

South Dakota Society of Respiratory Care

Policy and Procedure Manual

Approved January 2017

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This manual was adapted from the South Carolina Society of Respiratory Care policy and procedure manual September 2016.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Board Organization

MANUAL: P&P

CODE: SDSRC-I-A

SUBJECT: Board Organization

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

1. SDSRC fiscal year runs January 1 to December 31. All terms of office run on this fiscal year.
2. SDSRC Officers:
 - a. President
 - b. President-Elect (alternating term years with Immediate Past President)
 - c. Immediate Past President (alternating term years with the President-Elect)
 - d. Secretary
 - e. Treasurer
3. SDSRC Executive Committee:
 - a. The Executive Committee consists of the elected Officers: President, President-Elect, Immediate Past President, Secretary, and Treasurer.
 - b. The Executive Committee shall have the power to vote for the Board of Directors (BOD) between regular BOD meetings, subject to ratification by board at next BOD meeting.
4. SDSRC Board of Directors:
 - a. The Governing Board of the SDSRC shall be vested in a Board of 8* active members: *8 members due to the President-Elect and Immediate Past President alternating years
 - i. President – Chair and Presiding Officer of the Board of Directors
 - ii. President-Elect (alternating years with Immediate Past President)
 - iii. Immediate Past President (alternating years with President-Elect)
 - iv. Secretary
 - v. Treasurer
 - vi. 2 Delegates
 - vii. 2 Directors at Large
 - b. Committee Chairpersons serve as board leaders under the direction of the Board of Directors, but do not serve as voting members of the board. Committee Chairpersons will up hold the following:
 - i. Is a volunteer of the SDSRC appointed by the President.
 - ii. Sets tone for the committee work.
 - iii. Ensures members have the information needed to do their jobs.
 - iv. Oversees the logistics of committee's operations.
 - v. Reports to the Board of Directors on committee's decisions and recommendations.
 - vi. Works closely with the President and other staff as agreed to by the President.
 - vii. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
 - viii. Initiates and leads the committee's progress.
 - c. Excellent communication is expected of Board Members and Committee Chairs to include:

- i. Email is utilized as a primary means of communication. Board members and committee members should provide an active email address for the means of communicating. Email responses should be provided in a timely manner. Response time may be determined by the President as needed due to the subject nature of the email.
 - ii. All board members and committee chairs should ensure the website is maintained with current and accurate information. Website information should be provided to the chair of the Public Relations and Website Management Committee.
 - d. Reports:
 - i. Board members and committee chairs should be prepared to provide a report at each Board of Director meeting.
 - ii. All Board of Director committee reports must be electronically delivered to the entire Board of Directors for review at least one (1) week prior to the scheduled SDSRC meeting.
 - e. Reports should include:
 - i. Completed activities
 - ii. Accomplishments
 - iii. New goals and plans
 - iv. Upcoming or planned events
 - v. New short term and long term goals
 - vi. Import news or information
 - vii. Any assistance needed from the Board of Directors
 - f. An annual report should be provided to the President before the Annual Business Meeting
 - g. Annual reports should be concise and include:
 - i. Statements of accomplishments
 - ii. Problems and/or challenges
 - iii. Recommendations
- 5. Board of Directors Meetings:
 - a. Attendance at Board of Director meetings is expected for all members of the governing board and key members including committee chairs. A majority of the governing board shall constitute a quorum.
 - b. In the event of an absence, the board member shall provide advance notice to the President when possible, provide a written report for inclusion in the meeting and designate a representative to provide the report at the meeting. The absence of a member, of greater than two (2) Board of Directors Meetings in one (1) fiscal year, may cause the position to be declared vacant.
 - c. Board of Directors meetings are scheduled in the fall for the proceeding year by the President or President-Elect.
 - d. Special meetings of the Board of Directors can be called by the President at such times as the business of the SDSRC may require, and/or upon written request of two (2) members of the Board of Directors filed with the President and Secretary of the SDSRC.
 - e. Board of Directors meetings are open unless declared closed by the Executive Committee.
 - f. Active AARC Members and invited guests of the Board of Directors may attend all open Board of Directors meetings and shall have the privilege of voice but not vote.
 - g. Executive Session can be called at any time during any board meeting. Executive session is a closed session and attendance during this session is at the discretion of the President. Minutes will not be

taken during any executive session. Members and guests may be asked to step out during executive session.

6. SDSRC Committees

- a. SDSRC Committees consists of standing committees per the SDSRC Bylaws and Special Committees as outlined in the SDSRC Policy & Procedure Manual.
- b. Committee Chair(s) are designated per the SDSRC Bylaws and SDSRC Policy & Procedure Manual.
- c. Responsibilities of committee chairs should include the following: The chair should plan and define objectives for the year:
 - i. Provide a report at each Board of Directors meeting.
 - ii. Provide a report to members at the SDSRC Annual Business Meeting.
 - iii. Appoint committee members who are active and in good standing with the AARC/SDSRC.
 - iv. Maintain communication with committee on a regular basis.
 - v. Prepare/submit budget information to the Board of Directors by the designated date.
 1. In November, evaluate and update the committee policy and procedure for a successor and submit a copy to the President and Policy and Procedure Committee.
 2. Provide a written annual committee report to the President or President-Elect at the last meeting of the fiscal year, which should include: committee name, names of chairperson(s) and committee members and any special position held; committee goals, objectives, outcomes; activities, meetings; special programs produced, directed, organized, presented, or contributed to; budget information; committee recommendations.
- d. AARC Chartered Affiliate Handbook: Reports should contain such information as attendance at special events, costs of activities, revenues, and other information of value to subsequent chairs. Ideally, two (2) sets of committee reports should be preserved, one (1) to be retained in the permanent chartered affiliate files and one (1) to be included in a committee file to be passed along each year to succeeding chairs.
- e. Plan to provide a hand-off to a successor at the last meeting of the fiscal year to help them plan and organize for the coming year. To ensure a successful year as a committee chairperson:
 - i. Avoid cliques; make all members and potential members feel welcome.
 - ii. Maintain regular communication with committee members.
 - iii. Delegate duties in proportion to the manpower available.
 - iv. Demonstrate professionalism and strive to maintain a positive and assertive image.
 - v. Become familiar with the structure of both the SDSRC and the AARC.

7. Qualifications of Board Members:

- a. All candidates seeking board positions within the South Dakota Society for Respiratory Care must be a licensed practitioner in good standing as an active member of the AARC/SDSRC.
- b. All board members must remain in good standing as an active AARC/SDSRC member for the duration of their term on the Board of Directors.
- c. Candidates must be willing to serve the entire term of office and be willing to attend all necessary events and meetings pertaining to their office, including no less than four board meetings each year.

- d. 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.

Other desired qualifications specific to the office are:

- a. Delegates must meet qualifications as outlined in the AARC bylaws; prior board experience having been elected to a board position and have served on the SDSRC board in some capacity.
- b. Delegates must be willing to commit to attending the SDSRC Board Meetings as well as the HOD meetings. The SDSRC Delegate serves as an ambassador of the SDSRC and should be well versed in SDSRC operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette and Professional Ethics.

8. Orientation of new board members:

- a. All new board members are required to read the SDSRC Bylaws and Policy & Procedure Manual.
- b. All new members shall strive to meet with their predecessor prior to the first meeting of the new fiscal year.

