb and Oakland Counties.
- k. Additional districts or changes in boundaries of existing districts may be established on petition of Active MSRC Members within affected areas and as approved the House of Representatives. Districts may be combined and the total number of districts reduced on petition of Active MSRC Members within affected areas and as approved by the House of Representatives.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Nomination and Election of District Representatives

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Only Active Members of the MSRC in good standing within a district can be nominated to represent a district in the House of Representatives. The Nominations and Elections Committee shall place in nomination the appropriate number of names for representatives of each district, as provided in District Representation Policy Above. Additional nominations may be made from the floor of the House of Representatives at the time of the Nominations and Elections Committee's report. Only Active Members in good standing of the MSRC shall be eligible for nominations.
 2. The Nominations and Elections Committee shall provide a pertinent biographical sketch of each nominee's professional activities and services to the organization. This written biographical sketch shall be distributed with the slate of nominees to all voting members.
 3. The Nominations and Elections Committee's slate for District Representative and any House of Representatives' nominees shall be made available to each Active member eligible to vote within that district at least thirty (30) days prior to election. The list of nominees shall be designed as to be a secret ballot with provisions for write-in votes for each office. Ballots, to be acceptable, must be completed by the deadline posted on the announcement before the election. The deadline date shall be clearly indicated on the ballot.
 4. Only Active MSRC Members within a district shall be eligible to vote for District Representatives and Representatives shall be elected by a plurality of eligible members of their respective districts.

5. All even numbered Districts shall elect their Representatives on even numbered voting years. All odd numbered districts shall elect their Representatives on odd numbered years.
6. The Nominations and Elections Committee shall check validity of each ballot and tally the votes at the time of the Election. The results of the elections shall be announced at a General Society meeting provided that such meeting would take place within forty-five (45) days of the election and/or be published in the official publication of the Society.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Duties of District Representatives

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Duties of Representatives and Alternate Representatives shall be to represent their constituency to the best of their ability. Alternate representatives shall have full voting privileges in the absence of the elected Representatives. If an elected district representative is also an elected Membership Section Chair, the alternate district representative will assume voting privileges if present.
 2. Specific duties of the District Representative can be found in Appendix A-New Member Orientation Manual.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Vacancies in the House of Representatives

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Any vacancy that occurs in a House member's position shall be filled by appointment by the President with approval of a majority of the House of Representatives for the unexpired term of said vacancy.
 2. Vacancies may occur due to resignation, assumed resignation, impeachment, or other reasons.
 3. **Assumed Resignation:** Whenever a member of the House of Representatives is recorded absent without excuse by the President for three (3) consecutive regular meetings of the House of Representatives, the Judicial Committee will be charged with investigating the cause. If the Judicial Committee finds no apparent reason for the absenteeism, they shall recommend "Resignation" as follows:
 - a. The Judicial Committee with approval of 2/3 of the House members present will send a letter to the member involved requesting resignation by a specific time.
 - b. When the resignation is received and accepted by the House of Representatives, the vacancy will be handled as outlined above.
 - c. If the member does not resign, the Judicial Committee shall proceed to Impeachment as outlined in the impeachment policy.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Impeachment

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

Impeachment proceedings may be initiated by any MSRC Active Member for Representatives for failure to perform their duties in the best interest of the MSRC, or for performance in a manner to bring discredit to the MSRC by submitting written request of such to the Chair of the MSRC Judicial Committee. Impeachment hearings shall be undertaken as outlined in the Judicial Committee Handbook and removal from office must be approved by a four-fifths (4/5) of the entire House of Representatives. The procedure for processing impeachment proceedings will comply with provisions as outlined by the MSRC Judicial Committee.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Membership Sections

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Membership sections shall be established or dissolved by approval of two-thirds of the MSRC House of Representatives present and voting at any regular or specially called meeting. The Chair shall be nominated and elected by MSRC members with voting privileges. The Chair of these sections shall be Active Members of the MSRC and members-at-large of the House of Representatives with full privileges.
 2. Chairs of these Membership sections shall submit a report to the MSRC House members (inclusive of the President and Secretary) prior to the December meeting of the House of Representatives that calendar year.

