

# 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

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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

**Commented [1]:** added note regarding prorated 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

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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

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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.

**Commented [1]:** deleted " investigating the cause" as they don't truly investigate.

# 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

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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

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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

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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: Audit Committee

Policy Type: Governance

Assigned To: Bylaws and Policies and Procedures

Effective Date: December 1, 2017

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The Committee shall be composed of at least three members whose duty it shall be to ensure, by at least quarterly review of the accounts, that the Treasurer does not exceed the budget in any account, without approval of the House of Representatives.

The Audit Committee shall review expenditures:

1. In excess of \$1,000.00.
2. In excess of \$250.00 of approved amount.
3. Upon request of the Treasurer.

If expenditure by any Committee Chair is considered to be wrongfully dispersed, the Audit Committee shall direct the matter to the Judicial Committee for review.

# 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

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## **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

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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

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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

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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

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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

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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

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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

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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. 1<sup>st</sup> Monday in November: Election is held (paper or electronic ballot).
- f. Post Election results: Votes are tabulated on the same day as the election (1<sup>st</sup> 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

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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

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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

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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

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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

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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

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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

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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

# MSRC Orientation Manual

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# **MSRC House of Representatives Voting Protocols**

**Quorum – 12 voting members of whom at least 3 officers**

**Officers (at least 3 needed):**

President –  
President-elect -  
Immediate Past President -  
Treasurer -  
Secretary -  
AARC Delegate -  
AARC Delegate -

**Additional House Voting Members (or alternates):**

District I -  
District II -  
District III -  
District IV -  
District V -  
District V -  
District VI -  
District VI -  
District VII -  
District VII -  
District VIII -  
District VIII -  
District IX -  
District IX -  
District X -  
District X -  
District X -  
District X -  
Adult Acute Care -  
Asthma -  
Diagnostics -  
Educator -  
Homecare -  
Management -  
Pediatric/Neonatal -  
Pulmonary Rehab -  
Sleep Medicine -  
Sub-Acute/Long Term Care -

**MSRC 2017 House of Representatives**

as of 11/29/2017

<p><b>President</b> Term expires 2018</p>	<p>Steven K Hamick BIS, RCP, RRT</p>	<p>William Beaumont Hospitals</p>	<p>H</p>	<p>158 South Ave. Mount Clemens MI 48043</p>	<p>H: 586-354-7797 W: 248-898-6027 Fx: C: P: 248-995-7260</p>	<p>Steven.hamick@beaumont.org</p>
<p><b>President Elect</b> Term expires 2019</p>	<p>Valerie Willis Stevenson RRT, BAS</p>	<p>University of Michigan Health System Department of Emergency Medicine</p>	<p>W</p>	<p>24 Frank Lloyd Wright Box 381 Ann Arbor MI 48106</p>	<p>H: 517-545-5603 W: 734-232-2131 Fx: 734-232-2122</p>	<p>vwillis@umich.edu</p>
<p><b>Past President</b> Term expires 2017</p>	<p>Jessica A. Cusac RRT, MA</p>	<p>University of Michigan Hospital</p>	<p>H</p>	<p>496 Main St. Dundee MI 48131</p>	<p>H: 734-777-0926 W: 734-936-5231 Fx: C: 734-777-0926 P:</p>	<p>jbosanac@umich.edu</p>
<p><b>Secretary</b> Term expires 2020</p>	<p>Michelle D. England MS, RRT</p>	<p>Providence Park Hospital</p>		<p>9109 Ambergrove Dr. Howell MI 48843</p>	<p>H: 810-632-4733 W: Fx: C: 810-599-6906 P: 313-503-3620</p>	<p><a href="mailto:Michelle.england@stjohn.org">Michelle.england@stjohn.org</a> <a href="mailto:glengland@comcast.net">glengland@comcast.net</a></p>
<p><b>Treasurer</b> Term expires 2020</p>	<p>Connie J. Lane RRT, MA</p>	<p>University of Michigan Health System</p>	<p>H</p>	<p>11475 N Main St Whitmore Lake MI 48189</p>	<p>H: 734-449-0644 W: 734-647-6766 Fx: 734-936-5223 C: 734-645-5649 P: 936-6266 x33242</p>	<p>Lanecj@med.umich.edu</p>
<p><b>AARC Delegate</b> Term expires 2020?</p>	<p>Teena M. Culhane BHK, RRT</p>	<p>Beaumont Health Center</p>	<p>W</p>	<p>4949 Coolidge Hwy. Royal Oak, MI 48073</p>	<p>H: 519-978-9339 W: 248-655-5790 Fx: 248-655-5789</p>	<p><a href="mailto:Teena.culhane@beaumont.org">Teena.culhane@beaumont.org</a></p>
<p><b>AARC Delegate</b> Term expires 2018</p>	<p>Alicia Wafer, RRT</p>	<p>Henry Ford Health Systems</p>	<p>H</p>	<p>12939 Mercedes Redford MI 48239</p>	<p>H: 313-255-7554 W: Fx: C: 313-590-0607 P: 517-804-0637</p>	<p><a href="mailto:Awafer1@hfhs.org">Awafer1@hfhs.org</a></p>
<p><b>Executive Director</b></p>	<p>Holly Mauk</p>	<p>MSRC</p>	<p>W</p>	<p>124 W. Allegan, Ste. 1900 Lansing, MI 48933</p>	<p>W: 517.267-3909 Fx: 517-484-4442</p>	<p><a href="mailto:hmauk@mhsa.com">hmauk@mhsa.com</a></p>



<p><b>District I Representative</b> Term expires 2017</p>	<p>VACANT</p>					
<p><b>District I Representative</b> Term expires 2017</p>	<p>VACANT</p>					
<p><b>District II Representative</b> Term expires 2018</p>	<p>Karen Kain Ph.D. RRT-NPS</p>	<p>Munson Medical Center</p>	<p>H</p>	<p>1270 Hammer Rd. Kingsley, MI 49649</p>	<p>H: W: 231-935-6736 Fx: 231-935-6264</p>	<p>kkain1@mhc.net</p>
<p><b>District II Representative</b> Term expires 2018</p>	<p>VACANT</p>					
<p><b>District III Representative</b> Term expires 2017</p>	<p>Margaret Sue Waters RRT, CRT, AE-C, MAT</p>	<p>Ferris State University</p>	<p>H</p>	<p>Reed City, MI</p>	<p>H: W: Fx: C: 734-673-4743</p>	<p><a href="mailto:swaters22858@gmail.com">swaters22858@gmail.com</a></p>
<p><b>District III Representative</b> Term expires 2017</p>	<p>VACANT</p>					
<p><b>District IV Representative</b> Term expires 2018</p>	<p>VACANT</p>					

## MSRC 2017 House of Representatives

as of 11/29/2017

<b>District IV Representative</b> Term expires 2018	VACANT					
<b>District V Representative</b> Term expires 2017	Jason Brady BAS/RRT	Bronson Battle Creek	H	415 N Riverview Dr Parchment, MI 49004	H: 269-929-2226 W: 269-245-3918 Fx:	bradyja@bronsonhg.org
<b>District V Representative</b> Term expires 2017	Michael Hess, RRT	Department of Veterans Affairs	H	1820 Southern Ave. Kalamazoo, MI 49001	H: 269-348-2841	mhessrrt@gmail.com
<b>District VI Representative</b> Term expires 2018	Connie J. Lane RRT, MA	University of Michigan Health System	H	11475 N Main St Whitmore Lake MI 48189	H: 734-449-0644 W: 734-647-6766 Fx: 734-936-5223 C: 734-645-5649 P: 936-6266 x33242	Lanecj@med.umich.edu
<b>District VI Representative</b> Term expires 2018	George Mitri	University of Michigan	H	1512 Four Seasons Dr. Howell, MI 48843	H: 810-691-7455	<a href="mailto:MFA1224@yahoo.com">MFA1224@yahoo.com</a>
<b>District VII Representative</b> Term expires 2017	Erica Basile-Gimpel RRT	University of Michigan Hospital	H	12360 Pearl St. Southgate, MI 48195	H: 313-445-6247 W: Fx:	<a href="mailto:Ebasile9945@hotmail.com">Ebasile9945@hotmail.com</a>
<b>District VII Representative</b> Term expires 2017	Kelly Fiorino, RRT	University of Michigan Hospital & Health Centers	H	2451 Lancashire Dr. Apt. 2A Ann Arbor, MI 48105	H: 224-625-0116	<a href="mailto:Kellybianchi@gmail.com">Kellybianchi@gmail.com</a>