9. Important documents to file with AARC:

- a. Annual contract: The AARC and its affiliates sign a contract agreeing to work in concert with one another and not to engage in competitive activities. This will be sent by the AARC Executive Office to the affiliate's President when it is time to be signed/renewed.
- b. List of officers: The AARC needs to communicate in an ongoing fashion to the affiliate's President, Delegates, and sometimes other officers and committee chairs.
- c. The names and roles of state affiliate's elected and appointed officials is reported to the AARC as soon as each office is filled and/or when the officials change through attrition or other reasons.
- d. A form for reporting this information at least annually is at:
http://www.aarc.org/state_society/officers_list_form.pdf
- e. Educational Meetings: The SDSRC is to provide information on their annual educational meeting and a contact person to refer exhibitors to in reference to the meeting.
- f. Meeting minutes: SDSRC is expected to maintain file copies of its meeting minutes which should be available upon request to the AARC. The minutes would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.
- g. Financial Statement: SDSRC is expected to maintain file copies of its annual financial report summary which should be available upon request to the AARC. The report would be sent to 9425 N. MacArthur Blvd. Suite 100, Irving TX 75063. Attn: State Coordinator, if requested.

10. SDSRC Board of Directors will carry liability insurance to cover the officers and directors.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

All Board Members

MANUAL: P&P

CODE: SDSRC-II-A

SUBJECT: All Board Members

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the Society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of all board members are outlined below:

1. Shall be an active AARC member in good standing.
2. Serves as a volunteer of the SDSRC.
3. Regularly attends board meetings and important related meetings.
4. Makes serious commitment to participate actively in committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Gets to know other committee members and builds a collegial working relationship which contributes to consensus.
8. Active participant in assigned committee's annual evaluation and planning efforts.
9. Participates in fund raising for the organization (nonprofit only).

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

President

MANUAL: P&P

CODE: SDSRC-II-B

SUBJECT: President

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the President are outlined below:

Term of Office:

This position is a four (4) year term. First serving as President-Elect for one (1) year and then automatically succeeding to the Presidency for two (2) years, followed by holding the Immediate Past President position for a one (1) year term. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Shall be the chief executive officer of the Society.
2. Is a voting member of the SDSRC Board of Directors in the event of a tie vote.
3. Serves as a volunteer of the SDSRC.
4. Presides over SDSRC Executive Committee/Board of Directors Meetings:
 - a. Prepares agenda.
 - b. Notifies members of time and location of meetings.
 - c. When special projects are to be discussed, ensures individuals involved are available and/or present.
 - d. Briefly reviews activities of all committees.
 - e. In the absence of the secretary, delegates to another member of the Board the responsibility for the preparation and prompt distribution of meeting minutes.
 - f. Encourages the use of parliamentary procedure for more efficient use of meeting time.
5. Presides at the annual business meeting and all meetings of the Board of Directors.
6. Prepares an agenda for the annual business meeting and makes it available to the membership prior to such a meeting in accordance with the Bylaws.
7. Prepares an agenda for each meeting of the Board of Directors and submits it to the members of the Board of Directors within one (1) week prior to such meeting.
8. Provides leadership to the Board of Directors.
9. Partners with the Board of Directors in achieving the SDSRC's mission.
10. Encourages Board's role in strategic planning.
11. Appoints the chairpersons of all committees, subject to approval of the Board of Directors.
 - a. Carefully matches committee responsibilities with appropriate manpower.
 - b. Avoids one-person committees.
 - c. Discusses what is expected of each committee and how each committee should work together to achieve the goals and objectives.

- d. Strives to draw from new manpower as a method of increasing member interest, a source of new ideas, and as training for future committee chairs, board members, and officers.
 - i. In December, prior to taking office, selects committee chairpersons.
 - ii. Queries SDSRC members for interest in committee membership. Provides this list to committee chairs to utilize for committee member selection. If it is not possible to honor committee requests, determine if they may be utilized in some other function and responds to each individual appropriately.
 - iii. Strives to achieve sufficient representation on each committee.
 - iv. Encourages joint meeting of the outgoing and incoming chairpersons to afford the new chair the opportunity to learn what unfinished business is pending, and other information necessary for a smooth transition.
 - e. Requests annual reports, from officers, board members, and committee chairs, which include statements of accomplishments, problems, and recommendations for the next year.
 - f. Requests committee chairs to furnish a schedule of committee meetings to permit the president's attendance.
 - g. Requests reports from committee chairs during each Board of Directors meeting. This report should include any activities of the respective committees.
12. Serves ex officio as a member of committees and attends their meetings when invited.
13. Discusses /reviews issues confronting the SDSRC with the AARC.
- a. Informs officers and committee chairs of proper channels of communication. Normal communications pertaining to chartered affiliate operations should be accomplished via the AARC Chartered Affiliate Committee liaison.
 - b. Keeps chartered affiliate officers, board members and committee chairs informed of the AARC Executive Office and AARC activities and policies. When appropriate, the SDSRC membership should receive information of this nature through announcements and bulletins.
14. Provides supporting assistance in pursuing overall objectives. Occasionally, there will be programs and activities vital to the continued progress of the association recommended by the AARC Board of Directors or AARC committees. The President will be called upon to implement these programs and activities locally.
15. Ensure all necessary reports are submitted and the AARC requirements are met by the chartered affiliate Board of Directors and Officers.
- To ensure a successful year as President:
- a. Select committee chairs and committee members based upon leadership, ability, and knowledge of the association at all of its levels.
 - b. Encourage members who have not been active in the SDSRC to become active as committee chairs, and members.
 - c. Design and plan flexible programs.
 - d. Define objectives for the year.
 - e. Keep executive committee, board members, committee chairs, and members well informed.
 - f. Maintain friendly, personal contact with members.
 - g. Encourage working members and committees.
 - h. Maintain regular attendance at affiliate meetings, participate in all activities.

- i. Consider incentive to keep members interested.
- 16. Discusses/reviews issues confronting the SDSRC and SDBMOE.
 - a. Informs the SDBMOE Management Analyst of correct contact information of current president to include email address and phone number in order to maintain communications in the event proposed rule changes are open for public comment.
 - b. Provides a list of qualified candidates to serve on the SDBMOE Respiratory Care Advisory Board if names are solicited from the SDBMOE Management Analyst.
 - c. Maintains contact with appointed Respiratory Care Advisory Board members prior to any meetings to provide input or recommendations from the SDSRC Board of Directors.
- 17. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- 18. Provides contact information to include email address and phone number to contracted lobbyist to receive weekly updates throughout the annual South Dakota legislative session.
- 19. Monitors financial planning and financial reports provided by the Treasurer.
- 20. Performs other responsibilities assigned by the Board of Directors.

Procedures:

Determines dates for regular board meetings and present to the Board at or before the start of the fiscal year Board of Director meetings.

1. If for some reason any of the meeting dates must be changed, notifies the Executive Committee, Board members, and Committee Chairs as soon as possible.
2. Meetings are normally held via teleconference due to the vast geographic area of our state.
3. Ensures the Treasurer prepares a tentative zero-based budget to be presented to the Board of Directors at the Pre-Board Meeting. Budget requests should be sent to the officers, delegate, and committee chairs and returned to the President by designated date in order to have sufficient time for the treasurer to prepare the budget.
4. Completes officer list form, annual meeting information form, and any other information, reports, or forms requested by the AARC--by the requested due date.
5. Prepares agenda for each Board of Directors meeting to be e-mailed with the meeting minutes. Minutes and agendas should be e-mailed at least one (1) week prior to the Board of Directors Meetings.
6. Completes the credentialing of the delegation via email as directed by the AARC by the requested date for both summer, and fall meeting.
7. Pulls regular membership reports from the AARC; reviews these reports and forwards them to the chairperson of the Membership Committee.
8. Presides over the Annual Business Meeting during the state meeting. Makes sure the Program Committee places this meeting on the agenda.
9. Opens the state meeting, preside over this meeting, and moderates as requested by the Program Committee.
10. File correct paperwork annually with the State of South Dakota to retain not for profit status. 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.

