



**GEORGIA SOCIETY FOR RESPIRATORY CARE, INC.**  
A Chapter of the American Association for Respiratory Care

# **POLICIES AND PROCEDURES**

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# TABLE OF CONTENTS

<b>Introduction and Attendance Policy</b>	2
<b>Board of Directors</b>	
President	3
Immediate Past President	4
President Elect	5
Vice President	6
Treasurer	7
Secretary	9
Delegate and Alternate Delegate	10
Regional Representatives	11
<b>Medical Advisor</b>	12
<b>Executive Office</b>	12
<b>Standing Committees</b>	
General Charges to All Committee Chairs	15
Executive Committee	16
Membership and Public Relations Committee	17
Scholarship Committee	19
Polysomnography Committee	20
Financial Committee	20
Long Range Planning Committee	21
Bylaws Committee	22
Judicial Committee	23
Program and Education Committee	24
Specialty Committees	28
Student Activities Committee	29
Nominations Committee	30
Elections Committee	31
Publications Committee	33
Advertising Committee	34
Webmaster/Social Media Committee	35
Legislative Committee	36
<b>Society Representatives</b>	
Composite Board of Medical Examiners Advisory Committee	37
<b>Industrial Liaison</b>	38
Exhibition Rules	39
Registration Form	40
District Representatives	42
Region VI Representatives	44
<b>Meetings</b>	
One-Day Educational Symposia	45
Reimbursement of Expenses	47
Expense Reimbursement Form	49
Sponsorship of Special Functions	50

## **Appendices**

Appendix A: AARC Bylaws  
Appendix B: GSRC Bylaws  
Appendix C: GSRC Antitrust Statement  
Appendix D: GSRC Code of Conduct  
Appendix E: GSRC Conflict of Interest  
Appendix F: GSRC Executive Services Agreement  
Appendix G: GSRC Retention Records  
Appendix H: GSRC Whistleblower

# **INTRODUCTION**

The bylaws of the American Association for Respiratory Care (hereafter referred to as the Association) establish some of the rules for the chartered affiliates' structure and operation. However, except for a few major points, the chartered affiliates enjoy considerable latitude and autonomy.

This latitude and autonomy must be guided by policies and procedures developed and implemented by the chartered affiliate's Board of Directors to maintain consistent operation and fiscal integrity. It is with this in mind that this policy and procedure manual has been developed for and by the Georgia Society for Respiratory Care, Inc. (hereafter referred to as the Society).

For the Board to fulfill its fiduciary responsibility it is necessary to adopt the following attendance policy for elected Board members and they should encourage the district representatives and committee member chairs to follow the same policy.

Each board member must attend at least 75% of the meeting in person or by conference call each term of office. Inability to maintain compliance with attendance is reviewed by the President and the board member may be subject to position replacement through an executive committee vote.

# PRESIDENT

The President shall be the chief executive of the Society, for the period of one year.

The duties of the President shall include the following as defined by the Bylaws:

1. Preside at all regular and special meetings of the Board of Directors (BOD).
2. Prepare an agenda for each meeting of the BOD.
3. Appoint Standing Committees no later than the first meeting following assumption of office, subject to ratification by the BOD.
4. Appoint Special Committees as necessary for the operation of the Society, subject to approval of the BOD.
5. Be an ex-officio member of all committees.
6. Present to the Association, the BOD and the membership a written annual report of the Society's activities.
7. The GSRC Treasurer will notify the GSRC President in writing or by email when a check over \$5000 is written. The GSRC President will acknowledge receipt of the information (with comment if desired) in writing or by email. The GSRC Treasurer will keep the notification and response on file.
8. Notify the Medical Advisors of all official meetings and pertinent actions of the BOD.
9. Participate as a member of the Executive and Long-Range Planning Committees.
10. The President may be seated as a Delegate in the House of Delegates if the need arises.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall assume the duties charged by the President and ratified by the BOD to facilitate continuity in the Society operations, for the period of one year.

Duties of the Immediate Past President shall include, as defined by the BOD:

1. Chair the Nominations Committee and submit a slate of candidates to the Board of Directors (BOD) no later than September 1<sup>st</sup>.
2. Appoint an impartial Elections Committee and may appoint an Election Committee Chair.
3. Member of the Long-Range Planning Committee.
4. Attend an educational symposium of the Society as requested by the President when possible.
5. Maintain the Society's permanent Policy and Procedure Manual and update as the BOD makes changes.
6. Other duties as requested by the President.

## **PRESIDENT ELECT**

The President Elect shall serve a one-year term and assume the office of President of the first day of the fiscal year.

The duties of the President Elect shall include the following as defined by the bylaws:

1. Chair the Bylaws and Long-Range Planning Committees.
2. Assume all other duties as directed by the President.
3. Prepare Committee appointments to be presented to the BOD no later than the first meeting following the assumption of office.
4. Update the strategic five-year plan as necessary to address long-range issues of the Society.
5. Attend the District one-day educational symposia of the Society as requested by the President, when possible.

## **VICE PRESIDENT**

The Vice President shall assume the duties of the President in the event of the President's absence, resignation, or disability.

The duties of the Vice President shall include as defined by the President and the BOD:

1. Receipt of Committee Chair and District Representative written reports at least three weeks prior to the meetings of the BOD.
2. Transmission of Committee reports to the members of the BOD to insure they are received at least one week prior to all regularly scheduled BOD meetings.
3. Schedule meeting rooms for all regular BOD meetings.
4. Announce to the membership via the GSRC Electronic Newsletter or other appropriate measures, such as the website, the date, time and place of all BOD meetings, as well as an invitation for members to attend if they desire.
5. Call each member of the BOD, Committee Chairs and District Representatives at least one week prior to all regular BOD meetings to obtain a list of expected attendance.

## **TREASURER**

The duties of the Treasurer (in conjunction with the Executive Office) shall include as described by the Bylaws and the BOD are as follows, for a period of two years:

1. Account for all monies of the Society.
2. Approve payment of bills and disburse funds at the direction of the Board of Directors (BOD).
3. Monitor the continuing record of all income, receipts and disbursements as reported to the Treasurer by the Executive Office.
4. Submit in writing an annual report of the finances of the Society for the preceding year to the BOD and the membership. Present a report at the annual meeting as requested.
5. The GSRC Treasurer or Executive Office will notify the GSRC President in writing or by email when a check over \$5000 is written. The GSRC President will acknowledge receipt of the information (with comment if desired) in writing or by email. The GSRC Treasurer or Executive Office will keep the notification and response on file. The Executive Office will also notify the Treasurer when they have written the check.
6. The Treasurer and Executive Office will require proper documentation prior to expense reimbursement of any Society member, BOD member, Committee Chair and Committee Member.
7. Provide the Chair of the Budget and Audit Committee all financial information needed to perform the internal audit function, to include but not limited to copies of canceled checks and bank statements.
8. Prepare and submit to the BOD a written Treasurer's report at each BOD meeting.
9. Participate in the annual budget preparation process.
10. Participate as a member of the Executive Committee.