**MSRC 2017 House of Representatives**

as of 11/29/2017

<p><b>District VII Representative (ALT)</b> Term expires 2017</p>	Carissa White, RRT	University of Michigan Health System	H	9234 Lake Pine Dr. Whitmore Lake, MI 48189	C: 616-403-9348	<a href="mailto:clynnw@hotmail.com">clynnw@hotmail.com</a> <a href="mailto:clynnw@med.umich.edu">clynnw@med.umich.edu</a>
<p><b>District VII Representative (ALT)</b> Term expires 2017</p>	Paul Loik RRT	University of Michigan Hospital & Health Centers	H	4004 Trumble Jackson, MI 49201	H: 517-764-4203 W: 734-936-5240 Fx: 734-936-5223 C: 517-474-3347 P: 734-936-6266	ploik@umich.edu
<p><b>District VIII Representative</b> Term expires 2018</p>	David Panzlau RRT	Mott Community College	H	4006 Pine Ridge Ct. Fenton, MI 48430	H: W: 810-750-6563 Fx: C: P:	David.panzlau@mcc.edu
<p><b>District VIII Representative</b> Term expires 2018</p>	Kathy M. Gurin MA, RRT	Mott Community College	H	1737 B Street Lapeer, MI 48446	H: W: 810-232-6541 Fx: 810-762-5619 C: 810-441-3563 P:	<a href="mailto:kathryn.gurin@mcc.edu">kathryn.gurin@mcc.edu</a> <a href="mailto:sam2paws@sbcglobal.net">sam2paws@sbcglobal.net</a>
<p><b>District IX Representative</b> Term expires 2017</p>	Renee Sorovetz, RRT	Monaghan Medical Corporation	H	32784 Stefano Dr. Rockwood, MI 48173	H: 734-558-2367	rsorovetz@comcast.net
<p><b>District IX Representative</b> Term expires 2017</p>	Anthony Iannetta	University of Michigan	H	14676 Ronnie Ln. Livonia, MI 48154	H: 586-703-7538	<a href="mailto:aiannett@med.umich.edu">aiannett@med.umich.edu</a>
<p><b>District X Representative</b> Term expires 2018</p>	Laurie Niemer, MEd, RRT	St. John Hospital & Medical Center	H	39615 Clearview Harrison Township, MI 48045	H: 586-747-2006	<a href="mailto:laurie.niemer@gmail.com">laurie.niemer@gmail.com</a>

**MSRC 2017 House of Representatives**

as of 11/29/2017

<p><b>District X Representative</b> Term expires 2018</p>	Richard Niemer, RRT	Medtronic	H	39615 Clearview Harrison Twp., MI 48045	H: 248-361-3643 W: Fx:	<a href="mailto:rjnbiker@msn.com">rjnbiker@msn.com</a> Richard.niemer@covidien.com
<p><b>District X Representative</b> Term expires 2018</p>	Ghania Rahman	Baker College of Auburn Hills	H	2965 Quartz Dr. Troy, MI 48085	H: 248-736-5587 W: Fx:	<a href="mailto:ghaniarahman@gmail.com">ghaniarahman@gmail.com</a>
<p><b>District X Representative</b> Term expires 2018</p>	Stephanie Marcincavage, BS, RRT	Beaumont Health System	H	8429 Gerhardt Shelby Township, MI 48317	H: 586-707-5111 W: Fx:	<a href="mailto:srbuchal@gmail.com">srbuchal@gmail.com</a>
<p><b>Alternate District X Representative</b> Term expires 2018</p>	Rena Laliberte, RRT, CPFT, AE-C	Henry Ford Health Systems	H	34667 Wisteria Ln. Richmond, MI 48062	H: 586-243-9715	Rliberty@yahoo.com

<p><b>Adult Acute Care MS Chair</b> Term expires 2018</p>	Andy Weirauch, BSRT, RRT-ACCS	University of Michigan Hospitals & Health Centers	H	41443 Five Mile Rd. Plymouth, MI 48170	H: 614-326-9661	ajweirau@med.umich.edu
<p><b>Adult Acute Care MS Chair Elect</b> Term expires 2018</p>	Chris Culter, RRT	University of Michigan Hospitals & Health Centers	H	29058 Cambridge Flat Rock, MI 48134	C:734-652-3829	cculter@med.umich.edu
<p><b>Asthma MS Chair</b> Term expires 2018</p>	Delaney Provencher RRT	University of Michigan - Mott Children's Hospital	H	12333 Timbers Rd. Carleton, MI 48117	H: 734-625-0919 W: Fx:	delaney.provencher@yahoo.com

**MSRC 2017 House of Representatives**

as of 11/29/2017

<p><b>Asthma MS Chair Elect</b> Term expires 2018</p>	<p>Abigail Greaves, MPH, RRT-NPS</p>	<p>Lakeland Healthcare</p>	<p>H</p>	<p>9124 George Ave., Apt 38 Berrien Springs, MI 49103</p>	<p>H; 301-433-2653</p>	<p><a href="mailto:agreaves@lakelandhealth.org">agreaves@lakelandhealth.org</a></p>
<p><b>Diagnosis MS Chair</b> Term expires 2016</p>	<p>Anne Hamilton BS, RRT</p>	<p>Bay Regional Medical Center</p>	<p>H</p>	<p>4465 Longmeadow Blvd W Saginaw, MI 48603</p>	<p>H: 989-793-2578 W: 989-667-6632 Fx: 989-894-6114 C: 989-297-3785</p>	<p>Anne.hamilton@mclaren.org</p>
<p><b>Diagnosis MS Chair Elect</b> Term expires 2016</p>	<p>Jason Blonshine</p>	<p>TechEd Consultants</p>	<p>H</p>	<p>4248 Black Cherry Mason, MI 48854</p>	<p>H; 517-944-0849</p>	<p><a href="mailto:Jason.blonshine@techedconsultants.com">Jason.blonshine@techedconsultants.com</a></p>
<p><b>Educator MS Chair</b> Term expires 2018</p>	<p>Ann Flint, MS, RRT</p>	<p>Jackson Community College</p>	<p>H</p>	<p>3410 Pine Ridge Dr. Jackson, MI 49201</p>	<p>H: 616-446-3856 W: 517-796-8684</p>	<p><a href="mailto:flintannm@jccmi.edu">flintannm@jccmi.edu</a></p>
<p><b>Educator MS Chair Elect</b> Term expires 2018</p>	<p>Nicholas Prush, BAS, RRT</p>	<p>Monroe County Community College</p>	<p>H</p>	<p>70 Natures Way Carleton, MI 48117</p>	<p>H: 734-299-3184 W:</p>	<p><a href="mailto:nprush@monroeccc.edu">nprush@monroeccc.edu</a></p>
<p><b>Homecare MS Chair</b> Term expires 2018</p>	<p>Bill Hart RRT</p>	<p>Advent Home Medical Inc.</p>	<p>H</p>	<p>3285 Metamora Rd. Metamora, MI 48455</p>	<p>W: 877-944-9800</p>	<p>adventrrtbill@yahoo.com</p>
<p><b>Homecare MS Chair Elect</b> Term expires 2018</p>	<p>VACANT</p>					