11. Towards end of fiscal year, reviews/updates the policy and procedures for the President-Elect.
12. Ensures all board members have completed and signed a conflict of interest form. These forms should be retained for the duration of the term of office for each individual.
13. Be available for the President-Elect for advice, counsel, and moral support, and to help ease their transition into the presidency.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Past President

MANUAL: P&P

CODE: SDSRC-II-C

SUBJECT: Past President

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Past President are outlined below:

Term of Office:

This position is predecessor to the President position for one (1) year. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a voting member of the SDSRC Board of Directors.
2. Serves as a volunteer of the SDSRC.
3. Advises and consults with the President.
4. Serves as a member of the Bylaws Committee.
5. Serves as a member of the Executive Committee and the Board of Directors and attends all meetings if possible.
6. Performs other responsibilities as assigned by the Board.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

President-Elect

MANUAL: P&P

CODE: SDSRC-II-D

SUBJECT: President-Elect

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SCSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the President-Elect are outlined below:

Term of Office:

This position is a four (4) year term. The President-elect is the successor to the President position. An elected President-Elect shall serve a one (1) year term and then automatically succeeds to the Presidency for two (2) years; followed by becoming the Immediate Past President for a one (1) year term. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is elected by active members of the SDSRC.
2. Is a voting member of the SDSRC Board of Directors.
3. Serves as a volunteer of SDSRC.
4. Performs President responsibilities when the President cannot be available (see President's Job Description).
5. Participates closely with the President and Board of Directors to develop and implement strategic plans necessary to address long-range goals of the Society.
6. 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.
7. Is responsible for preparing goals and objectives for their term as president to present to the Executive Committee, and Board of Directors at the first meeting of the fiscal year.
8. Works with the Treasurer to prepare a proposed zero budget and presents said budget to the Board of Directors for approval at the Pre-Board Board of Directors Meeting.
9. Completes all required paperwork for their year as President for the AARC by the requested date.
10. Spends time with President prior to taking office to help with organization, and continuity of office.
11. Prepares a tentative calendar of Board of Directors Meetings by December and communicates dates with the board members, post to website.
12. Performs other responsibilities as assigned by the Board.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Secretary

MANUAL: P&P

CODE: SDSRC-II-E

SUBJECT: Secretary

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Secretary are outlined below:

Term of Office:

The term of the Secretary shall be three (3) years. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is elected by active members of the SDSRC.
2. Is a voting member of the SDSRC Board of Directors.
3. Serves as a volunteer of the SDSRC .
4. Shall be charged with the keeping the minutes of the Board of Directors regular business meetings and the annual business meeting. The Secretary will submit a copy of the minutes and other business of the Society to the Executive Office of the AARC upon request.
5. Ensures a copy of the minutes shall be available to the Society's Board of Directors within thirty (30) days following the meeting.
6. Executes general correspondence.
7. The Secretary is responsible for maintaining all SDSRC permanent records, and reports and minutes from all executive and Board of Directors meeting. The Secretary shall use a reliable/secure source of external electronic storage for data backed-up.
8. The Secretary is responsible for all edits and revisions of the policy and procedure manual. Once edits or revisions are submitted to and approved by the Board of Directors it will be the Secretary's responsibility to make such changes and get updated copies to all board members. It will be the webmaster's responsibility to place the updated manual on the SDSRC website for members.
9. As required in the SDSRC Bylaws, the secretary will maintain contact with coordinator at the AARC Executive Office and furnish copies of all reports, records and meeting minutes when requested.
10. The secretary should have knowledge of the parliamentary process and be able to preside over any official meeting in the absence of the President, and/or President-Elect, or Immediate Past President.
11. The Secretary should maintain copies of all reports presented at any official meeting of the SDSRC.
12. Is responsible for recording the minutes of the Board of Directors meetings. The following items should be recorded in all official meeting minutes.
 - a. Type of meeting (regular, special, Executive Committee, etc.).

- b. Name of the affiliate and assembly.
 - c. Date, place, and time of meeting.
 - d. Name of presiding officer.
 - e. Name of Secretary or substitute.
 - f. Roll call listing--members present and absent.
 - g. Approval and corrections of meeting minutes from the previous meeting.
 - h. Action on all motions, committee recommendations and resolutions.
 - i. Action on all committee or special reports.
 - j. Action items.
 - k. Time of adjournment.
13. The Secretary handles any other official communication from the SDSRC as directed by the President, Executive Committee, or Board of Directors.
14. The Secretary should maintain the following documents and files:
- a. Copy of the AARC Affiliate Secretary Handbook.
 - b. All official meeting minutes and agendas.
 - c. Roster of all officers, directors, and committee chairpersons.
 - d. Copy of the current AARC and SDSRC Bylaws.
 - e. Copy of the approved SDSRC Policy and Procedure Manual.
15. Performs other responsibilities as assigned by the Board.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Treasurer

MANUAL: P&P

CODE: SDSRC-II-F

SUBJECT: Treasurer

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Treasurer are outlined below:

Term of Office:

The Treasurer serves a three (3) year term. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is elected by active members of the SDSRC.
2. Is a voting member of the SDSRC Board of Directors.
3. Serves a volunteer of the SDSRC.
4. Manages finances of the organization; collects and disburses funds.
5. Uses a computer accounting program to manage finances.
6. Monitors investments and communicates with financial adviser.
7. Provides financial reports at Board meetings and as necessary to the AARC.
8. Presents an annual financial report and proposed budget to the membership for approval at Annual Business Meeting.
9. Ensures development and Board review of all financial policies and procedures.
10. Maintains accurate and true accounts of all financial transactions.
11. Disburses all funds as authorized by the Board of Directors. Disbursement should only be by check. Checks are to be signed by officer(s), usually the President and the Treasurer, as authorized by the Board of Directors.
12. As necessary, works with chairpersons of the various committees in assisting with budget requests.
13. Informs each committee chairperson of budget performance.
14. The Executive Committee shall act in a supervisory capacity to the Treasurer by reviewing all financial reports and attesting to their accuracy.
15. Prepares annual financial reports to Board of Directors. The year-end audit should be performed by the Financial Review Committee or a certified public accountant or private public accountant, whichever the SDSRC Board of Directors deems necessary.
16. Verifies filing requirements for organizations exempt from income tax with local internal revenue service or state officials.