11. Monitor that the Executive Office prepares Income Tax forms and Non-profit status forms each year prior to deadlines.
12. Work with the Executive Office and the Society's accountant to provide appropriate account procedures to include an annual audit and review of tax forms.
13. Follow guidelines for Treasurer of an affiliate as stated in the Association's guidelines.
14. At the end of each state educational meeting, the Executive Office Representative will meet with a representative of the hotel to review the hotel charges and assure that they are correct before payment is made. The Treasurer, the Program and Education Committee Chairperson, and/or the President may be present as needed.

## **SECRETARY**

The duties of the Secretary (in conjunction with the Executive Office) shall include the following as defined by the Bylaws and the Board of Directors (BOD), for a period of two years.

1. Keep the minutes of the BOD at all regular and special meetings.
2. Send to the Executive Office of the Association a copy of the minutes of every Society and BOD meeting within ten (10) days following approval.
3. Attest to the signatures of the officers of the Society.
4. Perform duties as assigned by the President and the BOD of the Society and submit such reports as required.
5. Keep the minutes of the annual meeting of the Society.
6. Participate as a member of the Executive Committee.
7. Distribute copies of all BOD meeting minutes to all BOD members and Committee Chairs within four weeks following the BOD meeting.
8. Provide a written summary of each regular BOD meeting for publication in the GSRC Electronic Newsletter.
9. Follow the Association guidelines for Secretary

## **DELEGATE AND DELEGATE-ELECT**

The duties of the Delegate and Delegate-elect in part, shall be those outlined in Article VI, Section 4 of the Association Bylaws, for a period of two years.

1. The Delegate and Delegate-elect shall represent the Society in the House of Delegates of the Association and submit any relevant resolutions on behalf of the Society to the House of Delegates (HOD) Secretary by the appropriate deadline.
2. If unable to attend notify the President as soon as possible.
3. The term of office for each position shall be two years and the Delegate-elect shall automatically succeed the Delegate.
4. The Delegate shall be responsible for distributing all HOD resolutions to the Board of Directors (BOD) for input prior to each HOD meeting.
5. If possible, proposed HOD resolutions should be provided in writing to each BOD member at least one week prior to the next regularly scheduled BOD meeting.
6. The Delegate should prepare a written report for each BOD meeting and GSRC Newsletter and submit fourteen (14) days prior to each BOD meeting when appropriate.
7. The Delegate shall make recommendations to the BOD in matters of the Association affecting the Society.
8. The Delegate should inform and assist the President in matters of the Association that impact the Society.
9. The expenses incurred by the Delegate and Delegate-elect in the performance of their responsibilities should be submitted to the President when necessary for reimbursement.

## **REGIONAL REPRESENTATIVES**

1. The Regional Representatives may be assigned duties by the President.
2. The Regional Representatives will insure that written district reports are generated and distributed to the Board of Directors (BOD) at least one week prior to each regularly scheduled BOD meeting.
3. In the absence of the District Representative, the Regional Representative will present the district report at each scheduled BOD meeting for the districts in his/her region.
4. The Regional Representatives are charged with representing their region's interests and advocating for their regional issues at the BOD meetings.
5. The Regional Representatives are to report activities in their region regarding continuing education, membership, public relations and other important information to the BOD.
6. The Regional Representatives are to coordinate the activities of the District Representatives in their region and serve as the liaison to the BOD.
7. The Regional Representatives will assist the District Representatives in presenting one educational meeting in their district each year.
8. The Regional Representative will assist the District Representatives and the Chairperson of the Editorial Committee with the articles, production, and publication of the newsletter.

## **MEDICAL ADVISOR**

The description, function and power of this position are defined in Article VIII of the Society's bylaws.

## **EXECUTIVE OFFICE**

The contract for the Executive Office shall be approved by the Board of Directors and renewed annually for a period extending from January 1<sup>st</sup> of each year to December 31<sup>st</sup> of the same year. The BOD may request additional services from the Executive Office. The duties of the Executive Office shall be as written in the contract. A representative of the Executive Office will submit a report at the BOD meetings as requested by the President or BOD. The Executive Office responsibility is to assist GSRC officers with the following:

- I. Maintain Office space
  - A. Provide a permanent mailing address, FAX number, and e-mail address for the GSRC
  - B. Provide telephone answering service during normal business hours and voice mail for off hours.
    1. Answer inquiries regarding membership, GSRC scheduled activities, and other administrative issues
    2. Refer inquiries on other issues to the President or the President's designee
  - C. Maintain GSRC files, including minutes of Board of Directors' meetings, society reports, tax records and directories
  - D. Coordinate GSRC BOD meetings and teleconferencing needs with GSRC President
- II. Membership
  - A. Maintain a current and accurate GSRC membership database which is included monthly in the GSRC/AARC member database received from the AARC
  - B. Perform bulk mailing and/or other mailing as directed by the President
    1. Monitor returned mail (i.e. number returned and cost)

- 2. Correct both GSRC databases based upon returned mail
- C. Send out renewal notices 3 months, 2 months, and 1 month prior to expiration
- D. Provide coupons for reduced rate renewals (as available)
- E. Mail membership information to perspective members
- F. Send letters to non-GSRC members in the state
- G. Coordinate with membership chair to ensure there is representation at the summer meeting, winter meeting, and all district meetings.

### III. Assist the P&E Committee

- A. Receive meeting registration for all meetings, to include summer meeting, winter meeting, and all district meetings
  - 1. Compile an excel spread sheet to include all registration information, including the AARC numbers
  - 2. Verify current AARC membership
  - 3. Collect vendor registration and other registration fees associated with the meeting
- B. Provide dedicated personnel during registration at the summer and winter meeting, with coordination with P&E chair and committee for coverage. Arrival the day before the meeting begins for setup of registration booth and activities
- C. Print and stuff name tags for all meeting attendees, BOD, vendors and speakers
- D. Maintain accurate records of registration information and revenues from attendees and vendors
- E. Deposit registration venues with report to the GSRC Treasurer
- F. Forward invoices for meetings to the GSRC Treasurer
- G. Following meetings, send report of revenues and expenses to the GSRC Treasurer
- H. Receive and coordinate layout printing and mailing of brochures and vendor packets for all GSRC sponsored meetings in a timely manner. The brochure must be proofed by the P&E chair and the President
- I. Keep a yearly calendar for GSRC educational meetings
- J. Negotiate hotel and vendor space contracts (as well as other space needs) for all GSRC Educational Meetings, with updates the President and P&E chair on all financial impact of such negotiations before contract signing at least 15 months ahead of scheduled meeting.