**MSRC 2017 House of Representatives**

as of 11/29/2017

<p><b>Management MS Chair</b> Term expires 2018</p>	<p>Cathy-Jo Ponzi MSA, RRT</p>	<p>William Beaumont Hospital</p>	<p>H</p>	<p>35475 River Pines Ct. Farmington Hills, MI 48335</p>	<p>H: 248-474-6498 W: 313-593-7736 F: 313-539-8836</p>	<p>Cathy-jo.ponzi@beaumont.org</p>
<p><b>Management MS Chair Elect</b> Term expires 2018</p>	<p>Doug Rowden, RRT</p>	<p>Memorial Healthcare</p>	<p>H</p>	<p>1250 Jackson Dr. Owosso, MI 48867</p>	<p>H:989-729-4784</p>	<p><a href="mailto:drowden@memorialhealthcare.com">drowden@memorialhealthcare.com</a></p>
<p><b>Pediatric/ Neonatal MS Chair</b> Term expires 2018</p>	<p>Deborah Luttermoser RRT</p>	<p>William Beaumont Hospital</p>	<p>H</p>	<p>44138 Candlewood Canton, MI 48187</p>	<p>H: 734-667-5257 W: 248-898-2705</p>	<p>Deborah.Luttermoser@beaumont.edu</p>
<p><b>Pediatric/ Neonatal MS Chair Elect</b> Term expires 2018</p>	<p>Sarah Parker, MAOM, RRT, LRT</p>	<p>UMHS – C.S. Mott Children’s Hospital</p>	<p>H</p>	<p>470 Cranberry Lk Jackson, Mi 49201</p>	<p>H: 517-812-0079</p>	<p><a href="mailto:parkersyard@yahoo.com">parkersyard@yahoo.com</a></p>
<p><b>Pulmonary Rehab MS Chair</b> Term expires 2018</p>	<p>Jackie Evans, LRT</p>	<p>Mid-Michigan Medical Center - Midland</p>	<p>H</p>	<p>1342 N. Farley Rd. Essexville, MI 48733</p>	<p>W: 989-837-9122</p>	<p><a href="mailto:Jackie.evans@midmichigan.org">Jackie.evans@midmichigan.org</a></p>
<p><b>Pulmonary Rehab MS Chair Elect</b> Term expires 2018</p>	<p>Dana Adams, RRT, AE-C</p>	<p>Spectrum Health</p>	<p>H</p>	<p>10653 Belding Belding, MI 48809</p>	<p>H: 616-540-8585</p>	<p><a href="mailto:Dana.adams@spectrumhealth.org">Dana.adams@spectrumhealth.org</a></p>
<p><b>Sleep Medicine MS Chair</b> Term expires 2016</p>	<p>VACANT</p>					

<b>Sleep Medicine MS Chair Elect</b> Term expires 2016	VACANT					
<b>SubAcute/Long Term MS Chair</b> Term expires 2018	Christy Dagley, LRT, RRT	Select Medical	H	26282 Wiegel Rd. New Boston, MI 48164	H: 734-787-4681	<a href="mailto:cdagleyrrt@gmail.com">cdagleyrrt@gmail.com</a>
<b>SubAcute/Long Term MS Chair Elect</b> Term expires 2016	VACANT					

<b>Audit Chair</b>	Emily L. Zyla MS, RRT	Ferris State University	H	13411 Pine Island Dr. Sparta MI 49345	H: 616-696-9101 W: 231-591-2275 Fx: C: 616-560-4571 P:	zylae@ferris.edu
<b>Awards &amp; Scholarships Chair</b>	Anne Hamilton BS, RRT	Bay Regional Medical Center	H	4465 Longmeadow Blvd W Saginaw, MI 48603	H: 989-793-2578 W: 989-667-6632 Fx: 989-894-6114	Anne.hamilton@mclaren.org
<b>Budget Chair</b>	Valerie Willis Stevenson RRT, BAS	University of Michigan Health System Department of Emergency Medicine	W	24 Frank Lloyd Wright Box 381 Ann Arbor MI 48106	H: 517-545-5603 W: 734-232-2131 Fx: 734-232-2122	vwillis@umich.edu
<b>Bylaws/House Rules</b>	Mike Grogitsky, BS, RRT, LRT	Advent Home Medical	H	2356 Sower Blvd. Okemos, MI 48864	W: 877-944-9800 C: 517-648-8864 F: 248-409-0403	mgrogitsky@adventhomemedical.com

**MSRC 2017 House of Representatives**

as of 11/29/2017

<b>Historian/Judicial</b>	Rick Zahodnic PhD RRT-NPS RPFT AE-C	Macomb Community College	H	47190 Tilch Rd. Macomb, MI 48044	H: 586-703-7730 W: 586-286-2033 Fx: 586-566-1343	zahodnicr@macomb.edu
<b>Industrial Relations Co-Chair</b>	Linda K. Zimcosky, RRT	Hill-Rom	H	1744 Picadilly Dr. Troy, MI 48084	H: 248-816-8206 C: 248-687-0204 P:	Lkays17@aol.com
<b>Industrial Relations Co-Chair</b>	Laurie Niemer, MEd, RRT	St. John Hospital & Medical Center	H	39615 Clearview Harrison Township, MI 48045	H: 586-747-2006	<a href="mailto:laurie.niemer@gmail.com">laurie.niemer@gmail.com</a>
<b>Legislative Co-Chair</b>	Teena M. Culhane BHK, RRT	Beaumont Health Center	W	4949 Coolidge Hwy Royal Oak, MI 48073	H: 519-978-9339 W: 248-655-5790 Fx: 248-655-5789	Teena.culhane@beaumont.edu
<b>Legislative Co-Chair</b>	Jeremy Bainbridge, RRT	Spectrum Health	H	6220 Patagonia Dr SE Grand Rapids, MI 49546	H: W: 231-218-3465 Fx:	jeremy.bainbridge@spectrum-health.org
<b>Membership Chair</b>	Chris Culter, RRT	University of Michigan Hospitals & Health Centers	H	29058 Cambridge Flat Rock, MI 48134	C:734-652-3829	cculter@med.umich.edu
<b>Nominations/ Elections</b>	Michelle D. England MS, RRT	Providence Park Hospital	H	9109 Ambergrove Dr. Howell MI 48843	H: 810-632-4733 W: Fx: C: 810-599-6906 P: 313-503-3620	Michelle.england@stjohn.org glengland@comcast.net



**MSRC 2017 House of Representatives**

as of 11/29/2017

<b>Parliamentarian</b>	Kathy M. Gurin MA, RRT	Mott Community College	H	2893 Metamora Rd. Metamora MI 48455	H: 810-441-3563 W: 810-232-6541 Fx: 810-762-5619 C: 810-441-3563 P: 810-548-1009	kathryn.gurin@mcc.edu sam2paws@sbcglobal.net
<b>Professional Development Co-Chair</b>	Helen Grim, BS, RRT	Jackson Community College	H	4417 Cricket Ridge #103 Holt, MI 48842	H: 517-796-8640 W: 517-964-0385 Fx: 517-768-7004	helen.grim@prodigy.net
<b>Professional Development Co-Chair</b>	Jessica A. Cusac RRT, MA	University of Michigan Hospital	H	496 Main St. Dundee MI 48131	H: 734-777-0926 W: 734-936-5231 Fx: C: 734-777-0926 P:	jbosanac@umich.edu
<b>Professional Practices Chair</b>	Wendy Wagner, RRT	Northern Michigan Regional Hospital	W	416 Connable Ave. Petoskey, MI 49770	H: W: 231-487-5530 Fx: 231-487-4514 C: 734-358-7022 P:	Wwagner0106@gmail.com
<b>Program Co-Chair (Spring Conference)</b>	Alicia Wafer RRT	Henry Ford Health System	H	12939 Mercedes Redford MI 48239	H: 313-255-7554 W: 517-545-5379 or 734-712-6858 Fx: 734-712-6856 C: 313-590-0607 P: 517-804-0637	<a href="mailto:Awafer1@hfhs.org">Awafer1@hfhs.org</a> wafer7@aol.com
<b>Program Co-Chair (Spring Conference)</b>	Michelle D. England BS, RRT	Providence Park Hospital	H	9109 Ambergrove Dr. Howell MI 48843	H: 810-632-4733 W: 313-996-7348 Fx: 313-593-8836 C: 810-599-6906 P: 313-503-3620	<a href="mailto:Michelle.England@stjohn.org">Michelle.England@stjohn.org</a> glengland@comcast.net
<b>Public Relations Chair</b>	VACANT					