17. No officer or chairperson may spend monies in excess of what is approved in the annual budget. If an over expenditure is anticipated, the Board of Directors must approve the expense by a two-thirds (2/3) majority vote.
18. The Treasurer will be responsible for renewal of liability insurance and for making board members aware of its due as to not cause a lapse in coverage.
19. The Treasurer will keep a calendar of filing requirements to avoid late fees and penalties; Treasurer will file the following forms:
 - a. Form 990 as all nonprofits must file an IRS Form 990 annually. For organizations with income less than \$50,000 only file the online "e-Postcard," Form 990-N.
 - b. Will obtain an IRS Form W-9 for individuals providing paid services who are not SDSRC employees.
 - c. File Form 1099-MISC to report payments totaling more than \$600 per calendar year to such individuals. Forms and related instructions are available at the IRS website.
20. Reimbursement:
 - a. SDSRC will reimburse its designated representatives for the expenses incurred in attending the AARC House of Delegates, Leadership, and PACT meetings.
 - b. Board members will be reimbursed for travel to any mandatory face to face board meeting at a rate equal to the current IRS rate at the time the travel occurred. The treasurer will be responsible for checking the current rate. SR #4 09-15-14
 - c. Available for reimbursement:
 - i. Travel to and from the meeting hotel
 - ii. Transportation to and from the meeting location.
 - iii. Meal allowance up to \$35.00 per day.
 - iv. Receipts are required for all hotels, airline, meals, and any other related incurred expense.
 - v. 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 #16 04-30-15
 - d. No person may sign a check for reimbursement to himself or herself.
 - i. 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 #15 04-30-15
 - e. Any person requesting expense reimbursement is required to provide the treasurer with a receipt of purchase.
 - i. An expense voucher must be filled out and submitted with the receipt which will be retained by the treasurer.
 - ii. Any expense incurred by an individual who cannot produce a receipt will become the responsibility of the purchaser and the expense will not be paid by the SDSRC.
21. Performs other responsibilities as assigned by the Board.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Delegate

MANUAL: P&P

CODE: SDSRC-II-G

SUBJECT: Delegate

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Delegates are outlined below:

Term of Office:

Delegates to the AARC House of Delegates shall serve a four (4) year term of office with a new delegate elected every two (2) years. The Delegate nominee must have been elected to and held a prior Board of Director position with the SDSRC. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is elected by active members of the SDSRC.
2. Is a voting member of the SDSRC Board of Directors.
3. Serves as a volunteer of the SDSRC.
4. The duties of the Delegate(s) shall be specified in AARC Bylaws.
5. Delegates will provide electronic copies of the HOD resolutions to the SDSRC board members prior to the HOD meetings.
6. Shall solicit input from the Board of Directors in regards to any applicable resolutions which will come before the House of Delegates prior to each House of Delegates meeting.
7. Delegate and Delegate-elect will attend all AARC HOD meetings, unless the SDSRC Board of Directors 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.
8. If a Delegate is unable to attend a scheduled House of Delegates Meeting they need to notify the President of the SDSRC as soon as possible so substitute Delegate may be identified and have adequate time to make arrangements to attend the House of Delegates Meeting.
9. Shall file an expense report with the Treasurer of the SDSRC for reimbursement of travel expenses related to each House of Delegates Meeting.
10. 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.
11. Participates in AARC House of Delegate committees.
12. Files a report to the SDSRC Board of Directors and the SDSRC membership after each House of Delegates Meeting.
13. Prepares and gives a report for each SDSRC Annual Business Meeting.
14. It is the Delegate(s)'s responsibility to make nominations for HOD and AARC officers and should also make suggestions to the SDSRC for nominations for AARC officers and board members.
15. The Delegate(s) shall attend all sessions of the HOD and cast votes for his/her chartered affiliate. The Delegate(s) will be provided with an identification badge to provide proof of office. The Delegates

should wear their badge at all times during the HOD sessions. The Delegate(s) shall have free voice in discussions during the HOD sessions, and may present motions.

16. The delegation will carry one vote, with the majority ruling on all matters concerned with the House of Delegates. All matters concerned with the AARC membership will be based on Article VIII, Section V (voting) of the AARC Bylaws, thus considered a pole vote. A quorum of the HOD shall be majority of those Delegates officially seated by the Credentialing Committee of the HOD.
17. The Delegate is responsible for making all travel arrangements. Expenses shall be paid as outlined in the treasurer's policy and procedure. Receipts are required for all incurred expenses and should be forwarded to the treasurer for reimbursement and retention of receipts for SDSRC records.
18. Performs other responsibilities as assigned by the Board of the SDSRC/Speaker of the House of Delegates or House of Delegates committee chair.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Directors at Large

MANUAL: P&P

CODE: SDSRC-II-F

SUBJECT: Directors at Large

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The officers and directors of the SDSRC are charged with the fiduciary responsibilities of the society. Some of these responsibilities will relate to matters of business, which may be confidential and/or proprietary in nature. The duties and responsibilities of the Directors at Large are outlined below:

Purpose:

To support the practice of, encourage the growth of, and aid in providing educational activities relating to respiratory care and to represent the interests of the respiratory care practitioners.

Term of Office:

Director-at-Large shall serve two (2) years, with a new Director-at-Large elected every year.

In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is elected by active members of the SDSRC.
2. Is a voting member of the SDSRC Board of Directors.
3. Serves as a volunteer of the SDSRC
4. The term of office for a Director-at-Large is two (2) years, serving year one (1) as a junior director and year two (2) as a senior director.
5. Reports on activities regarding membership to the Board of Directors, including expired memberships and those who are near expiration.
6. Attempts contact to recently expired members to promote membership renewal.
7. Prepares and reports membership numbers at the SDSRC Annual Business Meeting.
8. The Directors should meet prior to the first Board Meeting of the year to discuss issues, and needs of the society, establish activities, and define goals and objectives to be presented at first Board of Directors Meeting for the fiscal year.
9. Directors are expected to attend SDSRC Board of Directors meetings and:
 - a. Present recommendations to the Board of Directors as directed by the members.
 - b. Assist and support SDSRC committees by helping with projects and/or finding practitioners to serve on committees.
 - c. Recruit and retain members whenever possible. Constantly strive to increase membership by keeping practitioners informed, interested, and involved in SDSRC activities.
10. Senior Director:
 - a. Responsible for working with Program and Educational Committee. In some cases, the senior director and may be requested to serve as chairperson or on the committee for educational programs.

- b. Responsible for mentoring the junior member to the Board of Directors in an effort to assure continuity of leadership.
- c. Be available to the Junior Director and committee chairpersons for advice and information regarding SDSRC activities.
- d. Take an active role in all activities relating to education, membership recruitment/retention, communication, and information gathering.

11. Junior Director:

- a. Work closely with the Senior Director to ensure information is passed along to members.
- b. Help with any education events during the junior year term.
- c. Communicate with the board members who are planning the educational opportunities.
- d. Provides information to the Public Relation and Website Management Committee for communicating events.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Medical Advisor

MANUAL: P&P

CODE: SDSRC-II-G

SUBJECT: Medical Advisor

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The Society shall have at least one (1) Medical Advisor who is a licensed physician within the state of South Dakota, and shall conform to the AARC Bylaws; has a defined active role in respiratory care and is an Associate Member of the AARC.

Term of Office:

The Medical Advisor's term will be one (1) year and will be reviewed annually at the time of the AARC membership renewal date. The term of office may be terminated at anytime with a majority vote of the Board of Directors. A qualified physician elected by the Board of Directors shall fill vacancy for the Medical Advisor due to death, disability, resignation or termination. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Shall be an associate member in good standing (the Society will cover annual cost of membership)
2. An active member of the Society must recommend the Medical Advisor candidates.
3. The Medical Advisor will be approved by a majority vote of the Board of Directors.
4. Medical Advisor position will be reviewed annually coinciding with the renewal of the AARC membership.
5. The Medical Advisor shall act as an advisor to the Society on all matters of medical policy.
6. The Medical Advisor shall serve as a communication link between the Society and the State Board of Medical and Osteopathic Examiners.
7. The Medical Advisor shall be encouraged to attend annual meeting to address the membership.
8. The Medical Advisor is encouraged to attend all Society meetings where they will have privilege of voice but no vote.
9. The Medical Advisor shall serve as a resource person for educational programs.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Student Representatives

MANUAL: P&P

CODE: SDSRC-II-H

SUBJECT: Student Representatives

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

There shall be two (2) student representatives on the SDSRC Board of Directors. One (1) student will be elected or appointed at each DSU campus.