### IV. Communications

- A. Coordinate magazine layout, printing and mailing
  - 1. Receive copy from newsletter submissions
  - 2. Print labels for newsletter mailing
  - 3. Assure that newsletter is printed and mailed in a timely manner
  - 4. Solicit ads for the magazine
  - 5. Bill vendors for the magazine
  - 6. Follow-up to ensure that ads are paid

7. Quarterly report to President
  - B. Maintain the GSRC Web page
    1. Keep a current directory of Board of Directors, Committee chairs, and District Representatives
    2. Keep a current list of educational resources available to membership
    3. Furnish current notices of legislative and regulatory issues impacting the profession of Respiratory Care
    4. Furnish other notices of importance to the membership as requested by the President the Board of Directors, and the committee chairs
  - C. Report to the Board of Directors as requested
    1. Provide a quarterly report of expenses of the executive office
    2. Report on returned mail expense
    3. Report number of calls to executive office and action taken on them
- V. Financial
- A. Receive and maintain accurate records of the following:
    1. Meeting registration fees
    2. Vendor registration fees
    3. Advertising revenues
    4. Vendor contributions (sponsorship)
    5. AARC revenue sharing funds
    6. Checking and savings accounts
    7. Notify Treasurer when CD renewal notices arrive
    8. Maintain Credit Card equipment and bring to meetings
    9. Accounting program that tracks expenses and income for GSRC
  - B. File 1099 forms before January 31
  - C. Notify Treasurer when State of Georgia Corporate renewal notification is sent
  - D. Compile records for tax preparation
  - E. Reconcile checking savings accounts monthly
  - F. Bring check book to summer and winter meeting to pay honorarium
  - G. Maintain/obtain GSRC corporate credit card
  - H. Make deposits into GSRC accounts with reports sent to the GSRC Treasurer

# COMMITTEES

## GENERAL CHARGES TO ALL COMMITTEE CHAIRS

1. All correspondence sent on GSRC stationery must have a copy sent to the Society Secretary.
2. Send a copy of all pertinent correspondence to the Society President.
3. Keep an accurate record of all committee activities and send a copy of all committee-meeting minutes to the Secretary.
4. Submit a written report to the Board of Directors (one copy to the President, one to the Secretary and one to the Vice President) at least fourteen (14) days prior to each Board Meeting. The report should state any recommendations from the Committee requiring Board of Directors (BOD) action. The President will inform all Committee Chairpersons of Board Meetings and report deadlines.
5. Contact each person on your committee as soon as possible. Provide these persons with current committee charges, objectives and assignments with appropriate completion dates and other pertinent information. Please provide the President and the Secretary with a copy of this information.
6. Review all policy and procedures (and changes) for your committee. Send recommendations for any changes to the BOD for review. Changes in the charges or Policy and Procedures should include revision dates when approved. The Immediate Past President has the permanent Society Manual.
7. Provide appropriate articles to the Publication Committee for the GSRC Newsletter.
8. Obtain the approval of the President prior to any committee expenditures intended for GSRC reimbursement. An official GSRC Expense Voucher must be completed and filed with the treasurer for reimbursement to be submitted for approval. Appropriate receipts and/or documentation should be attached.
9. Present committee reports and recommendations at each regularly scheduled BOD meeting.
10. **All members of the BOD and Committee Chairpersons should review the GSRC Bylaws, AARC Bylaws, and GSRC Policy and Procedure Manual to obtain a clear overview of responsibilities and duties.**

## **EXECUTIVE COMMITTEE**

As stated in the Bylaws of the Georgia Society for Respiratory Care, the Executive Committee shall consist of the President, the President Elect, the Past President, the Vice President, the Secretary and the Treasurer. This committee shall have the power to act for the Board of Directors in the absence of the Board, and such action shall be subject to ratification by the full Board at its next meeting.

# MEMBERSHIP COMMITTEE

The duties of the Membership Committee shall be as follows:

1. Develop, update and distribute a “New Member’s Package”.
2. Organize and conduct a membership recruitment program.
3. Monitor the concerns of the Society’s membership and present them to the Board of Directors (BOD).
4. Work with the Program and Education to set up a membership booth at each Society sponsored event.
5. Explore, develop and offer increased membership services at the state level.
6. Secure membership applications from the Association to be available at all one-day educational symposiums and state educational meetings.
7. Work with the Association’s membership committee as requested on membership drives.
8. Using the proclamations received from the AARC, develop a new proclamation for National Respiratory Care Week. Secure the appointment with the Governor’s office for the Respiratory Care Week proclamation signing ceremony and recruit GSRC representatives to be present at the signing.
9. Have public service announcements (PSA’s) broadcast over several radio and television stations in the state. The District Representatives can be helpful in this area. Contact the AARC concerning Public Service Announcements (PSA) and audio-video tapes available for distribution.
10. Provide a written report to the Board of Directors concerning committee activity for each BOD meeting and attend as requested.
11. Provide appropriate articles for publication in the society electronic newsletter concerning the GSRC and/or AARC public relations activities.

12. Collect all Respiratory Care Week activities from around the state and distribute to the Association, Advance and other national publications as appropriate.
13. Work with the President Elect to prepare a workshop for District/Regional Reps and the Committee Chairs in conjunction with the annual meeting as directed by the President.
14. Coordinate with the Membership, the District/Regional Reps and the Publications Committee for membership drives.
15. Participate in the GSRC's updates at one day District Meetings as requested by the President.
16. Participate and/or facilitate participation from the other GSRC members in educational offerings such as health fairs and career days as appropriate.

# SCHOLARSHIP COMMITTEE

The Scholarship Committee is a subcommittee of the Membership and Public Relations Committee. The President will appoint a chair for the Scholarship Committee. The primary purpose of the Scholarship Committee is to:

1. Distribute scholarship applications and all relevant information to Board of Regents or Technical System of Georgia COARC approved Respiratory Care Programs within the state of Georgia.
2. Set deadlines for return of scholarship applications.
3. Make recommendations for scholarship requirements to the Board of Directors (BOD), as needed.
4. Review scholarship applications and forward the applications and recommendations to the BOD for the last meeting held prior to the student meeting.
5. Submit formal written reports to the Board of Directors to include accurate reporting of committee activities
6. Submit formal written reports to the Board of Directors to include accurate reporting of committee activities and expenses.
7. Review committee charges and make any recommendations for change of committee composition, scope of service, budgetary needs and/or charges to the Board of Directors, via formal written report.

## Committee Structure:

The committee is composed of a chairperson, one RT that is not part of a Respiratory Care Program and one committee member from outside the Respiratory Care field. A rubric will be used for ranking the applicants.