## MSRC 2017 House of Representatives

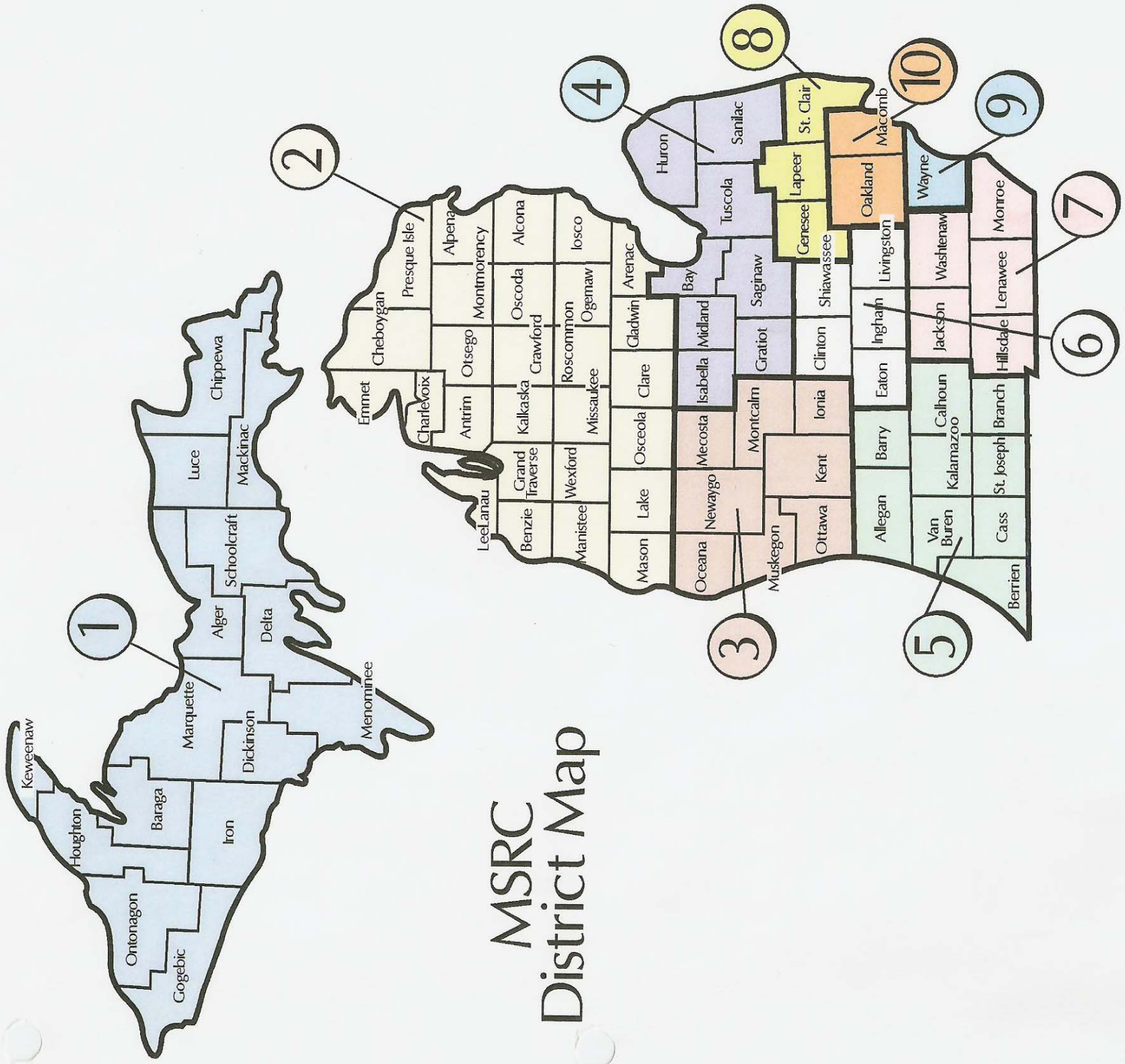
as of 11/29/2017

<b>Publications Chair</b>	Connie J. Lane RRT, MA	University of Michigan Health System	H	11475 N Main St Whitmore Lake MI 48189	H: 734-449-0644 W: 734-647-6766 Fx: 734-936-5223 C: P: 936-6266 x 33242	Lanecj@med.umich.edu
<b>Research Support Group</b>	Valerie Willis Stevenson RRT, BAS	University of Michigan Health System Department of Emergency Medicine	W	24 Frank Lloyd Wright Box 381 Ann Arbor MI 48106	H: 517-545-5603 W: 734-232-2131 Fx: 734-232-2122	vwillis@umich.edu
<b>Scholarship</b>	Margaret Sue Waters RRT, CRT, AE-C, MAT	Ferris State University	H	Reed City, MI	H: W: Fx: C: 734-673-4743	<a href="mailto:swaters22858@gmail.com">swaters22858@gmail.com</a>
<b>Ad Hoc Committee on Evidence Based Material</b>	Steven K Hamick BIS, RCP, RRT	William Beaumont Hospitals	H	158 South Ave. Mount Clemens MI 48043	H: 586-354-7797 W: 248-898-6027 Fx: C: P: 248-995-7260	<a href="mailto:stevenkh1@yahoo.com">stevenkh1@yahoo.com</a> <a href="mailto:Steven.hamick@beaumont.org">Steven.hamick@beaumont.org</a>
<b>Ad Hoc Committee to Explore a Bachelor's Degree Program for the Profession</b>	Ann Flint, MS, RRT	Jackson Community College	H	3410 Pine Ridge Dr. Jackson, MI 49201	H: 616-446-3856 W: 517-796-8684	flintannm@jccmi.edu
<b>Ad Hoc Committee to Explore a Private-Public Partnership for Licensure</b>	Steven K Hamick BIS, RCP, RRT	William Beaumont Hospitals	H	158 South Ave. Mount Clemens MI 48043	H: 586-260-5694 W: 248-898-6027 Fx: C: P: 248-995-7260	<a href="mailto:stevenkh1@yahoo.com">stevenkh1@yahoo.com</a> <a href="mailto:steven.hamick@beaumont.org">steven.hamick@beaumont.org</a>
<b>Medical Advisor</b>	Michael Dunn, MD					

**MSRC 2017 House of Representatives**

as of 11/29/2017

<b>Medical Advisor</b>	Anthony Courey, MD					
<b>Medical Advisor</b>	Shazhad Manawar, MD					



# MSRC District Map



## **Michigan Society for Respiratory Care**

124 West Allegan  
Suite 1900  
Lansing, MI 48933  
tel: 517-267-3909  
fax: 517-484-4442

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**As Adopted April 1, 2005  
Updated February 5, 2016**

### **Our Vision/Mission**

The Michigan Society for Respiratory Care (MSRC) continues to be the leading State professional association for respiratory care. We represent and promote professional excellence, advance the science and practice of respiratory care and serve as an advocate and resource for our patients, their families, the public, the profession and the respiratory care practitioner.

### **Our Values**

#### **Our Partners**

We are committed to health, healing and disease prevention through education, information sharing and partnerships with other professional associations and patient advocacy groups.

#### **Our Practice**

We are committed to advancing the science and practice of respiratory care through the continued learning and promotion of innovative and evidence-based clinical applications.

#### **Our Profession**

We are committed to providing effective leadership by encouraging professional excellence and advancement in a proactive forum.

BYLAWS OF THE MICHIGAN SOCIETY FOR RESPIRATORY CARE (MSRC) A CHARTERED AFFILIATE  
OF THE AMERICAN ASSOCIATION FOR RESPIRATORY CARE

AS ADOPTED DECEMBER 1972  
AND AMENDED JUNE 15, 1980  
AND AMENDED JUNE 28, 1985  
AND AMENDED NOVEMBER 16, 1990  
AND AMENDED DECEMBER 5, 1991  
AND AMENDED FEBRUARY 5, 1993  
AND AMENDED JULY 23, 1996  
AND AMENDED DECEMBER 3, 2004  
AND AMENDED JUNE 1, 2012

ARTICLE I -NAME

This organization shall be known as the Michigan Society for Respiratory Care. It is incorporated under Public Act No. 327 of 1931 of the State of Michigan. It is a Chartered Affiliate of the American Association for Respiratory Care, hereinafter referred to as the AARC, which is incorporated under the General Not for Profit Corporation Act of the State of Illinois.

ARTICLE II -OBJECT

Section A -Purpose

- 1 To encourage and develop educational programs on a regional basis for those persons interested in the field of Respiratory Care.
- 2 To advance the science, technology, ethics and art of Respiratory Care, through meetings, lectures and the preparation and distribution of Society publications and other materials.
- 3 To facilitate cooperation between respiratory care personnel and the medical profession, hospitals, service companies, industry and other agencies within the State interested in respiratory care; except that this Society shall not commit any act which shall constitute unauthorized practice of medicine under the laws of the State of Michigan, the state in which the parent Society is incorporated, or any other state.
- 4 To ensure strict adherence to the principles of the Code of Ethics of the AARC.
- 5 To promote education of the general public on pulmonary health promotion and disease prevention.