Term of Office:

Each Student Representative will serve one (1) academic term beginning on July 1st of the calendar year and ending on May 1st upon graduation from the DSU program. In addition to the responsibilities outlined in the Board Member job description, this position:

1. Is a non-voting member of the SDSRC Board of Directors.
2. Serves as a volunteer of the SDSRC.
3. Regularly attends board meetings and important related meetings, as clinical and school schedule allows. Teleconference capabilities are available.
4. Serves as a liaison between the student body and the board of directors, reports back any pertinent information to the student body or brings issues forward to the Board of Directors.
5. Volunteers for committee work within the Board of Directors and actively participate in completing tasks assigned to and by the committee.
6. Prepares themselves for scheduled Board of Director meetings, reviews minutes and reports received.
7. Is familiar with the SDSRC Bylaws and SDSRC Policy and Procedure manual.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Financial Review Committee

MANUAL: P&P

CODE: SDSRC-III-A

SUBJECT: Financial Review Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson of the Financial Review Committee shall be appointed annually by the President of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed.

Purpose:

The Financial Review Committee is responsible to help the Treasurer prepare an annual budget for approval by the Board of Directors. The proposed budget shall then be presented and ratified by the membership at the Annual Business Meeting.

1. The Financial Review Committee will work with the Treasurer to help prepare an annual budget for the SDSRC Board of Directors with a zero balance.
2. The Financial Review Committee is responsible for auditing the financial affairs of the SDSRC and insuring no category of the budget is exceeded without a two-thirds (2/3) approval of the Board of Directors.
3. The Financial Review Committee will receive and retain a copy of the ratified annual budget.
4. The Financial Review Committee, with the assistance of the Treasurer, will monitor expenditures.
5. When the Financial Review Committee identifies over-expenditure, they will bring it to the attention of the SDSRC Board of Directors.
6. The Financial Review Committee will complete an annual audit of income and expense reports of the SDSRC.
7. The Financial Review Committee will review and make any necessary recommendations for amendment or changes to the investment policy on a regular basis as outlined in the investment policy.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Bylaws and Policy and Procedure Committee

MANUAL: P&P

CODE: SDSRC-III-B

SUBJECT: Bylaws and Policy and Procedure Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson of the Bylaws and Policy & Procedure Committee shall be appointed annually by the President of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed.

Purpose:

The Bylaws and Policy & Procedure Committee is responsible for the SDSRC Bylaws and the SDSRC Policy & Procedure Manual. The committee should review the bylaws annually to ensure they are current and consistent with the AARC Bylaws. The committee is to review the SDSRC Policy & Procedure Manual and recommend any revisions, additions, or deletions as necessary to SDSRC Board of Directors.

1. SDSRC Bylaws:

- a. The committee shall receive and prepare all amendments and/or revisions to the SDSRC Bylaws for submission to the SDSRC Board of Directors. The committee may also initiate such amendments and/or revisions for submission to the SDSRC Board of Directors.
- b. All amendments to and/or revisions must be presented the SDSRC Board of Directors for approval.
- c. Once the SDSRC Board of Directors approves proposed amendments and/or revisions, the amendments and/or revisions are then sent to the AARC Bylaws Committee for recommendations and approval.
- d. Upon approval by the AARC Bylaws Committee, they will then submit the SDSRC Bylaws to the AARC Board of Directors for approval.
- e. Once amendments and/or revisions are approved by the AARC Board of Directors, the general SDSRC membership must ratify the approved amendments and/or revisions by a two thirds (2/3) majority vote as outlined in the SDSRC Bylaws.
- f. Once ratified by the SDSRC general membership amendments and/or revisions are incorporated into the SDSRC Bylaws.
- g. A complete copy of the approved SDSRC Bylaws will be distributed to all officers, directors, and committee chairpersons of the SDSRC.
- h. A complete copy of the SDSRC Bylaws will be available, upon request to the general membership and will be made available on the SDSRC website.

2. SDSRC Policy & Procedure Manual:

- a. All officers, directors, and committee chairpersons shall update their respective policy and procedure statements, annually, to keep them current. Any corrections or additions should be forwarded to the chairperson by November in order for the manual to be updated by the first Board of Director's meeting of the new fiscal year.
- b. A hard copy of the Bylaws and Policy & Procedure Manual should be kept by the Secretary of the SDSRC, and the chairperson of the committee at all times, and shall be made available to any member who requests it. An external electronically maintained backed-up for both manuals using a reliable/secure source for data storage will be held by both the Secretary and chairperson; both should be passed from the chairperson to the following year's chairperson by the end of the year. Prior to the initial Board of Directors Meeting of the year, each officer, director, and committee chairperson should be provided with a copy of the SDSRC Policy & Procedure Manual.
- c. The Board of Directors shall vote on whether or not to ratify the manual during the initial Board of Directors Meeting of the new fiscal year.
- d. The chairperson should remind all concerned to revise statements to keep them current. They should be given a deadline for return of the revisions in an effort to have ample time for revisions and printing.
- e. The revisions should be completed by the committee by the last Board of Directors meeting of the year, and passed on to the incoming chairperson.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Nominations and Elections Committee

MANUAL: P&P

CODE: SDSRC-III-C

SUBJECT: Nominations and Elections Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson of the Nominations and Elections Committee shall be appointed annually by the president of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed. Any member placed on the ballot, may not serve on the Nominations and Elections Committee.

Purpose:

The purpose of the Nominations and Elections Committee is to prepare the best possible slate of candidates for each office, and director position and to organize the annual elections process for officers, and directors of the SDSRC. Only Board Members can be chairperson of Nominations and Election Committee due to the proprietary nature of the elector list.

1. Nominations:

- a. SDSRC Board of Directors will decide when the annual election will be held.
- b. The nominations committee shall place a call for nominations after the election date is set with an explanation of each office, the necessary qualifications, length of term, and any other requirements.
- c. A current list of active members may be obtained from the President.
- d. Each qualified nominee must be notified for acceptance of a nomination. After a verbal acceptance, a written confirmation is required.
- e. Election information should be prepared and include:
 - i. Ballot for officers & directors.
 - ii. Curriculum vitae for each candidate.
 - iii. Recent photo for each candidate.
- f. The curriculum vitae and photo must be returned to the chairperson by the designated date.
- g. The chairperson will present the slate of candidates to the Board of Directors for approval in ample time for the elections process.

2. Elections:

- a. Paper ballots will not be made available to any member during a SDSRC general election when an electronic format is being utilized for voting.
- b. Only online votes will be tallied and eligible for an online election.
- c. Email blasts to all members will be requested from the AARC.
- d. The President must submit emails to the AARC with directions on how to vote with login and password information to the SDSRC membership.

- e. 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.
- f. All Elections Committee policies and procedures will reflect the current SDSRC Bylaws requirements.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Legislative Affairs Committee

MANUAL: P&P

CODE: SDSRC-III-D

SUBJECT: Legislative Affairs Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson of the Legislative Affairs Committee shall be appointed annually by the President of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed.

Purpose:

The Legislative Affairs Committee of the SDSRC will monitor and advise the members and the Board of Directors of pending and proposed legislation which may influence the practice of Respiratory Care in the state of South Dakota.