The committee awards are the following for students in a Technical College System of Georgia Program

- \*One Scholarship based on need in honor of *Chrissy Spires Bittick, CRTT*—  
Amount \$500.00
- \*One Scholarship based on academics in honor of *Dr. Bruce Ott, RRT*—  
Amount \$500.00

The committee awards are the following for students in a Georgia Board of Regents Program

- \*One Scholarship based on need in honor of *Russell David Rivard, RRT*—  
Amount \$500.00
- \*One Scholarship based on academic in honor of *James Ancil Lewis, RRT*—  
Amount \$500.00

## **POLYSOMNOGRAPHY COMMITTEE**

The Polysomnography Committee is composed of a chair appointed by the President. The committee will consist of Registered Respiratory Therapists that also hold the NBRC RRT-SDS and/or RPSGT credential or may manage a sleep lab or diagnostic center.

## **FINANCIAL COMMITTEE**

1. The committee will consist of at least a Chair and two members of the BOD as defined in the Society's bylaws.
2. Assist in completion of coming year's budget for presentation at the BOD meeting in October.
3. The Chair will serve on the Long Range Planning Committee.
4. Take steps and make recommendations to help the GSRC remain fiscally sound and report any concerns to the BOD.
5. Follow up to see that the Treasurer/Executive Office submits the tax report and non-profit forms to the IRS prior to applicable deadlines.
6. Conduct an internal audit on the financial affairs of the Society and report to the BOD and the membership at the annual meeting.
7. Make recommendations to the BOD concerning the investment of Society funds.
8. Submit a report to the GSRC Newsletter concerning the committee's activities.

## **LONG RANGE PLANNING COMMITTEE**

The Chair of the committee will be the President Elect. The committee will have at least two active members, one of which will be the chair of the Financial Committee.

The committee will make recommendations to the BOD for future society development.

The committee will meet for planning sessions or hold planning sessions to include the BOD or others as the committee chair schedules.

The committee will submit a report to the BOD at least once during the year.

## **BYLAWS COMMITTEE**

1. The President Elect will be the chair of the Bylaws committee.
2. The Bylaws committee shall:
  - a. Receive and prepare all recommended amendments to the Society Bylaws and submit them to the Board of Directors.
  - b. Forward any recommended amendments to the Society Bylaws to the GSRC Chartered Affiliates Committee.
  - c. Publish recommended amendments in the GSRC Newsletter; this should include a statement of the amendments PURPOSE and INTENT.
  - d. Coordinate the voting of any Bylaws amendments to the Society.
  - e. Submit formal written reports to the Board of Directors to include accurate reporting of committee activities and expenses.
  - f. Review committee charges and make recommendations for change of committee composition, scope of service, budgetary needs and/or changes to the Board of Directors, via formal written report.
3. The Judicial Committee will be a subcommittee.

## ETHICS COMMITTEE

The Ethics Committee is a subcommittee of the Bylaws Committee. The committee chair may be the Bylaws Committee Chair (the President Elect) or an individual appointed by the President or the Bylaws Committee Chair.

The Chairperson must notify the Board of Directors of any and all formal complaints. If the Chairperson determines that a complaint justifies investigation, a formal recommendation shall be submitted to the Board of Directors before taking any further action.

The Board of Directors shall appoint and approve committee composition and size if a formal investigation is needed. The Committee Chairperson, along with specific recommendations for action, shall present a full written report to the Board of Directors in person. This action may include referral or information to any other state or federal agency for final action or continued investigation.

The Ethics Committee shall:

- a. Submit formal written reports to the Board of Directors to include accurate reporting of committee activities and expenses.
- b. Review committee charges and make any recommendations for change of committee composition, scope of service, budgetary needs and/or charges to the Board of Directors, via formal written report.

# PROGRAM AND EDUCATION COMMITTEE

The Program and Education Committee, working with the Executive Office, shall:

1. Plan two GSRC Educational Seminars each year.
  - a. Annual meeting in the summer
  - b. At least one winter “one day” seminar
  - c. Other meetings may be planned as needed
2. The DS Committee will hold 4 meetings per year.
3. Any educational meeting using GSRC resources should receive final approval from the P&E Committee and BOD. This is to insure that:
  - a. All meetings being planned using the GSRC as a sponsoring organization are officially approved.
  - b. That planning is easy and uncomplicated as possible.
  - c. That proper planning is used, so the Society is not drawn into a financial situation of negative impact.
  - d. Scheduling conflicts are avoided.
4. The P&E Committee is responsible for determining topics and speakers for educational presentations. Committee members are to make initial contact with the speakers to obtain confirmation and data needed to complete the AARC CRCE application. This information will be submitted to the Executive Office for follow up and accommodations.
5. The P&E Chair or designee is responsible for obtaining AARC CRCE credits for all educational programs. The CRCE application must be submitted to the AARC 45 days before meeting.
6. The lecture program should include continuing education subjects that meet the requirements of the NBRC specialty credential, including but not limited to Critical Care, Neonatal/Pediatrics, Pulmonary Diagnostics, and Sleep Diagnostics. The remainder of the program should be designed to appeal to all facets of respiratory care and leadership positions.
7. Organization and production of GSRC meetings are a function of the Executive Office. These duties include but are not limited to:
  - a. Keeping a database of attendees and vendor contacts.
  - b. Contacting speakers to arrange travel and accommodations.
  - c. Contacting and coordinating with vendors for exhibits at meetings.
  - d. Notifying the AARC of upcoming meeting and seminars.

- e. Providing the necessary documentation to facilitate registration, collection of fees, and distribution of certificates.
  - f. Insuring the meeting and speaker evaluations, submission of attendees and other functions meeting the requirements of the AARC CRCE guidelines.
  - g. Collecting program and speaker evaluations and reporting results to the P&E committee. Speaker evaluations should be sent to each respective speaker within 45 days of the presentation.
  - h. Contacting and negotiating with meeting sites to include accommodations, food, facilities, and meeting rooms to conduct the business of the GSRC.
8. Submit formal written reports to the Board of Directors for each board meeting and as requested by the GSRC president.
  9. Review committee charges and the committee's annual budget, and make any recommendations for change of committee composition, scope of service, budgetary needs and/or charges to the Board of Directors, via formal written report.
  10. Maintain the Society's inventory of audio-visual equipment, including slide projector, overhead projector, and laser pointer. These items are to be in the care of the Executive Office.
  11. Coordinate and maintain records of correspondence with speakers at GSRC seminars, including letters of confirmation and of thanks to speakers through the Executive Office.
  12. Assure that vendor sponsors at educational meetings are appropriately recognized for their contributions.
  13. The Program and Education Committee has the largest impact on the financial resources of the Society. It is critical that the budgetary resources of the Society be considered in planning all educational functions. The following pre-established guidelines should be understood and applied to these functions:
    - a. The standard honorarium awarded to speakers at GSRC sponsored educational seminars is \$300.00 per lecture. Speakers requesting higher honoraria than this standard amount must have their expenses paid by a sponsor or the Executive Office will obtain approval from the Program and Education Committee Chair and President for the additional expense.
    - b. Speakers who are GSRC members are encouraged to make their services available to the GSRC on volunteer basis. However, the committee may either pay such speakers on honorarium as described

above OR pay the speaker's travel expenses for the day of the presentation (i.e. lodging and mileage), but not both.

