



The South Dakota Society For Respiratory Care
Chartered Affiliate of the American Association for Respiratory Care

Standing Rules

Last Review Date: October 2015

SR #1 09-15-14 Delegate and Delegate-elect will attend all AARC HOD meetings unless the SDSRC BOD determines there is not adequate funding. In the event of inadequate funding an application should be made to the AARC Delegate Assistance Fund for consideration of coverage of expenses.

SR #2 09-15-14 An educational program will be held annually in conjunction with the SDSRC Annual Business Meeting.

SR #3 04-22-92 The site for the Annual Meeting will be selected two years in advance. Requests for proposals will be send out at least 30 days prior to the Pre-Board Meeting at a site selected at the meeting.

SR #4 09-15-14 Board Members will be reimbursed for travel to board meetings not in conjunction with the Annual Meeting at a rate equal to the current IRS rate at the time the travel occurred. The present treasurer will be responsible for checking the current rate.

SR #5 09-15-14 Delegates will provide electronic copies of the HOD resolutions to the SDSRC board members prior to the HOD meetings.

SR #6 09-15-14 The program committee will assist the membership in the acquiring of CEU's to maintain their licensure.

SR #7 09-15-14 The SDSRC will reimburse its designated representatives for the expenses incurred in attending the AARC House of Delegates, Leadership, and PACT meetings to include travel to and from the meeting, hotel, transportation to and from the meeting location, and meal allowance up to \$35.00 per day. Receipts are required for hotel, airline, meal, and other related expenses incurred to be reimbursed upon board approval. All requests for expense reimbursement will be submitted to the treasurer on the approved travel reimbursement form postmarked within 30 days of incurring the expense.

SR #8 09-15-14 Two SDSRC Delegates of the same gender will be provided one room by the society when attending House of Delegates meetings. Two delegates of the opposite gender will be provided two rooms.

SR #9 09-15-14 No one person can simultaneously hold a voting position on the South Dakota Society for Respiratory Care Board of Directors and hold a voting position on any of the following organizational boards: SD Licensing Board, SDBMOE, CoARC, NBRC, AARC, AAST, or any other organization deemed to be a conflict of interest by the SDSRC Board of Directors.

SR #10 09-15-14 Vendors attending any SDSRC sponsored event, which intend to claim CEU's will register and pay the appropriate registration fee for the event.

SR #11 09-15-14 The President-elect will attend the AARC Chartered Affiliates Leadership Workshop in the year prior to taking the office of President when SDSRC funds are available.

SR #12 09-15-14 The SDSRC will send a representative to the AARC PACT meeting annually when SDSRC funds are available.

SR#13 09-15-14 All BOD committee reports must be electronically delivered to the entire BOD for review at least 3 days prior to the scheduled SDSRC meeting.

SR #14 04-30-15 In order for the SDSRC to retain its non-profit status, correct paperwork will be filed annually with the state of South Dakota. The statement of change of registered agent will be filed with each change in the office of the President within 30 days of said office change. The Annual Report will be filed after April 1st, but before June 1st of each calendar year.

SR #15 04-30-15 No person may sign a check for reimbursement to himself or herself. In the event the President or Treasurer needs to be reimbursed for expenses incurred, a second board member signature, not the president or treasurer, is required on the expense voucher.

SR #16 04-30-15 Any person requesting expense reimbursement is required to provide the treasurer with a receipt of purchase. An expense voucher must be filled out and submitted with the receipt that will be retained by the treasurer. Any expense incurred by an individual that cannot produce a receipt will become the responsibility of the purchaser and the expense will not be paid by the SDSRC.

SR #17 10-26-15 Paper ballots will not be made available to a member during a SDSRC general election when an electronic format is being utilized for voting. Only online votes will be tallied and eligible. Electronic voting results will be posted to the SDSRC website at the conclusion of the online voting period and after nominees have been notified of election results.

SR #18 10-26-15 Any SDSRC member providing a presentation during the conference is not exempt from registering and paying for the conference as an attendee. If a speaker wishes to receive continuing education credit for any part of the conference, they must register for and pay as a regular conference attendee.

SR #19 10-26-15 Any additional awards for service recognition other than the Therapist of they Year must be approved by the SDSRC Board of Directors prior to them being established.

SR #20 10-26-15 Any vendor sponsoring a speaker, partial or full, choosing to exhibit in the vendor hall will need to register and pay full vendor pricing.