1. The committee shall be composed of members appointed by the chairman. Whenever possible, the members should be representative of the vast geography of the state.
2. The goals and objectives of the Legislative Affairs Committee shall be developed in accordance with the President's charge each year, and will be presented to the Board of Directors.
3. The chairperson or their designee shall serve as liaison of the SDSRC as requested by the President of the SDSRC.
4. The chairperson of the Legislative Affairs Committee will prepare any budgetary considerations for the Executive Committee of the SDSRC by the date requested by the President of the SDSRC.
5. The Legislative Affairs Committee will monitor activities of various groups to assure awareness of any modifications which may affect the practice of Respiratory Care in South Dakota. These groups include but are not limited to the following:
 - a. SD State House of Representatives
 - b. SD State Senate
 - c. SD Board of Medical Osteopath Examiners
 - d. SD Clean Indoor Air Coalition
 - e. SD Hospital Association
 - f. SD Nursing Association
 - g. various committees of the SD House and Senate
 - h. legislation concerning federal/state reimbursement issues
 - i. legislation concerning regulation of health care

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Membership Committee

MANUAL: P&P

CODE: SDSRC-III-E

SUBJECT: Membership Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson of the Membership Committee shall be appointed annually by the President of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of two (2) members of the Board of Directors and additional members as needed.

Purpose:

The purpose of the Membership Committee is to actively recruit and retain AARC/SDSRC members

1. The primary goal of the committee is to grow membership.
2. The chairperson should receive regular membership reports from the President as they receive them from the AARC.
3. The committee will actively pursue new members and retain current members.
4. This may be accomplished by membership drives during all SDSRC sponsored activities, letter writing, and utilizing social media.
5. Support interested members in becoming involved with the SDSRC.
6. The committee will attempt to re-recruit lapsed members.
7. Coordinators can be appointed annually to ensure the completion of particular projects.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE
Public Relations and Website Management Committee
MANUAL: P&P
CODE: SDSRC-III-F
SUBJECT: Public Relations and Website Management Committee
FORMULATED: January 2, 2017
REVIEWED:
REVISED:

Policy:

The chairperson of the Public Relations and Website Management Committee shall be appointed annually by the President of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed.

Purpose:

The committee shall concern itself with the preparation and publications of this Society for the public, hospitals, and other organizations through dissemination of information concerning respiratory care. This committee shall maintain social media accounts and update social media accounts on a regular basis.

1. The goals of the committee are to maximize public awareness of respiratory care as a profession.
2. The chairperson will be or will appoint another committee member to be in direct contact with the webmaster for the SDSRC, with approval from the SDSRC Board of Directors.
 - a. All information posted the SDSRC website will be routed through the webmaster.
 - b. Webmaster will have final approval of SDSRC website content.
 - c. Any social media accounts will be assigned to webmaster or another committee member.
 - d. Any social media accounts and website content will be updated regularly and content regularly checked for authenticity.
 - e. Any posting on a society social media account will be done by only those members who have been authorized by the SDSRC Board of Directors.
3. Maintain communications with board members to facilitate their support and involvement with the public relations committee.
4. Maintain records of public relations activities.
5. Survey members regarding local public relations activities when asked.
6. Compile information obtained from surveys and submit to the SDSRC President.
7. SDSRC sponsored meetings
 - a. Arrange for a table at all meetings with the chairperson of program committee in advance.
 - b. Prepare a display showing various activities of the AARC and SDSRC, if needed(e.g., scrapbooks, literature and handouts from the AARC, etc.).
8. Maintain an adequate supply of public relations material.
 - a. Call or email a request to the AARC for supplies.
 - b. Call or email a request to any national association relating to health promotion for brochures.
 - c. Obtain public service announcements from the AARC for use by the SDSRC.

9. The Public Relations and Website Management Committee shall maintain a relationship with various external organizations such as: American Lung Association, American Cancer Society, American Association of Retired Persons, American Red Cross, DHEC, American Heart Association, and any other state, local, or national association relating to health promotion.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Program and Education Committee

MANUAL: P&P

CODE: SDSRC-III-G

SUBJECT: Program and Education Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson or co-chairs of the Program and Education Committee shall be appointed annually by the President of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed.

Purpose:

An educational program will be held annually in conjunction with the SDSRC Annual Business Meeting. The purpose of this committee is to plan, organize and conduct an educational meeting for the Society in conjunction with the Annual Business Meeting by the Board of Directors. The program committee will assist the membership in the acquiring of CEU's to maintain their licensure.

1. Chairperson or Co-Chairs:

- a. Fully responsible for planning, organization, and direction of all activities related to the Annual Meeting.
- b. The site for the Annual Meeting may be selected up to two (2) years in advance. Requests for proposals will be sent out at least 30 days prior to the Pre-Board Meeting at a site selected at the meeting.
- c. Appoints committee members and presents reports to the Board of Directors.
- d. Responsible for development of the budget to be approved by the Board of Directors.
- e. Responsible for development of the timetable and program core.
- f. Conducts committee meetings as necessary.
- g. Formulates the agendas, and sends to the committee members and the President.
- h. Ensures meeting minutes are produced from the committee meetings, and all members and the President receive copies in a timely manner.
- i. Aids in the arrangements for speakers and their audiovisual needs as necessary.
- j. Ensures the overall operation is taking place in a smooth and harmonious manner.
- k. Authorizes expenditures.
- l. Presents oral and written report on the progress of the committee's activities during each Board of Directors meeting.
- m. Assigns specific duties to committee members for jobs not addressed by individual job descriptions.
- n. Prepares a tentative budget for the following year's program.
- o. Responsible for, or assigns responsibility for, the development and implementation of the production and mailing of all brochures and pamphlets relating to the meeting.

- p. Submits meeting information a minimum of 90-days prior to the start of the meeting to the SDSRC President to send to the AARC for distribution to their member list and to the SDSRC webmaster for publication on the SDSRC website and social media accounts.
 - q. Any additional awards for service recognition other than the Therapist of the Year must be approved by the SDSRC Board of Directors prior to them being established.
2. Facilities Coordinator:
- a. These responsibilities may be assumed by the chairperson or co-chairs.
 - b. Organizes, plans, and implements all necessary arrangements with the facility prior to the meeting.
 - c. Negotiates contract with facility on behalf of the SDSRC Board of Directors.
 - d. Provides written overview of the scheduled events to the Program Committee members.
 - e. Makes all arrangements for food, beverages, and room set-ups.
 - f. Secures meeting rooms for all SDSRC activities, Board of Directors Meetings, lecture halls, and program committee suites.
 - g. Working with the Speaker Coordinator, makes arrangements for lodging, and pick-up of speakers, and special guests.
 - h. Arranges parking passes, if necessary, for speakers, program committee, and special guests.
 - i. Arrange and implement pre-convention meetings, with the hotel staff prior to the start of the meeting is to begin to review the program schedule.
 - j. Provide a progress report to the chairperson during each committee meeting, and as requested by the chairperson.
 - k. Responsible for helping to secure meeting dates and hotel space for the following year and orientating and training new facility coordinator.
3. Speaker Coordinator:
- a. These responsibilities may be assumed by the chairperson or co-chairs.
 - b. Select education topics and/or workshops for the meeting.
 - c. Anyone including members of the SDSRC 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.
 - d. Working in conjunction with the Vendor Coordinator, every effort will be made to have each speaker sponsored by a vendor. The vendor will be financially responsible for a speaker's expenses.
 - e. Responsible for contacting and confirming speakers for the Annual Meeting.
 - f. Initial contact should be made with the speakers either by telephone or personal contact.
 - g. Written correspondence will be sent to each speaker in a timely manner listing the agreed upon terms and conditions regarding their appearance at the meeting.
 - h. The following information should be provided to speakers:
 - i. Brief history of the meeting
 - ii. Dates of the meeting