Section B -Intent

- 1 No part of the net earnings of this Society shall inure to the benefit of any private member or individual, nor shall the Society perform particular services for individual members thereof, other than those usually and customarily performed by similar organizations.
- 2 Contributions of any kind, except as otherwise defined in this document, may be made only to such charitable or other organizations which operate from tax exempt contributions under the appropriate sections of the Internal Revenue Code. Such contributions must be authorized by a majority vote at any meeting of the House of Representatives.

## ARTICLE III -MEMBERSHIP

The MSRC has the authority to assess annual dues.

### Section A -Classification

The membership of this Association shall include the following classes: Active Member, Associate Member, Student Member, Life Member, and Honorary Member. The area included within the boundaries of this Society shall be the boundaries of the State of Michigan.

### Section B -Active Member

An individual is eligible to be an Active Member of the MSRC if the member meets the following criteria

1. Is currently an Active or Life Member of the AARC.
2. Resides or works in the state of Michigan or has designated Michigan as their affiliate of choice to the AARC,
3. 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

Active members in good standing shall be entitled to all the rights and privileges of membership of the Society including: the rights to hold office, be a committee chair, and vote.

### Section C -Associate Member

An individual will be classified as an Associate Member of the MSRC if the member wishes to be a member of the MSRC but does not qualify for Active Membership. Associate Members shall have all the rights and privileges of the Society except they shall not be entitled to hold office, vote, or serve as a chair of any standing committee of the Society.

This Membership classification would include, but is not limited to,

- 1 an individual who has the qualifications for Active Membership in the AARC but is not currently a member;
- 2 an individual who qualifies, but not necessarily is, an Associate Member of the AARC.

### Section D -Student Member

An individual will be classified as a Student Member of the MSRC if the member is enrolled in a CoARC (Commission on Accreditation for Respiratory Care) accredited educational program in respiratory care or in a an educational program in respiratory care in the process of seeking CoARC (Committee on Accreditation of Respiratory Care) accreditation. Student Members shall have all the rights and privileges of the Society except they shall not be entitled to hold office, vote, or serve as a chair of any standing committee of the Society.

#### Section E -Life Member

1. Life Members shall be members who have rendered outstanding service to the MSRC or the AARC. Life membership may be conferred by a majority affirmative vote of the House of Representatives.
2. Life members of the AARC will automatically have life membership conferred upon them as long as they meet the following criteria:
  - a. Reside or work in the state of Michigan or have designated Michigan as their affiliate of choice to the AARC,
  - b. AND meet one of the following criteria:
    - 1) Currently licensed by the State of Michigan as a respiratory therapist, OR
    - 2) Hold a credential issued by the National Board for Respiratory Care, Inc. or its successors
3. Life Members who are also Active Members of the AARC or those members that are Life Members because they are AARC Life Members shall have all the rights and privileges of membership of the Society, including the right to hold office, serve as committee chair, and vote. Life Members shall be exempt from the payment of any dues.

#### Section F -Honorary Member

Honorary Members shall be individuals who have rendered distinguished service to the field of Respiratory Care. Honorary membership may be conferred by a majority affirmative vote of the House of Representatives. Honorary members shall have all the rights and privileges of membership of the Society, except that they shall not be entitled to hold office, serve as committee chair, and vote. Honorary Members shall be exempt from the payment of dues for a period as determined by the House of Representatives.

#### Section G -Application for Membership

1. An applicant for membership shall submit a completed official application to the MSRC office. The MSRC office staff will follow the Membership Application Process as outlined in the MSRC policy and procedure manual.
2. Annual Registration, Dues, and Assessments
  - a. Each member who attains Society membership may renew membership in the Society by demonstrating continuing eligibility for such.
  - b. Annual dues, or special assessments for the members of the Society, as well as policies and procedures regarding payment of such, are established by the MSRC House of Representatives.
  - c. A requirement for maintaining good standing in each membership category is to be current with any dues and assessments required by the MSRC membership policy.



## Section H Membership Renewal

Membership Renewal will follow the policies as outlined in the MSRC Policy and Procedure Manual.

## Section I -Membership Specialty Sections

Specialty Sections representing particular areas of interest within respiratory care shall be made available to all MSRC members. Specialty sections may be added or deleted by a majority vote of the House of Representatives.

## Section J -Dues and Assessments

The amount for dues and dues cycle for each category of membership shall be recommended by the MSRC membership committee and follow the policies as outlined in the MSRC Policy and Procedure Manual. Changes in these policies require approval by the House of Representatives

## Section K -Suspension or Expulsion from Membership

If the conduct of any Active member shall appear, by the report of the Society's or AARC's Judicial Committee, to be in willful violation of the Bylaws, or standing rules of this Society or that of the AARC, or prejudicial to this Society's interest as defined in the AARC's Code of Ethics, the individual's name will be submitted to the AARC Judicial Committee for further action. If the conduct of any Associate, Student, Life or Honorary member shall appear, by the report of the Society's or AARC's Judicial Committee, to be in willful violation of the Bylaws, or standing rules of this Society or that of the AARC, or prejudicial to this Society's interest as defined in the AARC's Code of Ethics, the House of Representatives may, by two-thirds (2/3) vote of its entire membership, suspend or expel such a member. A motion to reconsider the suspension or expulsion of a member may be made at the next regular meeting of the House of Representatives. All such suspension or expulsion actions shall be reported immediately to the AARC Judicial Committee.

## ARTICLE IV -OFFICERS

### Section A -Officers

The officers shall be President, President-Elect, Immediate Past President, Treasurer, Secretary, and AARC Delegates. The officers of this Society shall be members at large of the House of Representatives with full voting privileges.

### Section B -Nominations and Election of Officers

1. The tabulation of all ballots and election of all officers and Medical Advisors shall be done as outlined in the MSRC Policy and procedure manual

### Section C -Term of Office

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.

## Section D -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.

## Section E -Duties of Officers

- 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; The term of office shall be as outlined in the MSRC Policy and Procedure Manual.
- 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 as outlined in the MSRC Policy and Procedure Manual after which President-Elect will assume the responsibilities and duties of the President as described in Article IV, Section E, Subsection 1 of these MSRC Bylaws.
- 3 Immediate Past President -The Immediate Past President shall serve a term as outlined in the MSRC Policy and Procedure Manual 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 as outlined in the MSRC Policy and Procedure Manual.
- 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 as outlined in the MSRC Policy and Procedure Manual.
- 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.

## Section F -Vacancies in Office

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. Details on filling officer position vacancies can be found in the MSRC Policy and Procedure Manual.

## ARTICLE V -HOUSE OF REPRESENTATIVES

### Section A -Composition and Power

1. The government of this Society shall be vested in the House of Representatives. The president shall serve as Speaker of the House of Representatives. The House Rules shall govern the organization and operation of the House of Representatives, provided they are not in conflict with these Bylaws or with the Bylaws of the AARC.
2. The Number of House of Representative districts and boundaries of each House of Representative district shall be determined by the House of Representatives.
  - a. 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.

### Section B -Nomination and Election of Representatives

1. The tabulation of all ballots and election of all Representatives shall be done as outlined in the MSRC Policy and Procedure manual

### Section C –Representation ratio and Term of Office

1. The requirements for the ratio of representatives per member in each district, numbers of alternates, and term of office is outlined in the MSRC policy and procedure manual.

### Section D -Duties

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.

#### Section E -Membership Section Representation

- 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 elected by the Active MSRC Members of the individual sections and 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.

#### Section F -Medical Advisors

- 1 There shall be at least two (2) Medical Advisors elected each election year for a term of one year, the exact number to be determined annually by the House of Representatives.
- 2 The Medical Advisors shall have only such powers as are granted to them in these Bylaws.
- 3 A Medical Advisor should attend the meetings of the House of Representatives as a non-voting member.

#### Section G - Vacancies in the House of Delegates.

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. Vacancies may occur due to resignation, assumed resignation, impeachment, or other reasons. Details on filling a vacancy in the House of Representatives can be found in the MSRC Policy and Procedure Manual.

### ARTICLE VI -MEETINGS

#### Section A -Regular Meetings

1. The House of Representatives shall meet on a regular schedule as approved by the House of Representatives. Details on the meeting schedule can be found in the MSRC Policy and Procedure Manual

#### Section B -Special Meetings

1. Additional meetings of the House of Representatives may be called by the President or at the request of a majority of the total membership of that body.