- c. Travel expenses for speakers at meetings will be as follows:
  - \*Lodging (one single or double room) for one night (on GSRC master account) If the speaker is performing two lectures on different days, then the second nights lodging is also paid.
  - \*Mileage OR Airfare, as approved by the President and P&E Chair. Airfare for in state speaker is to be avoided.
  - \*Per Diem of up to \$50/day, if requested by the speaker

All such expenses must be submitted to the Treasurer with receipts before they are paid. The President must approve reimbursement for expenses in excess of those described above.

- d. Compensatory room awarded by the hotel for meeting or exceeding the room pickup are to be assigned as follows:

First suite:	Past President
Second suite:	P&E Chairperson
Additional Comp Rooms:	President and the Annual Meeting Speakers

- 14. At the end of each educational meeting, a representative of the Executive Office will review the hotel bill with the representative of the hotel to assure that charges to the Society are correct before payment is made.

## SAMPLE

GSRC\_Meeting, 20\_\_\_\_ Program and Education Committee Report

<b>REVENUE</b>	<b>Number</b>	<b>@</b>	<b>Total</b>
<b>Registration</b>			
<b>Pre-registered, member</b>	60	\$85.00	\$5100.00
<b>Pre-registered, non-member</b>	10	\$150.00	\$1500.00
<b>On-site, member</b>	25	\$110.00	\$2750.00
<b>On-site, non-member</b>			\$0.00
<b>Student</b>	50	\$30.00	\$1500.00
<b>Exhibits</b>			\$0.00
<b>Misc. Sales: _____</b>			\$0.00
<b>Sponsor contributions</b>	8	\$300.00	\$2400.00
<b>Golf</b>			\$0.00
<b>Other: _____</b>			\$0.00
<b>TOTAL</b>			\$13250.00

<b>EXPENSES</b>	<b>Number</b>	<b>@</b>	<b>Total</b>
<b>Printing</b>	1200	\$0.65	\$780.00
<b>Mailing</b>	1200	\$0.32	\$384.00
<b>Honoraria</b>	12	\$150.00	\$1800.00
<b>Lodging</b>	4	\$72.15	\$288.60
<b>Mileage</b>	320	\$0.21	\$67.20
<b>Airfare</b>	1	\$206.00	\$206.00
<b>Per Diem</b>	3	\$25.00	\$75.00
<b>Food</b>	1	\$7500.00	\$7500.00
<b>Audio-Visual</b>	1	\$450.00	\$450.00
<b>Supplies</b>	1	\$120.00	\$120.00
<b>Entertainment</b>	1	\$500.00	\$500.00
<b>Golf</b>			\$0.00
<b>Other hotel expenses</b>			\$0.00
<b>TOTAL EXPENSES</b>			\$12170.80
<b>Total Revenue – Expenses</b>			<b>\$1079.20</b>

## **SPECIALITY COMMITTEES**

Specialty committees may be formed as needed. Examples are Pulmonary Rehab, Home Care/Alternate Site, Neonatal/Pediatric, etc. These committees will be subcommittees of the Program and Education Committee with a chair appointed by the President.

Specialty committee chairs will work with the Program and Education Committee to suggest topics and speakers to be included in the programs that would enhance the education of RCP's working in those specialties.

Specialty committees may also work on legislative issues or hold other meetings or activities that are relevant to their specialties.

## STUDENT ACTIVITIES COMMITTEE

The Student Activities Chair is appointed by the President and shall work with the Program and Education Committee to coordinate activities for students with the Winter GSRC meeting.

1. Assuring that all proposed activities are using the GSRC as a sponsoring organization are officially approved and insure that
  - a. planning is easy and uncomplicated as possible.
  - b. proper planning is used, so the Society is not drawn into a financial situation of negative impact.
  - c. scheduling conflicts are avoided.
2. Submitting formal written reports the Board of Directors, to include accurate reporting of committee activities and expenses. Submit a written report of revenue and expenses for each state educational seminar to the President and the Treasurer within one month following the seminar.
3. Reviewing committee charges and the committee's annual budget, and make any recommendations for change of committee composition, scope of service, budgetary needs and/or charges to the Board of Directors, via formal written report.
4. Maintaining accurate, legible records of registration and payment at each Student Activity event.
5. Coordinating and maintain records of correspondence with speakers at Student Activities events, including letters of confirmation and of thanks to speakers.
6. Assuring that vendor sponsors at Student Activities events are appropriately recognized for their contributions.
7. Work with and have pre-approval from the Program and Education Committee for any and all honorarium offered for guest speakers.
8. Coordinating with the Executive Office to determine the fee for additional meeting space and/or food and drinks for the students during the meeting.

## NOMINATIONS COMMITTEE

The President, with approval of the Board of Directors (BOD), shall appoint a Nominations Committee each year. The Chair of the committee shall be the Immediate Past President.

1. The Nominations Committee shall submit a slate of nominees to the BOD no later than the midway point of the current term of office.
2. The Nominations Committee shall place in nomination the names of more than one (1) person for the elected offices of the Society.
3. Active and Life members in good standing shall be eligible for nomination.
4. The Nominations Committee shall provide a pertinent biographical sketch of each candidate, which shall be part of the ballot, shall be published on the website, and shall be provided to the Elections Committee.
5. Offices for which the term of office is greater than one year are placed on the ballot as follows:

OFFICE	PLACED ON BALLOT	TAKES OFFICE
Secretary (2-year term)	Even numbered years	Even numbered years
Treasurer (2-year term)	Odd numbered years	Odd numbered years
Delegate-elect*	Even numbered years	Even numbered years

\*The Delegate-elect serves as a two-year term followed by a two-year term as Delegate. The BOD position placed on the ballot is that of Delegate-elect.

# ELECTIONS COMMITTEE

The Election Committee is a subcommittee of the Nominations Committee, which is chaired by the Immediate Past President. The Nominations Committee Chair may appoint a chair of the Elections Committee.