Current membership sections include:

- Adult Acute Care
- Asthma
- Diagnostics
- Educator
- Homecare
- Management
- Pediatric/Neonatal
- Pulmonary Rehab
- Sleep Medicine
- Sub-Acute/Long Term Care
- Transport

Each membership section requiring operating expenses shall submit a budget for the fiscal year to the Budget and Audit Committee.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Membership Section Representation

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. Each Membership Section Chair shall be a member at large of the House of Representatives with full voting privileges.
 2. The Chair-elect shall be nominated and elected by MSRC members with voting privileges. The Chair-elect shall serve a two-year term as Chair-elect and a two-year term as Chair.
 3. If the Chair is not present at any House of Representatives meeting, the Chair-elect if present, will assume voting privileges.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: House of Representatives Meeting Dates

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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1. The House of Representatives meets on the first Friday of the even-numbered months.
 2. The meeting dates for each year will be set at the last house meeting of the previous year.
 3. The dates of meetings can be changed by a two-thirds affirmative vote at a regular meeting.
 4. If the meeting dates are changed all officers, district representatives, specialty section chairs, standing committee chairs and other contributors to the House of Representative shall be notified.
 5. A current schedule of meetings will be maintained on the MSRC web page.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Standing Committees

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

The MSRC has two levels of Standing Committees.

1. Permanent Standing Committees. These committees are defined in the MSRC Bylaws and cannot be changed without a revision of the MSRC Bylaws.
 - a. Audit
 - b. Bylaws and House Rules
 - c. Professional Development
 - d. Industrial Relations
 - e. Judicial
 - f. Legislative
 - g. Membership
 - h. Nominations and Elections
 - i. Program
2. Non-Permanent Standing Committees. The House of Representatives may create or disband non-permanent standing committees as necessary to manage the society's business. Approval to create or disband a non-permanent standing committee requires a 2/3 majority vote of the House of Representatives. Non-permanent Standing committee are committees that generally are expected to continue for a period of several years.
 - a. Awards and Scholarship
 - b. Budget and Finance
 - c. Digital Communications Committee
 - d. District Affairs
 - e. Political Action
 - f. Professional Practices
 - g. Publications
 - h. Public Relations
 - i. Research

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Standing Committees Processes

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

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1. The Chairs of Standing and Special Committees shall select the members of their committees within thirty (30) days of assuming the position, from the current membership rolls of the Society.
 2. The Chair of each committee shall submit a written report to the President prior to the December meeting of the House of Representatives that calendar year.
 3. The Chair of each committee shall confer promptly with the members of the committee or membership section on work assignments.
 4. Each committee requiring operating expenses shall submit a budget for the fiscal year to the Budget and Finance Committee.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Awards and Scholarship Committee

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

The Committee shall be composed of three individuals whose duty it shall be to administer, by using objective criteria, the granting of awards and scholarships.

1. Awards will be distributed as funds allow.
2. Scholarships will be distributed as funds allow.
 - a. Applications for awards will be designed by the committee.
 - b. The application period will be determined by the committee.
 - c. Review and awarding will be determined by the committee with the approval of the MSRC House.
3. The requirements for the James Burt and other scholarships are included in Appendix B.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Budget Committee

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

Membership

The Committee shall be composed of the Treasurer and at least two other individuals whose duty it shall be to propose an annual budget for approval by the House of Representatives prior to the beginning of the fiscal year, therefore the budget will be presented for discussion and vote at the December House meeting.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Bylaws, House Rules, Policy and Procedures Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of the Parliamentarian (as defined in the Standing Rules of Order) and three other individuals whose duty it shall be to review and properly prepare all proposed amendments to Bylaws, House Rules and Policies and Procedures.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: District Affairs Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three individuals. The Committee shall have the duty of coordinating the activities of the MSRC Districts and the Committee Chair will act as an advisor and liaison for the District Representatives.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Professional Development Committee

Policy Type: Governance

Assigned To: President and Chairs of this Committee

Effective Date: December 1, 2017

The Professional Development Committee shall be composed with at least three individuals whose duty shall be to oversee all educational activities of the Society. The committee shall oversee and approve funds designated for each education event. All conference planning and educational activities and budgets should be reviewed for appropriateness by this committee.