#### Section C -Annual Business Meetings

- 1 Not less than sixty (60) days prior to the Annual Business Meeting, written notice of the time and place of Meeting shall be sent to all members of the Society.
- 2 The purpose of this meeting is to report to the general membership the activities of the MSRC government.

#### Section D -Quorums

1. Quorum at a regularly called meeting is 12 voting members of whom 3 are officers as listed in Article IV, Section A of these bylaws. Any Specially Called Meetings requires 50% of those eligible (by the Bylaws) to vote be present.

## ARTICLE VII -COMMITTEES

### Section A –Permanent Standing Committees

The following are Permanent Standing Committees and shall not be changed without a change in Bylaws

- a. Audit Committee
- b. Bylaws and House Rules Committee
- c. Professional Development Committee
- d. Industrial Relations Committee
- e. Judicial Committee
- f. Legislative Committee
- g. Membership Committee
- h. Nominations and Elections Committee
- i. Program Committee

The Chair of each of these Standing Committees shall be appointed by the President, with House approval by simple majority vote, to serve a term one (1) year. All Chairs must be Active members of the Society. They need not be members of the House of Representatives. Duties and composition of each of the Permanent Standing committees are as follows:

#### 1. Audit Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to ensure, by at least quarterly review of the accounts, that the Treasurer does not exceed the budget in any account, without approval of the House of Representatives.

#### 2. Bylaws and House Rules Committee

- a. The Committee shall be composed of the Clerk 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 these Bylaws and House Rules.

#### 3. Professional Development Committee

- a. The Committee shall be composed of at least three individuals whose duty it shall be to design and plan the educational activities of the Society. In addition the Committee shall administer funds designated for education and research, and for procuring and maintaining educational materials for the MSRC.

#### 4. Industrial Relations Committee

- a. The Committee shall be composed of at least three members, with the Program Committee Chairperson acting as an ex-officio member. The duty of the committee shall be to solicit exhibit hall booth sales, sponsorships and outside support funding for the Annual MSRC Convention and other programs and activities in conjunction with the President and respective chairpersons of committees and membership sections. The Committee will also coordinate exhibit hall set-up and operation, ensuring compliance with appropriate regulations.

## 5. Judicial Committee

- a. 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 complaints regarding all other MSRC members are to be handled by the MSRC Judicial Committee.
- b. If the Committee determines that the complaint justifies an investigation, a written copy of the charges shall be prepared with benefit of legal counsel if deemed advisable. A statement of charges shall then be served upon the member and an opportunity given that member to be heard before the Committee.
- c. 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 entire 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.

## 6. Legislative Committee

- a. 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 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.

## 7. Membership Committee

- a. The Committee shall be composed of at least three members whose duty it shall be to monitor a roster of members, bill and collect dues and forward monies to the Treasurer. They shall issue certificates of membership annually.

## 8. Nominations and Elections Committee

- a. 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 will send ballots to all eligible members of the MSRC and/or AARC as described in Article IV, Section B and Article V, Section B of these Bylaws. The Committee will further tabulate ballots and announce Election Results as noted in Article IV, Section B and Article V, Section B of these Bylaws.

## 9. Program Committee

- a. The Committee shall be composed of at least five members whose duty it shall be to plan, implement and coordinate the Annual Society Educational Program.

The House of Representatives may create, combine, or disband non-permanent standing committees as necessary to manage the society's business. Approval to create, combine 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. The list

Duties and composition of non-permanent standing committees can be found in the policy and procedure manual.

10. Other special committees may be created and/or chairs appointed by the President with House of Representatives approval. Duties of these committees will be as designated by the President. Other Permanent standing committees may be created by revision of these Bylaws.
11. All committee members must be MSRC members (Active, Associate, Affiliate or Student).

#### Section B -Membership Sections

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 those MSRC members who have designated themselves members of the respective Membership Sections. The Chair of these sections shall be Active Members of the MSRC and members-at-large of the House of Representatives with full privileges.

Chairs of these Membership sections shall submit a written report to the President and Secretary prior to each meeting of the House of Representatives. Each membership section requiring operating expenses shall submit a budget for the fiscal year to the Budget and Audit Committee.

### ARTICLE VIII -PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the bylaws of the AARC and any special rules of order the Society may adopt.

### ARTICLE IX –Type of Policies

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.
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.

## ARTICLE X -AMENDMENT OF BYLAWS

These Bylaws 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. All amendments to these Bylaws shall be submitted to the AARC for adjudication as provided in its Bylaws. The Bylaws or amendments thereof, do not become effective until ratified by the Board of Directors of the AARC.



Tab 4

P&P

Tab 5

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# Tab 6

# Schedule



*Breathing life into your career*

## **Michigan Society for Respiratory Care**

1000 W. St Joseph Hwy., Suite 200

Lansing, MI 48915

Tel: 517-853-0889

Fax: 517-485-9408

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### **POSITION STATEMENT ON RESPIRATORY CARE SERVICES AS SKILLED THERAPY SERVICES**

**As approved on December 10, 2004**

The Michigan Society for Respiratory Care (MSRC), a chartered affiliate of the American Association for Respiratory Care, is committed to ensuring that the quality of respiratory care provided in the State of Michigan will conform to the highest standards of clinical practice, and that the art and practice of respiratory care will comply with both the language and intent of the statute enabling licensure of respiratory therapists. It is the position of the MSRC that:

1. Respiratory Therapists, and other individuals performing procedures within the respiratory care scope of practice, shall perform only those acts, tasks, or functions which they have been demonstrated to be individually competent to perform, which are within the scope of accepted and responsible practice, and which are authorized and permitted by statute.
2. The elements cited in the respiratory care licensure scope of practice constitute skilled respiratory care services because those activities and processes require the skills of a respiratory therapist to meet the patient's needs, promote recovery, and ensure medical safety. Respiratory care services are of such a level of complexity and sophistication, and the medical condition of respiratory care patients is such that the respiratory care services required can be safely and effectively performed only by a qualified licensed respiratory therapist, or under his or her supervision.
3. A licensed respiratory therapist may delegate to a licensed or unlicensed individual who is otherwise qualified by education, training, or experience the performance of selected acts, tasks, or functions where the acts, tasks, or functions fall within the respiratory care scope of practice and will be performed under the licensed respiratory therapist's supervision.
4. A licensed respiratory therapist shall not delegate an act, task, or function if the act, task, or function, under standards of acceptable and prevailing practice, requires the level of education, skill, and judgment required of a licensed respiratory therapist.

## **District Representatives & Membership Section Chairs** **"TIPS for SUCCESS"**

- Start recruiting for offices early (January/February).
- Meet regularly with your nominations committee! Check the House Roster for member's name
- Provide/recruit at least 2 or 3 individuals for your particular position.
- Remember the number of members in a district determines the number of representatives on the House of Representatives
- Use all your resources:
  - The website ([www.michiganRC.org](http://www.michiganRC.org))
  - Current and past House of Representative members
  - If you think it's news, maybe others would like to hear it...send the info to the Newsletter Editor or the Website Editor for posting.
- Remember the value of a personal phone call
- Contact the MSRC Office to receive member labels, email address, or to update the membership database. Forward a copy of any meeting minutes to the MSRC Office to keep on file.
- Be creative!!
- Have fun and celebrate successes!
- **Keep the Society Administrator informed about all things your section or district is doing!**

## Strategic Objectives and Strategies for Implementation

**Objective 1.** Refine and expand the scope of practice for respiratory therapists in all care settings.

**Description.** Promote advanced practice and practice expansion for respiratory therapists. Assure that the science that demonstrates the value and role of the respiratory therapist is provided to those stakeholders whose decisions and actions need to be guided by that information.

### Strategies.

1. Collect and disseminate information that documents the costs in dollars, length of stay, and lives of respiratory care being provided by persons other than respiratory therapists.
2. Assist respiratory therapists to eliminate the provision of inappropriate respiratory care.
3. Focus the attention of respiratory therapists on providing respiratory care at the lowest cost.
4. Increase the access of underserved populations to the services of respiratory therapists.
5. Promote positive models of excellence in respiratory care.
6. Develop model position descriptions for respiratory therapists in various roles which emphasize quality, access, and cost control.
7. Encourage protocol-based care and the use of respiratory care plans.
8. Develop model, evidence-based protocols and respiratory care plans for clinical practice.
9. Promote the development of specialty tracks and/or specialty programs for respiratory therapists (e.g. polysomnography).