The Elections are guided by the Society's Bylaws and managed by the Executive Office:

1. All voting takes place electronically.
2. The Past President shall appoint an impartial Election Committee, which shall check the eligibility of each ballot and verify the vote tally. The members of this committee shall be made up of Active or Life Members. The results of the Ballot shall be announced to the membership.
3. The Nominations Committee's slate and biographical sketches shall be provided to the GSRC BOD at the Summer meeting preceding the election, and to the active membership in each ballot.
4. Ballots are posted only to Active and Life members of the Society. Associate, Honorary, and Student members are not eligible to vote.
5. The ballot shall be designed to be a secret ballot with provisions for write-in votes for each office except in the case of run-off elections.
6. Ballots, to be acceptable, must be received at the designated place and by the designated time. The deadline date and time must be clearly indicated on the ballot.
7. To be elected, a candidate must receive a majority of all votes cast for the proposed office. The elected candidate for each of the three (3) Regional Representative offices will be the individual receiving the highest vote total for the respective region.
8. Those residing in a given region only shall elect regional Representatives. In the event that a ballot has more than one Regional Representative marked, that ballot will be declared invalid for all other offices.
9. A run-off election will be conducted for any office in which a candidate did not receive a majority of the votes cast. The run-off will list the names of the two (2) candidates receiving the highest number of votes cast; no write-in votes will be accepted on this ballot. In the event of a tie between more than two (2) candidates, a decision will be made by the drawing of two (2) of those names by the President.

10. Membership rolls for voting shall be closed at the end of the month preceding the posting of the ballot. Run-off ballots are a continuation of the original election and the same roll for the mailing of the ballots will be used.
11. The committee shall hold ballots until such time as the Board of Directors gives instructions to destroy them.

Elections Committee Procedure:

1. Receive nominations for each BOD position and biographical sketches for each candidate from the Chairperson of the Nominations Committee.
2. Prepare official ballots for the GSRC elections.
  - a. Type each candidate's name correctly under the BOD position for which he/she is running.
  - b. Clearly state the deadline for voting.
3. Obtain list from the AARC for all active and life members no less than 30 days before posting the ballots, to assure that the member list is accurate. Verify that only active and life members are included on the list.
4. Assemble ballots to clearly include the following:
  - a. Biographical sketches of each candidate.
  - b. Deadline date and time of the election
5. Coordinate posting of all ballots on the website with the Exec Office.
6. The Elections Committee should meet within 7 days after ballot deadline to verify the votes.
7. In order to be counted as valid, ballots:
  - a. Must be posted no later than the stated deadline date.
  - b. Must show votes for only one candidate for each office on the ballot.
8. The final committee report should be in written form, signed by the committee chair, and should include the following:
  - a. List each BOD position included in the election.
  - b. For each candidate, show the total number of votes received (this includes write-ins).
  - c. Give count of total number of ballots sent and total returned.
  - d. Give count of the number of invalid ballots and the reason for invalidity.

## **PUBLICATIONS COMMITTEE**

The Publications Committee shall consist of a Chair appointed by the President, the Newsletter Editor, the Webmaster, Chair of the Social Media Committee (a subcommittee of the Webmaster), Chair of the Advertising Committee (a subcommittee), and others as needed.

The Editor of the Newsletter will work closely with the President, Board of Directors (BOD), and Committee Chairpersons to establish an annual plan for obtaining material for the Society Newsletter.

This information should include copies of written committee reports as approved by the BOD to ensure that the Newsletter meets established publication deadlines. The Publications Committee Chair should submit reports to the BOD that monitors and tracks advertising revenue vs. publications expense.

The Publications Committee shall:

1. May publish a hard copy Newsletter at least once per year all other publications will be electronic.
2. Notify Committee Chairpersons and BOD members of the deadline for needed articles.
3. Contact the Respiratory Therapy programs and encourage students and faculty to publish articles in the Society publications.
4. Publish a listing of all BOD members on the website.
5. If necessary, special communications are posted on the website. This should receive approval of the President prior to the publication of any bulletin.
6. Obtain from the Nominations Committee, a listing of nominees and biographical outlines to be posted on the website.
7. Contact the Executive Office if member's not receiving GSRC information to notify the Membership Chairperson of their current membership status and address.

## **WEBMASTER**

The Webmaster/EO will be in contact with the President, other members of the BOD, the Program and Education Committee Chair and other committee chairs to see that the information on the website is correct and up to date.

The Webmaster will be a member of the Publications Committee.

The Website will contain correct and up to date information on:

- a. The GSRC BOD members and committee chairs.
- b. Educational offerings of the GSRC and others relevant to Georgia RCP's
- c. Legislative news relevant to Georgia RCP's
- d. Society communications to its members

No unpaid advertising, including job postings, will be placed on the website.

## **SOCIAL MEDIA COMMITTEE**

The Social Media Chair will be in contact with the President, other members of the BOD, the Program and Education Committee Chair and other committee chairs to see that the information on Facebook and Twitter is correct and up to date.

The Social Media Committee will be a member of the Publications Committee and work closely with the Webmaster

The Website will contain correct and up to date information on:

- a. Facebook
- b. Twitter
- c. Legislative news relevant to Georgia RCP's
- d. Society communications to its members and nonmembers.

## LEGISLATIVE COMMITTEE

The Legislative Committee along with the EO shall:

1. Provide any necessary articles to the Publications Chair, which will aid the membership in better understanding the licensure process.
2. Communicate as directed by the Board of Directors (BOD), via the GSRC communications network to further the political base of support for the GSRC.
3. Submit articles as appropriate to the GSRC Newsletter updating the membership on political issues.
4. Work with the GSRC Lobbyist to keep up to date on state issues that affect GA RCP's.
5. Follow national issues as communicated from the AARC Legislative team.
6. Provide Legislative information to the Webmaster for inclusion on the GSRC website.
7. A PACT (Political Action Contact Team) Leader will be appointed by the President or the Legislative Committee Chair to coordinate legislative activities through the Regional and District Representatives.

## **GEORGIA COMPOSITE MEDICAL BOARD ADVISORY COMMITTEE**

Respiratory Therapists serving on the Respiratory Care Advisory Committee of the Georgia Composite Medical Board (GCMB) are appointed by the GCMB and adhere to the Georgia Rules 360-13-.13 Composition and responsibilities of the Respiratory Care Advisory Committee.

The Respiratory Therapy representative appointed to the Advisory Committee also serves as a liaison to the GSRC and shall move information between the Advisory Committee and the GSRC BOD **exclusive** of confidential information reviewed during the examination of applicants for the Respiratory Care Professional Credential.