- iii. Lecture topic, time, and date
 - iv. Location of the meeting
 - v. Target audience
 - i. Assures each speaker completes and submits their speaker introduction in a timely manner.
 - j. A brief follow-up and reminder should be sent to each speaker approximately eight (8) weeks prior to the event. Retain copies of all letters. The final program should be sent to each speaker at least three (3) weeks prior to the meeting dates.
 - k. If applicable, arranges presentation(s) by a qualified AARC representative and eligible to participate in the AARC's Education Grant process.
 - l. Completes AARC Education Grant application and forwards to the SDSRC President for approval and submission.
 - m. Communicates with the AARC Controller and the SDSRC Treasurer all details regarding the Grant process.
 - n. Upon completion of or prior to the presentation if possible, submits receipts of the speakers expenses to the SDSRC's Treasurer for reimbursement prior to the speaker's departure from the event.
 - o. Ensures the CRCE credits are applied for through the AARC.
4. Vendor Coordinator:
- a. These responsibilities may be assumed by the chairperson or co-chairs.
 - b. Vendor Coordinator is to serve as a liaison between the Board of Directors, and the vendor community representing products and services used by Respiratory Care Practitioners.
 - c. Vendors attending any SDSRC sponsored event, which intend to claim CEU's will register and pay the appropriate registration fee for the event.
 - d. Any vendor sponsoring a speaker, partial or full, choosing to exhibit in the vendor hall will need to register and pay full vendor pricing.
 - e. A current list of companies associated with, or that do business with the respiratory care community will be kept up-to-date by the Vendor Coordinator.
 - f. The vendor list should include at a minimum:
 - i. The names of companies and representatives for said company
 - ii. Email addresses for the local sales representatives.
 - iii. The list should be maintained electronically on and backed-up using a reliable/secure source for data storage.
 - iv. Vendor information is considered confidential and must be used for SDSRC purposes only. The information must not be shared with other vendors or entities outside the SDSRC without prior authorization, in writing by the President of the SDSRC.
 - g. The Vendor Coordinator will make recommendations to the Board of Directors regarding special recognition of vendors/sponsors.
 - h. The coordinator should keep the Board of Directors informed of major issues or concerns of the vendor community.

- i. Any payments received by the Vendor Coordinator from vendors will be sent on to the SDSRC Treasurer on a timely basis. Copies of all payments should be made, and kept with the Vendor Coordinator.
 - j. Plan and develop marketing strategy relating to SDSRC activities.
 - k. Serve as a communication liaison for all vendors as it relates to SDSRC activities.
 - l. Determine exhibitors' needs--booth requirements, personnel, electricity, and electrical cords.
 - m. Communicates the above needs to the Facilities Coordinator and Program chairperson.
 - n. Provide a progress reports to the Program chairperson as needed.
 - o. Design the floor plan of booth sizes in scale to the exhibit hall area.
 - p. Develop exhibitor information and email, at least 5 months prior to the meeting.
 - q. Ensures a copy of the program is included in the final exhibitor email.
 - r. Letters of appreciation should be sent to all exhibitors after the meeting.
 - s. Keep the Facilities Coordinator aware of all needs from the hotel.
 - t. Working with the Speaker Coordinator, coordinate speaker/event sponsors.
 - u. Keeps the vendor list current and pass on to the incoming Vendor Coordinator.
 - v. Makes recommendations to the SDSRC Board of Directors for Vendor of the Year.
5. Registration Coordinator:
- a. These responsibilities may be assumed by the chairperson or co-chairs or treasurer.
 - b. Possesses excellent organization skills.
 - c. Responsible for registration process; organize and plan all aspects of registration for the annual meeting.
 - d. Involved in the development and mailing of brochures or pamphlets. Ensure all respiratory therapy programs, hospitals, home care companies, sleep centers, respiratory care practitioners, and student members receive information on the program.
 - e. Secures all supplies needed: name tags, tape, ribbons, receipt book, social function tickets, folders /packets.
 - f. Assumes overall responsibility for the selling of any additional event tickets, raffle tickets, ect.
 - g. Provides an accurate account of all monies obtained from attendees of the meeting and from sales of other items to the chairperson on daily basis. Special attention should be placed on the number of attendees for meal and other related functions.
 - h. Documents meeting attendees according to classification: member, non-member, student
 - i. Sends collected registration funds to the SDSRC Treasurer on a timely basis.
 - j. Contacts the Treasurer to ensure the ability of participants to use charge cards as a method of payment.
 - k. Issues receipts for all transactions and maintain copies for SDSRC records.
 - l. Provides progress reports to the chairperson as needed.
 - m. Responsible for making sure a computer and Internet access is available at the registration table to accommodate onsite registrations.
6. Treasurer:
- a. The Treasurer ensures all financial obligations related to the meeting are met.

- b. Ensures all payments for vendors and registrants are collected and deposited.
- c. Expenses will be reimbursed according to the following information: transportation: round trip coach class airfare, airport parking, and taxi service to the meeting site. Other alternate methods of transportation will be reimbursed at a rate not to exceed coach class airfare. Automobile travel will be paid at the standard IRS mileage rate. Road tolls and parking expenses will be paid provided the total expenses do not exceed the sum of coach class airfare and parking expenses.
- d. Lodging will include the night before or the day of the scheduled event lecture only. Exceptions will be at the discretion of the Program Committee.
- e. Meals: Per Diem for meals the night before and the day of the scheduled event lecture will be set at \$35 per day. Exceptions will be at the discretion of the Program Committee.
- f. Honorariums: The standard SDSRC honorarium is fifty dollar (\$50) unless otherwise arranged by a sponsor and/or approved by the Program Committee.
- g. Expenses may be adjusted at the discretion of the Program Committee and as the budget allows.
- h. All expenses covered by this policy should be reimbursed the day of the lecture.
- i. Otherwise, all expenses should be submitted to the Treasurer within fourteen (14) days after the scheduled event lecture.
- j. Any expenses submitted without a receipt, will not be reimbursed.
- k. If applicable, submits documents to the AARC Controller for reimbursement of speaker's expenses as detailed in the AARC's Education Grant policy.
- l. Works with the webmaster to set up correct Paypal links to allow for online registration and payment by both vendor companies and attendees.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

PACT Representative Committee

MANUAL: P&P

CODE: SDSRC-III-H

SUBJECT: PACT Representative Committee

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The chairperson of the PACT Representative Committee shall be appointed annually by the president of the SDSRC in accordance with the SDSRC Bylaws. The committee shall be composed of members of the Board of Directors and additional members as needed.

Purpose:

The purpose of the committee is to educate SDSRC members on current AARC sponsored legislation, aggressively promote recognition of the value of respiratory therapists in all areas of public policy, and provide competent representation of said membership and constituents at the annual AARC Hill Day in Washington DC.