**Objective 2.** Advance the knowledge base and educational preparation of respiratory therapists to ensure competent patient care and to foster patient safety initiatives.

**Description.** The AARC will promote the continuing development of the respiratory care workforce by promoting formal educational programs and continuing education in order to ensure competent, safe and effective patient care, and provide for the transfer of new knowledge to clinical practice.

### Strategies.

1. Support existing educational programs in colleges and universities.
2. Promote the continuing development of baccalaureate and graduate degree education in respiratory care.
3. Encourage respiratory therapists to pursue advanced and continuing education.
4. Encourage all respiratory therapists to seek and obtain the registered respiratory therapist (RRT) credential.

5. Support the development of new specialty credentials, as appropriate, and encourage current practitioners to seek and obtain credentials for advanced and specialty practice.
6. Assist educational programs in recruitment of quality students by developing materials which will present the profession positively and promote the profession.

**Objective 3.** Support research and scientific inquiry to strengthen the scientific foundation and promote best practice for patient care.

**Description.** Demonstrate the value of the respiratory therapist in providing respiratory care by supporting, conducting, and publishing research information. Research should compare the value of the respiratory therapist to others who may provide respiratory care services. Information generated should consider the needs of employers, legislators, regulators, other health professionals, and patients. Research efforts will, when appropriate and possible, be conducted in collaboration with other health care stakeholders.

**Strategies.**

1. Financially support research which seeks to advance the science and practice of respiratory care provided across all care sites.
2. Publish scientific information which advances the science and practice of respiratory care.
3. Work collaboratively with other health professions to conduct research to demonstrate the value of allied health professionals.
4. Demonstrate the effectiveness of the respiratory therapist in health promotion and disease prevention.

**Objective 4.** Establish professional standards and outcomes that are supported by scientific evidence.

**Description.** The AARC will continue to develop and disseminate position statements, white papers, consensus conference reports, evidence-based clinical practice guidelines and other professional standards that promote safe and effective care and provide guidance on all aspects of respiratory care.

**Strategies.**

1. Continue to develop and revise evidence-based Clinical Practice Guidelines to reflect the science of respiratory care and the role of the respiratory therapist.
2. Conduct scientific conferences to advance the science and practice of respiratory care.
3. Develop and publish white papers and position statements related to respiratory care practice, education and management.

**Objective 5.** Advocate for federal and state health care policies that enhance patient care, patients' access to care and professional practice.

**Description.** Advocate at the federal and state level for health care policy that promotes access to appropriate, safe and effective respiratory care for patients and the public. Develop and

implement promotion/marketing of the respiratory therapist targeted to legislators, policy makers and payers. Messages will emphasize the value of the respiratory therapist in controlling the utilization of services, creating cost savings, improving outcomes and patient safety and increasing access to respiratory care as provided by a respiratory therapist.

**Strategies.**

1. Legislators: Provide information to assist them to advocate for their constituents with a focus on safety and cost advantages of respiratory care provided by respiratory therapists.
2. Regulators: Emphasize support of legislatures, focus on cost savings, quality of care and improved patient safety from utilizing respiratory therapists.
3. Payers: Emphasize cost effectiveness due to improved outcomes and lower cost than other providers.
4. Decision Makers: Emphasize provision of high quality care by respiratory therapists while controlling costs of that care. Focus on the value of respiratory care and the respiratory therapist as the best practitioner to provide that care, control inappropriate utilization of respiratory care and ensure patient safety.

**Objective 6.** Partner with governmental agencies, community organizations, third party payers, professional societies and the public to promote healthy behaviors and prevent cardiopulmonary disease.

**Description.** Promote partnerships with interested stakeholders to improve lung health, prevent cardiopulmonary disease, and identify and maximize the care of patients with chronic disease.

**Strategies.**

1. Participate in consumer, professional and governmental coalitions to promote lung health.
2. Support efforts to encourage smoking cessation and tobacco control.
3. Partner in public education efforts to advise the public on lung health and cardiorespiratory disease.
4. Participate in efforts to educate patients, their families and the public on the importance of disease management for chronic respiratory disease (e.g. Asthma and COPD).

**Objective 7.** Broaden consumer and health care providers' knowledge and understanding of the value of respiratory therapists in providing safe, competent and cost effective care.

**Description.** Develop and implement promotion/marketing of the respiratory therapist targeted to health care providers, patients and the public. Educate respiratory therapists on the importance of health promotion, effective smoking cessation and tobacco control programs, pulmonary health screenings, patient education and disease management.

**Strategies.**

1. Consumers: Provide information on higher mortality and increased costs when respiratory care is not provided and when it is provided by someone other than a respiratory therapist. Focus on quality, safety, and cost issues.



2. Other Health Professionals: Provide information and assistance to assure that respiratory care is provided by appropriate personnel when such care falls outside of the domain covered by the training and demonstrated competence of those individuals.
3. Current Respiratory Therapists: Provide information to assist them in developing and maintaining their skill as asthma educators, disease management specialists and experts in smoking cessation and chronic disease management.

**Objective 8.** Assure the Association has the resources to meet the needs of its members.

**Description.** Assure that the AARC has the financial, volunteer, and staff resources needed to accomplish the implementation of the strategic plan of the Association. It is necessary to have sufficient income to support the ongoing and new initiatives of the Association if we are to accomplish the goals of the AARC. In addition to financial resources, it is essential that there be active participation of sufficient numbers of effective leaders and an effective and efficient Executive Office to support the efforts to be a leader in health care.

**Strategies.**

1. Increase the membership of the Association
2. Increase the diversity of the members of the Association by providing information to encourage persons who are members of underrepresented groups to enter the respiratory care profession and actively participate in the AARC.
3. Develop and increase the revenue sources needed to support the activities of the Association
4. Participate collaboratively with strategic partners for mutual benefit
5. Provide mechanisms to assure a continuous supply of interested, qualified leaders
6. Increase the involvement of members in the activities of the Association
7. Reduce costs of delivering services to members by using the technology which is available
8. Improve the responsiveness of the leadership to the rapidly changing environment today and in the future
9. Provide information to non-member respiratory therapists which will reveal why being an AARC member will benefit them in terms of developing and maintaining their skills and convinces them that not supporting the AARC will be a detriment to their career.
10. Provide information to instructors and managers to encourage active participation of students in the AARC and its chartered affiliates and assure they are fully informed of the science of respiratory care.
11. Align incentives with state affiliates.

# MSRC OPEN FORUM

## POSTER PREPARATION INSTRUCTIONS

**REMINDER:** The recommended layout for posters and storyboards is indicated below. Assistance is available from the MSRC Research Committee to help you in preparing your study and your presentation. Please feel free to contact committee chairperson

### Presentation Format

- Poster – one piece of display board or heavy weight paper *only*
- CQI Storyboard

### Content/Layout

- Storyboard/Poster (the following sections are required)
  - ✓ Title –Author – Institution Banner (72 – 144 point type (1-2 inches high))
  - ✓ Abstract (Area #1)
  - ✓ Introduction (Area #2)
  - ✓ Methods and Materials (Area #3)
  - ✓ Results (Area #4)
  - ✓ Tables, Figures or Graphs (Areas #5 and #6)
  - ✓ Conclusions (Area #7)

The above sections may be printed directly on poster paper from disk, or may be printed on separate sheets of paper affixed to a poster board. **Reminder:** the poster will be hung on a drapery backdrop with poster hangers. Upper corner and center grommets may be helpful to prevent tearing or bending of thin display board stock.

All text and illustrations, except the Title-Author-Institution Banner, will be viewed from a distance of 3 feet and should be in 16-18 point upper and lower case bold type (approximately ¼ inch high). See samples below:

### Sample – 16 pt. Type

### Sample – 18 pt. Type

### Suggestions:

- ✓ Charts, drawings and illustrations can be similar to slides
- ✓ Avoid unnecessary detail.
- ✓ Simple and neat is better
- ✓ Avoid “artsy” or ornate presentations.
- ✓ Keep captions brief and labels clear.
- ✓ Indicate the sequence of presented material by arrows, numbers
- ✓ Try to make your poster self-explanatory.