One Advisory Committee representative shall attend each regularly scheduled GSRC BOD meeting and present a written and oral report to the GSRC BOD. Expenses incurred by the representatives may be reimbursed by the Society after approval by the President according to the policy described elsewhere in this manual

# EXHIBITION RULES

## GSRC Meetings

***The following rules and regulations, which will be enforced, are not intended to restrict exhibitors, but to provide an environment where all exhibitors can operate in an organized, efficient, and safe manner.***

1. All of the exhibitors' activities must be kept within the area contracted. No person, signs, distribution of materials or attention-attracting devices will be permitted outside the contracted area. Clients shall be contacted and all business activities of the exhibitor shall be conducted within the allotted exhibit space. Each exhibit area is limited to two exhibitors. Extra exhibitors may register for \$50 each up to a maximum of four per table. Exhibitors at each table are restricted to individuals from the same company.
2. There will be *NO SMOKING* in the exhibit area.
3. Companies wishing to reserve a block of exhibit spaces may do so provided they provide a list of vendors assigned to each booth space at the time of registration.
4. Exhibits shall not be installed or dismantled before the hours designated in the meeting agenda.
5. Each exhibitor must take provision for safeguarding of his/her goods, materials, equipment and displays at all times. General security will be provided for the convention period, but GSRC will not be responsible for loss or damage of any material by any person or for any cause.
6. Each exhibitor must keep an attendant in his/her exhibit area during the open hours of the exhibition as listed in the "Exhibit Hours."
7. Prize awards, drawings, or contests in the exhibit area will only be allowed with the approval of the GSRC. The GSRC will control door prize drawings.
8. Refunds will be granted in accordance with Exhibitor Prospectus.
9. Practicing Respiratory Therapists working in recruitment booths are subject to the same rules and regulations as other vendors and manufacturers.
10. Sub-letting with another company is not permitted.
11. There will be no selling of products of any kind in the exhibit hall.

# DISTRICT REPRESENTATIVES

The District Representatives are appointed by the Regional Representatives, or may be appointed by the President.

1. The District Representatives are the initial contact persons in the political communication network for the Regional Representatives. The Regional Representative for each region will be responsible for communications regarding the GSRC issues and activities, and will act as a support for the activities that the District Representatives plan in the districts.
2. The District Representatives vote on amendments to the GSRC by-laws. A majority of the District Representative vote is required in addition to the majority of the BOD vote to amend the by-laws.
3. The District Representatives are charged with organization and presentation of GSRC District Symposium to be coordinated with the Program and Education Committee Chair and the President.
  - a. Structure for District Meetings follows the same criteria as the One-Day Educational Symposia.
  - b. Costs can also be contained if a free or low-cost auditorium can be used. Many hospitals or community centers make these spaces available.
  - c. The mission of the District Meetings is to provide accessible continuing education activities to RCP's at low cost. While accomplishing this, the District Representative must also assure that the meetings at least break even on cost vs. revenue.
  - d. Policies regarding honoraria and reimbursement for expense are described in the committee charges to the Program and Education Committee in this manual. Those policies apply to District Meetings also.
  - e. Announcements for the district meeting are submitted to the Program and Education Chair for review then and then to the Webmaster for posting.
  - f. Work with the Program and Education Chair and GSRC Executive Office for AARC submission of CRCE credit if necessary. The offering # should be included on the certificate of completion given out at the end of the program.
  - g. Secure AARC membership applications from the AARC for use at registration. Registrants who complete the membership application on the day of the meeting will have the processing fee for new AARC membership waived. The offer is good only on the day of the meeting, and the membership must be paid for at that time. The suggested non-member rate includes the AARC membership fee, but there must be a separate check to the AARC for the fee (This includes both advance and on-site registration).
4. The District Representative should prepare and distribute a written report to the BOD to be received at least fourteen (14) days prior to all regularly scheduled BOD meetings.
5. By the end of the first quarter of the term year, contact Directors of Respiratory Care in your district by letter to:
  - a. Explain the District Meeting concept and ask if the hospitals would be interested in hosting or presenting a District Meeting, or in having one presented in a particular area. Distribute maps designating the districts.
  - b. Inquire as to how the GSRC can be more responsive to their needs and what the Society needs to do in order to attract and retain members.
  - c. Develop and/or update a mailing list for the district.

## **MEETINGS**

Society meetings are also described in Article IX of the Society's Bylaws.

### **DISTRICT SEMINAR**

The symposia are designed to provide low cost, easily accessible educational experiences to Respiratory Care Professionals in an effort to assist them in meeting their educational goals. These symposia will be Association approved in order to meet the continuing education requirements of the Composite Board of Medical Examiners.

All one-day symposia sponsored by the Society and organized by elected or appointed positions of the society should be in accordance with the following charges to provide consistency across the state.

1. Coordinate meeting dates with the Society's District Seminar Committee Chair to ensure that no conflicts with previously scheduled meetings exist.
2. Coordinate with the Society President to ensure that at least one member of the Society's BOD will attend, if the President is unable to attend.
3. Announcements for meetings are submitted to the District Seminar Committee Chair for review and then to the Webmaster for posting.

Non-member fees may be reduced to the member rate if the registrant completes an AARC application (including check to the AARC for membership) at the District Meeting.

If the person organizing the symposium elects to include lunch at the symposium and there is going to be additional cost, it should be sponsor based.

4. Expenses incurred in presenting the meeting shall be reimbursed by the Society in accordance with the Reimbursement of Expenses Procedure in this manual.
5. All revenues from the symposium shall be delivered to the Executive Office with notification to the Society Treasurer for deposit into the GSRC checking account within seven (7) working days of the symposium. At the Treasurer's discretion, the revenues may be deposited locally in a branch of the Society's bank.

## REIMBURSEMENT OF EXPENSES

The Georgia Society for Respiratory Care is a non-profit organization that operates on limited funds for the purpose of supporting the profession of Respiratory Care. In order to accomplish its mission, the society depends heavily on a spirit of volunteerism among its membership and especially from its leadership. Members are encouraged to provide service to the Society without pay as much as possible (e.g., presenting GSRC programs without honoraria, etc.)

The Society understands that in the course of performing their duties, officers, BOD members or Committee Chairpersons will occasionally incur out of pocket expenses that require reimbursement. When necessary, reimbursement of individuals' expenses may be approved by the Society President in keeping with the BOD's policies and procedures. These policies and procedures are described below:

1. Reimbursement of committee chairperson's expenses, when needed, will be underwritten by the Society for attendance at scheduled BOD meetings with the approval of the President for the BOD.
2. BOD members' expenses will be reimbursed, when needed, for functions at which their attendance in their official capacity is requested by the President or the BOD.
3. Representatives to the Composite Board of Medical Examiners will have expenses reimbursed, when needed, when attending official Composite Board business meetings according to the guidelines listed below.
4. Other members of the Society who are requested to attend BOD meetings or other functions as an official representative of the Society or the BOD shall have their expenses underwritten by the Society, when needed.
5. Members of committees, who are asked to perform special functions that require expenditure of personal funds, will be reimbursed, when needed, pending the approval of the President in keeping with the policies which follow.

Reimbursement of expenses, when needed, will follow the guidelines detailed below.