The committee will review and offer guidance as well as needed resources and materials for educational activities planned through the MSRC.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Industrial Relations Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three members, with the Program Committee and Professional Development Committee Chairpersons acting as ex-officio members. The duty of the committee shall be to solicit exhibit booth sales and sponsorship for the Annual Spring and Fall Conferences and other programs and activities as needed. The Committee will also coordinate exhibit hall set-up and operation, ensuring compliance with appropriate regulations.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Judicial Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

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1. The Committee shall be composed of three members. The Committee shall have the duty of reviewing formal, written complaints against any individual charged with any violation of the Society's Bylaws, AARC Code of Ethics, or otherwise with any conduct deemed detrimental to the Society or the AARC and any written requests for impeachment. All complaints regarding MSRC Active or Life Members are to be directed to the AARC Judicial Committee for resolution. All concerns regarding all other MSRC members are to be handled by the MSRC Judicial Committee.
 2. If the Committee determines that the concern justifies action, a written copy of the concern shall be prepared with benefit of legal counsel if deemed advisable. A statement of charges shall then be delivered to the member and an opportunity given to that member to be heard before the Committee.
 3. After careful review of the results of the hearing conducted with benefit of legal counsel, when the Chairperson of the committee deems counsel to be necessary or desirable, the Committee may, by two-thirds (2/3) vote of its membership, recommend expulsion to the MSRC House of Representatives. Counsel shall be retained only to advise the MSRC and not for purpose of representing the individual whose membership is being reviewed.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Legislative Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee will be composed of three members and shall have the duty of concerning itself with legislation and government regulations pertaining to health care or the profession of respiratory care. The Committee shall participate with State and federal government agencies as needed and prepare statements of the Society's position with regard to legislation or regulations subject to approval of the House of Representatives.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Membership Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three members whose duty it shall be to monitor a roster of members and assure appropriate billing and collection of dues by the MSRC office. They will maintain a list of all AARC members and MSRC members in the state. They shall assure that certificates of MSRC membership are issued annually in collaboration with the MSRC executive staff.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Nominations and Elections Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three members whose duty it shall be to present each year the slate of nominees to the House of Representatives at least ninety (90) days prior to the election. The Committee ensures all nominees are vetted for MSRC and/or AARC membership. The Committee Chair follows these approximate timelines:

- a. June House Meeting: the Chair (or the Chair's designee) formally announces House positions up for re-election and requests for nominee submissions. The Committee contacts the nominees, email a brief biography sketch and place the nominee on the official Slate.
- b. August House Meeting: Slate updates (including positions which do not have a nominee) are presented by the Chair (or the Chair's designee).
- c. Within 45 days of the Election: The Chair (or the Chair's designee) presents the Slate to the House for approval. This may occur at the House Meeting during the Fall Conference.
- d. At least 30 days before the Election: The Slate is emailed to all members of the organization.
- e. 1st Monday in November: Election is held (paper or electronic ballot).
- f. Post Election results: Votes are tabulated on the same day as the election (1st Monday in November).
- g. The Chair (or designee) will announce the results at the December House Meeting and may be published in the official publications of the Society (Messenger, MSRC Website, MSRC Facebook site).
- h. All non-filled, elected positions become appointments for the President.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Professional Practices Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of three members whose duty it shall be to review and guide the adherence to the MSRC Mission Statement.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Political Action Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three individuals whose duty it shall be to collect and distribute monies donated for political purposes and to file the proper paperwork with the State of Michigan. Those people or causes to which money is donated must be in keeping with the mission and goals of the MSRC.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Program Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least five members whose duty it shall be to plan, implement and coordinate the Annual Spring Conference.

The Manual of Procedures for the Spring Conference are found in Appendix C.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Publications Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three members whose duty it shall be to ensure the production and distribution of publications intended to meet the educational and informational objectives established by and for this Society.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Public Relations Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three members whose duty it shall be to concern itself with the relations of the Society with the public, hospitals and other organizations through the dissemination of information concerning respiratory care.

MICHIGAN SOCIETY FOR RESPIRATORY CARE POLICY AND PROCEDURE MANUAL

Subject: Research Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three individuals whose duty it shall be to promote and support research efforts and activities of members of the society.

Templates and guidelines can be found in Appendix D.

MICHIGAN SOCIETY FOR RESPIRATORY CARE

POLICY AND PROCEDURE MANUAL

Subject: Digital Communications Committee

Policy Type: Governance

Assigned To: President and Chair of this Committee

Effective Date: December 1, 2017

The Committee shall be composed of at least three members whose duty it shall be to ensure the production and distribution of digital communication intended to meet the educational and informational objectives established by and for this Society.

1. Digital communication to include, but not limited to:
 - a. MSRC Website
 - b. MSRC Facebook page
 - c. Twitter
 - d. Instagram
 - e. Snapchat
2. Digital communication to be used for, but not limited to:
 - a. Upcoming MSRC events
 - b. Membership activities
 - c. Legislative advocacy
 - d. Educational resources
 - e. General announcements
 - f. Job listings