Following these suggestions will leave you free to supplement information, answer questions and become involved in more in-depth discussion

**Mail: Intent Form and the Abstracts to:**  
**The Michigan Society for Respiratory Care**  
**Fax: (517) 485-9408**  
[www.michiganrc.org](http://www.michiganrc.org)

**QUESTIONS? Email us at [MSRC-Research@umich.edu](mailto:MSRC-Research@umich.edu)**

# MSRC OPEN FORUM INTENT TO PRESENT FORM

*Please provide the information requested and return to the MSRC via email or fax. The information for each method is included below.*

The Michigan Society for Respiratory Care

Fax: (517) 485-9408

[www.michiganrc.org](http://www.michiganrc.org)

1. Exact Title of Presentation:

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2. Description of Topic:

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3. Primary Presenter's Name (Last, First, Credentials, Job Title):

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4. Work Place Name and Address:

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5. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

6. Secondary Authors/Presenters Names, Credentials and Job Titles:

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7. Will you permit publication of your abstract in the MSRC Newsletter?

YES \_\_\_\_\_ NO \_\_\_\_\_

8. Will you need study design and/or poster preparation assistance from the MSRC Research Committee?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Your logo here**

# Title of Poster

(note: background color can be changed by right clicking on blue box and changing color via the “paint can”)

Author Name(s) and Institutions

## Abstract

Your text here

## Introduction

Your text here

## Methods and Materials

Your text here

Figures, Tables, etc

## Results

Your text here

## Conclusion

Your text here

Figures, Tables, etc

## Author Contact Information

Credits to organizations or sponsors

6 Feet Long 

4 Feet Tall



# MSRC Budget Request Online Submission



**Michigan Society  
For Respiratory Care**

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1. To submit a budget request online for you must first log in to the website. Click 'Log In' in the upper right corner [www.michiganrc.org](http://www.michiganrc.org)



**Michigan Society  
For Respiratory Care**

Search   

Home About Us Events Members Advocacy Education/Resources Announcements Contact Us Job Listing **Log In**



The Michigan Society for Respiratory Care (MSRC) is a not-for-profit professional association dedicated to providing education, advocacy and resources to promote respiratory health in communities throughout Michigan.

**Join Now!**

**MSRC** **MSRC Current News**

2. Log in with your username and password. If you forgot either your username or password can reset it with your email address below the login

Michigan Society for Respiratory Care - Member Login

**Member Log-In**

NOTE: You must have cookies enabled to log-in to the members area.

**Username:**

**Password:**

**Log-In**

**Reset Your Password**

Enter your username or email address below, and click the Submit button to initiate the process to reset your password.

**Username or Email:**




**Reset my Password**

### 3. Scroll down to the 'Members Area Features' and click on 'Forms'





Members Area Features...

**Members**  
Member Name Search





**Events**

-  **Event Registration**  
Register and pay fees for upcoming events (2 avail.)
-  **Calendar of Events**  
View upcoming events
-  **View Event Invites**  
View invitations you have sent




**Communication**

-  **Newsletters**  
view current and past issues
-  **Multipost**  
Send a general multipost to Twitter and/or Facebook
-  **Message Boards**  
Join ongoing discussions
-  **Social Networking**  
connect with fellow members...


**Engagement**

-  **Message Boards**  
Join ongoing discussions
-  **Projects/Committees**  
Sign-up to participate in a project/committee (0)
-  **Surveys**  
Participate in online surveys (2 available)
-  **Forms**  
Access association forms to fill out...

**Resources**

-  **File Archive**  
View documents for our members
-  **Quick Reports**  
View membership reports, rosters, and more
-  **Classified Ads**  
view items/services for sale

**Multimedia**

-  **Photo Album**  
View our photo album

### 4. Under the 'Forms' section you should see 'MSRC Budget Request' select 'fill out this form'

Forms

Main Menu

Below are the available forms...

**MSRC Budget Request**  
— Request for yearly budget please have submitted no later than September 30th. Requests after this date must have house of representatives approval.  
[fill out this form...](#)

**MSRC Nominations Form**  
— The following offices/positions are up for election; terms will begin January 1, 2018 \* President-Elect (3 year term) \* AARC Delegate (4 year term) \* Treasurer (2 year term) \* Secretary (2 year term) \* District Representatives for the odd-numbered districts (I, III, V, VII, IX) (2 year term) \* Medical Advisors (at least two) Job descriptions are available for the offices listed above. If you have specific questions about an office, please contact the MSRC House member currently holding that position. You may find the information on the MSRC web site at [www.michiganrc.org](http://www.michiganrc.org) and click on about us, then house directory. You may also contact the MSRC office at 517-267-3909 or by email at [hmauk@mhsa.com](mailto:hmauk@mhsa.com). Please submit your nomination(s) by September 1, 2017  
[fill out this form...](#)

**Biography of proposed Nominee**  
— Please fill out pertinent information regarding your interest in a leadership position.  
[fill out this form...](#)

5. Click 'Enter New Submission' to start filling out the budget request form. If you previously started a form and would like to complete it enter you email address and Return & Re-edit Access Code

### MSRC Budget Request

Request for yearly budget please have submitted no later than September 30th. Requests after this date must have house of representatives approval.

If you are filling out this form for the first time, please click the New Submission button on the left.

If you are returning to edit or complete a previous submission, please fill out the email address and access code you set up previously and click Edit Submission.

#### First time submission:

Enter New Submission

#### Edit existing submission:

(fill out email address and access code to edit form)

Email Address:

Access Code:

Edit Existing Submission

6. The top section should already be completed with you name and email address from logging in. The Return & Re-edit Access Code is listed below so you can return and edit the request (your code will be different than below)

### MSRC Budget Request

Request for yearly budget please have submitted no later than September 30th. Requests after this date must have house of representatives approval.

First Name: (Required)

Last Name: (Required)

Email: (Required)

Return & Re-edit Access Code: **ju2d7sov**

Please copy this access code so you can return and edit this submission.  
This access code will also be sent in an email to the address you have entered above.



Committee (Required)

Please enter additional contact info

Amount requesting \$ (Required)

What is the money being used for? (Itemized, may be attachment) (Required)

Additional comments

Upload spreadsheet/file

No file chosen



Please enter the letters you see in the image above

**7. Complete the rest of the required information. There is an option to add additional contact info if you would like the entire committee to be aware of updates. There is also an option to upload a spreadsheet or a file if you already have one (this is helpful to breakdown you costs into categories but it is not required). By entering the captcha letters it allows your submission to be saved on the database for review by our management group. This is also where you could save the form for future editing. When you have completed the form click 'submit form'. An email will be sent to the treasurer with your request.**

Alternatively you can click the link below to take you directly to the form submission page.

[https://mms.michiganrc.org/members/form\\_edit.php?org\\_id=MSRC&fid=2257935](https://mms.michiganrc.org/members/form_edit.php?org_id=MSRC&fid=2257935)

## THE JAMES BURT SCHOLARSHIP

The James Burt Scholarship Fund was established in January 1989 to honor the educational support and guidance that James Burt provided to the Respiratory Therapy community as educator, manager, and leader. Mr. Burt was a former MSRC president in 1968 and also held numerous positions within the MSRC and was involved with the initial desire to create educational programs to assist those sitting for board examinations and certifications. Mr. Burt was awarded the AARC's President's Council Award in December of 1989 in recognition of his accomplishments on a local as well as a national level and was also recognized as a MSRC Life Member.

Although the MSRC House of Representatives established the James Burt Scholarship Fund in 1989 to provide scholarships, difficulty in getting sufficient funds into the account to make it self-funding proved difficult and in 1994, the MSRC House of Representatives agreed to allow general funds to subsidize an award in Mr. Burt's name until which the fund could be self-sufficient, and an award was given shortly thereafter.

The James Burt Scholarship is awarded to the Respiratory Therapy student who provides the best solution to a clinical reasoning problem. The applicant is provided with a scenario, and based upon the clinical information provided and their educational scholarship, they are to devise the optimal plan of action. The MSRC Scholarship Committee evaluates each candidates report on conciseness, clinical merit, as well as for appropriate presentation format. The winner is awarded \$500 each year to assist in their educational endeavors to become a Respiratory Therapist.

Donations can be made to the James Burt Scholarship Fund by contacting the MSRC office at 517-267-3909

Member  
Steve Hamick

Policy reference

31.5

Comment/Change  
House for review and approval.