1. Mileage will be reimbursed for all travel to and from official functions at the most current mileage rate per mile for all travel over 50 miles round trip. Airfare will require advance approval of the Executive Committee and will be at the coach rate. Ground transportation for Society representatives traveling by air will be reimbursed, as will airport parking of personal vehicles when it cannot be avoided.
2. Meals and other expenses incurred will be reimbursed in the form of a per diem. The per diem has been set by the BOD at \$50.00 per day.
3. Hotel expenses will be reimbursed at the encountered rate in the facility hosting the function, but not to exceed \$100.00 per night without advance approval of the President. Individuals are encouraged to share rooms where practical and appropriate.
4. BOD members will be reimbursed for travel, hotel and meals during Society conventions and/or seminars only if they are traveling to the meeting for the sole purpose of attending the BOD meeting, and only when needed.

The society will not underwrite the expenses of the full Society meeting for any individual except the President, when needed. The Past President shall receive a complimentary room during the annual meeting. The Program and Education Committee Chairperson shall receive a complimentary room. The new President will receive a room if available. The Past President, President and the Program and Education Committee Chairperson shall be housed in suites if complimentary suites are available. These three individuals will be required to hold committee meetings in their suites as necessary.

BOD Members may be reimbursed for mileage, per diem and hotel expenses for travel to the BOD meetings immediately preceding or following a regular Society seminar or convention, upon approval by the President. Hotel expenses will be limited to one night.

5. All expenses **must** be submitted to the Society President on the Society's official expense voucher and receipts for requested expenses must be attached. The President will forward approved vouchers to the Society Treasurer for payment. All expenses will be subject to the review of the Budget and Audit Committee as are all financial transactions of the Society as

required by the bonding process. All telephone expenses will require a receipt and documentation of the purpose of the call, the time and date and the party called.

6. The honorarium paid to speakers at official Society functions will require approval of the Executive Committee or the full BOD if timely.

**GEORGIA SOCIETY FOR RESPIRATORY CARE, INC.**

A Chapter of the American Association for Respiratory Care

**EXPENSE VOUCHER**

NAME \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
MEETING DATES \_\_\_\_\_ TO \_\_\_\_\_  
PURPOSE \_\_\_\_\_

Air Fare..... \$ \_\_\_\_\_

Mileage (\$.36 x \_\_\_\_\_ Miles) \$ \_\_\_\_\_

**TOTAL TRANSPORTATION \$ \_\_\_\_\_**

Lodging (Room + Tax)..... \$ \_\_\_\_\_

Per Diem (\$50 X \_\_\_\_\_ days) ..... \$ \_\_\_\_\_

Miscellaneous..... \$ \_\_\_\_\_

(Attach explanation & receipts)

Telephone Expense..... \$ \_\_\_\_\_

**TOTAL LODGING/MISC \$ \_\_\_\_\_**

**TOTAL EXPENSES THIS REPORT \$ \_\_\_\_\_**

**LESS CASH ADVANCE \$ \_\_\_\_\_**

**NET REIMBURSEMENT \$ \_\_\_\_\_**

The individual whose signature appears on this form certifies that he/she is not receiving duplicate reimbursement from another source.

\_\_\_\_\_ Signature \_\_\_\_\_

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Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_ Signature/Office \_\_\_\_\_

Check No. \_\_\_\_\_ Date \_\_\_\_\_ Treasurer's Signature \_\_\_\_\_

## SPONSORSHIP TO SPECIAL FUNCTIONS

Sponsorship of individuals or teams to special functions shall be considered by the Board of Directors (BOD) during the budget process at the recommendation of the Program and Educations Committee and/or the Long-Range Planning Committee.

During the annual budget process, the GSRC will consider allocating funds to cover registration fees for the members of the GSRC Sputum Bowl team to attend the AARC Annual Meeting. Final approval of the funds for this purpose will be subject to annual approval of the BOD at its August meeting, at which time the BOD will assess whether or not the Society's financial status permits it to commit these funds.

### **Student Mentor Program for HOD Meetings**

The GSRC wishes to encourage students to become active members of the Society and AARC. One method to do so is through the AARC's House of Delegate's (HOD) Student Mentorship program. This allows selected students to participate in the HOD meeting.

To demonstrate its support, the GSRC BOD has approved a stipend in the annual budget to help offset the cost of attending the HOD meeting. Each year the GSRC BOD will determine how many stipends it will fund and the amount.

1. Students will apply to the HOD Student Mentor Committee.

[http://c.aarc.org/member\\_services/house\\_delegates/mentorship\\_program/](http://c.aarc.org/member_services/house_delegates/mentorship_program/)

2. The GSRC will award the stipend to the student(s) the HOD committee selects using their criteria. They in turn will notify the student(s), GSRC President, and Delegates who have been selected.
3. The HOD committee may select more than two students from GA. If this is the case, the HOD Committee will select the two students the GSRC will award stipends. The HOD committee may offer others a spot but will not be supported by the GSRC.

Here are general guidelines to help faculty and students understand what will be allowed as reimbursable expenses. All current GSRC policies will be followed. Examples of allowable expenses include the following:

1. Airfare for coach seats and baggage fee for 1 checked bag each way. Mileage can be reimbursed as long as it will be cheaper than a coach airplane ticket. Please check with the executive office before assuming mileage will be reimbursed. NOTE ON AIRFARE: The GSRC will make every attempt to let the student know well in advance if they are to receive a stipend. This is done to allow the student to shop for the most economical tickets. Booking tickets at least 30 days in advance should give the student the best pricing.
2. Mileage to and return from airport along with parking. If a shuttle has to be taken from another city to the airport this should be covered but please check with the executive office to confirm before making reservations. Such shuttles as from Macon to Atlanta are permissible or from outlying surrounding cities. Again, please check with executive office prior to making reservations.
3. Ground transport via a reasonable mode such as shuttle/taxi/Uber/Lyft Etc. Rental cars only if reasonable and only for the actual days of the HOD meeting i.e. travel day before

conference, two days of the HOD and travel day after the HOD. Normally public ground transportation is the preferred method for it tends to be cheaper. Please check with the executive office before renting a car. When checking please have available rental car rates versus public ground transport.

4. Hotel expenses for the HOD meeting should be 3 days. The arrival day, day one and day two of the HOD meeting. If the students wished to stay beyond the normal three day HOD meeting they will need to pay for the extra days. NOTE ON HOTELS. Book early for the hotels will fill quickly for the fall International Congress.
5. The normal approved per diem will be paid for the HOD meeting, i.e. travel days before and afterwards and the two days of the HOD meeting. Current per diem is \$50 per day. Please provide receipts.
6. Receipts must be provided for all reimbursable expenses.
7. The reimbursable cost with receipts will be paid up to the amount awarded and will only pay according to the current GSRC policies.

All students who apply should let the GSRC executive office know by sending an email to <https://www.gsrc.org/contact-us> This will help the President and Delegates know there are interested students and help the BOD keep track of the process.