1. The PACT Representative Committee shall:

- a. Serve as a liaison between the AARC Government Affairs division and the SDSRC Board of Directors.
- b. Travel to Washington DC to meet with the House Representatives and State Senators regarding their support of current AARC promoted legislation. The SDSRC will send a representative to the annual AARC PACT meeting when SDSRC funds are available.
- c. Travel to Washington DC to meet with and inform legislators of constituent support; educate legislators about the profession and the impact of pulmonary disease on the state's population.
- d. Report to the Board of Directors the board meeting prior to leaving for annual AARC Hill Day to inform the Board of expected work, scheduled appointments and anticipated meetings. After returning from the annual AARC Hill Day the committee will report at the next Board of Directors meeting results of trip.
- e. Write a detailed report about trip for general membership and a condensed version of said report will be given at the Annual Business Meeting.
- f. Appoint and provide direction to qualified SDSRC members to carry out grass roots promotion of AARC sponsored legislation within their respective congressional districts.
- g. Interact with local, state, and federal government representatives regarding any policies which affect our patients and our profession.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Specialty Committees

MANUAL: P&P

CODE: SDSRC-III-I

SUBJECT: Specialty Committees

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

The following committees are considered Specialty Committees and exist at the pleasure of the President and/or the SDSRC Board of Directors. A Specialty Committee not listed below, but approved by the SDSRC Board of Directors can be formed if deemed necessary by the Board of Directors. A chairperson shall be appointed annually by the President for each specialty committee which exists during their term.

1. Disaster Preparedness Committee:
 - a. Purpose: To form a network of information in regards to disaster preparedness for respiratory care practitioners across the state.
2. Educators Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for educators.
3. Information Technology Committee:
 - a. Purpose: To form a network of information gathering, and/or sharing, for information technology.
4. Judicial Committee:
 - a. Purpose: To investigation complaints lodged against any member of the SDSRC and to establish guidelines for a fair and unbiased inquiry of the complaint. The SDSRC Judicial Committee shall not have the right or privilege to revoke membership status of any individual for any reason.
5. SDSRC/AARC Military Liaison Committee:
 - a. Purpose: To have a member with previous military background act as a liaison between respiratory therapists and the SDSRC and AARC to provide them with direction and encouragement while transitioning from active duty to civilian life.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE
Document Retention and Destruction Policy
MANUAL: P&P
CODE: SDSRC-IV-A
SUBJECT: Document Retention and Destruction Policy
FORMULATED: January 2, 2017
REVIEWED:
REVISED:

Policy:

The adoption of a document retention policy sets guidelines and facilitates directors' fulfillment of the duty of care, establishes transparency and ensures compliance.

Purpose:

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

Procedure:

1. The President will ensure the following records are retained permanently:
 - a. Articles of Incorporation
 - b. Audit reports, from independent audits
 - c. Corporate resolutions
 - d. Checks (for important payments and purchases)
 - e. Determination Letter from the IRS, and correspondence relating to it
 - f. Financial statements (year-end)
 - g. Insurance policies (if available)
 - h. Minutes of board meetings and annual meetings of members
 - i. Real estate deeds, mortgages, bills of sale
 - j. Tax returns
2. The President shall use a reliable/secure source of external electronic storage for data backed-up.
3. The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:
 - a. All other paper documents will be destroyed after three (3) years.
 - b. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one (1) year.
 - c. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

- d. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.
- 4. The following record retention will be followed by the SDSRC:

Record Retention

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Whistle Blower Policy

MANUAL: P&P

CODE: SDSRC-IV-B

SUBJECT: Whistle Blower Policy

FORMULATED: January 2, 2017

REVIEWED:

REVISED:

Policy:

If any member of the SDSRC reasonably believes some policy, practice, or activity of SDSRC is in violation of law, a written complaint may be filed by the member with the Chief Executive Officer or the Chief Executive Officer of the AARC.

Purpose:

The purpose of this policy is to support the SDSRC goal of legal compliance by adhering to all laws and regulations which apply to the organization. The support of all members is necessary to achieve compliance with various laws and regulations.

Procedure:

A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of Chief Executive Officer and provides SDSRC or AARC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members who comply with this requirement.

1. The SDSRC will not retaliate against a member who, in good faith, has made a protest or raised a complaint against some practice of SDSRC, or of another individual or entity with whom the SDSRC had a business relationship, on the basis of a reasonable belief the practice is in violation of law or a clear mandate of public policy.
2. The SDSRC will not retaliate against a member who discloses or threatens to disclose to a public body any activity, policy, or practice of the SDSRC the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

SOUTH DAKOTA SOCIETY FOR RESPIRATORY CARE

Investment Policy

MANUAL: P&P

CODE: SDSRC-IV-C

SUBJECT: Investment Policy

FORMULATED: May 8th, 2000

REVIEWED: February 1st, 2005

REVIEWED: September 20th, 2010

REVIEWED: April 30th, 2015

REVISED:

Policy:

Investment Policy is to allow maximum investment return without assuming undue risk on those assets available for investment consistent with liquidity needs and preservation or principal.

Purpose:

The purpose of the Investment Policy is to provide support for the activities of the SDSRC and, if required, to provide reserves to finance new activities, unanticipated revenue shortfalls, and major unexpected expenses. Investment Policy is to provide a satisfactory return on investments for the support of the above objective based upon the Prudent Investor Rule.

Procedure:

Asset Allocation:

The portfolio structure will be determined by the Financial Review Committee and the funds invested with the approved investment advisor. The funds shall normally be invested with the approved investment advisor. The funds shall normally be invested up to 25% in common stock equities of publicly traded corporations and at least 75% in fixed income bonds and notes, either in the form of individual securities or mutual funds. Although the actual percentage may fluctuate with market conditions, the allocation will be closely monitored by the Financial Review Committee.

All investments are to be held in the name of the SDSRC.

Authorized Financial Dealers and Institutions:

1. Financial institutions insured through the Federal Deposit Insurance Corporation (FDIC) or Federal Savings and Loan Insurance Corporation (FSLIC).
2. Security broker/dealers insured through the Securities Investor Protection Corporation (SIPC).
3. Financial institutions such as bank trust departments and insurance companies.

Authorized and Suitable Investments:

1. Checking Account
2. Savings Account
3. Certificates of Deposit
4. Money Market Funds
5. U.S. Government Securities

6. Securities issued by Agencies of the U.S. Government
7. Corporate bonds rated A or better by Standard and Poor's or Moody's rating systems
8. Common stock of publicly traded corporations
9. Preferred stock of publicly traded corporations
10. Mutual funds or a diversified mutual fund of bonds or stocks.

Diversification:

No more than 5% of the market value of the portfolio may be invested in the securities of any single issuer. This restriction does not apply to U.S. Government or agency securities or a diversified mutual fund of bonds or stocks.

Non-cash Assets:

Non-cash assets which are received through donation or assignment will be considered on an individual basis as to whether they shall be retained for income or sold and proceeds from sale re-invested as directed by the Financial Review Committee and approved by the Board of Directors.

Investment Administration:

The Financial Review Committee shall be responsible for engaging investment managers (with Board approval), reviewing their performance periodically and reporting on the investment results to the Board.

Implementation:

The approved Investment Manager will be responsible for the security transactions at his/her discretion within the Investment Policy of the SDSRC. Prohibited transactions investments will not be made in companies whose activities or interests are inconsistent with those of the SDSRC.

Investment in warrants, options (including puts, calls and straddles), commodity futures, oil and gas wells, securities with limited transferability, purchases of securities on margin and short selling are prohibited. An Investment Manager may not invest in publicly traded securities such as common stock, preferred stock, or corporate debt issued by its parent company.

An Investment Manager may not mortgage, pledge or otherwise hypothecate securities in the portfolio under management. Performance review and recommendation to the Board of Directors by the Treasurer and/or by the Financial Review Committee will review investment performance at least quarterly. In addition, the Committee will review the Investment Manager's performance and make a recommendation to the Board at least annually regarding the retention of the Investment Advisor.