

## ***Lambda Beta Society Membership Instructions***

Students, alumni and faculty members can be nominated for Lambda Beta Society membership. They must be worthy of recognition for academic excellence and have an ethical and unblemished record and meet the following criteria:

### **Student/Alumni Membership**

- Students who have completed 50% of their respiratory care courses, who meet the criteria of Article VIII, section 4 of the bylaws, or:
- Student Membership: Any graduate (less than 30 days from nomination,) of any CoARC approved or CAAHEP accredited program providing that the individual met the membership qualifications of Article VIII, section 4 of the bylaws at the time of the individual's graduation.
- Alumni Membership: Any graduate (more than 30 days from nomination) of any CoARC approved or CAAHEP accredited program providing that the individual met the membership qualifications of Article VIII, section 4 of the bylaws at the time of the individual's graduation.

### **Faculty Members**

- Candidates proposed for faculty membership must:
- Have completed two years of full-time or four years of part-time faculty experience in a CoARC or CAHEA (or its successor, CAAHEP) accredited program.
- Be currently teaching or hold a teaching appointment in a CoARC approved or CAHEA (or its successor, CAAHEP) accredited program.
- Have maintained an ethical and unblemished professional record.

To nominate Students, Alumni or Faculty to the Lambda Beta Society a ***Proposal for Membership and Membership Acceptance*** form must be submitted to the Lambda Beta Executive office. Forms can be obtained by contacting the Lambda Beta Executive Secretary, Debbie Farrow at 913.440.4475 or [debbie.farrow@nbc.org](mailto:debbie.farrow@nbc.org). ***These forms cannot be found on the Lambda Beta website.*** This prevents just anyone from submitting a proposal for membership and/or an application. The only forms on the website are the chapter applications, memorabilia forms and scholarship applications.

1. A **Proposal for Membership** should always be completed when nominating individuals. How the Proposal for Membership is processed is up to the individual school and must be addressed when submitting the Proposal for Membership.
2. Complete the Proposal for Membership remembering to **print legibly** where indicated. When completing the Proposal for Membership all information is required. Although processing typically takes 3-7 days, if the certificate packets are needed by a certain date, please complete this information on the Proposal for Membership. At high volume times, (April -May) it may take longer to process.
3. **Membership Fees:** One-time \$25.00 fee for all types of membership excluding chapter fees and honorary chapter membership. (See the Membership Information Sheet attached for more information.)
4. ***If payment is not being submitted, your job is done.*** Once we receive the Proposal for Membership, we will send Letters of Nomination to each student. The Nomination Letter advises the individual that he/she has been nominated by the school for Lambda Beta Membership and by completing the

application and submitting payment; they will become lifetime members of the Lambda Beta Society. Once we receive their application with payment, we issue a membership packet which includes a certificate. The packet is then mailed to the school for an official signature. It is the school's responsibility to send or present the membership packet to the student.

5. ***If payment is received:*** A completed Membership Acceptance Form for each individual on the Proposal for Membership must be included. *We will no longer accept applications with just names of students and the school address.* It is absolutely necessary that we have a completed forms for each student before processing. If the student is not aware that he/she is being nominated, a signature is not required on the Membership Acceptance form. The individual's information is strictly confidential and is never used in any way other than contacting them on Lambda Beta business.
6. ***If Invoicing is requested:*** A completed Membership Acceptance Form for each individual listed on the Proposal for Membership. The membership packets will be mailed directly to you along with an invoice which is due in 30 days from date of the invoice.
7. **All** Membership Packets are forwarded to the nominating school. Membership Packets are never sent directly to the students. This is so the nominating school can affix an official signature to the Certificate.
8. ***Membership Acceptance Forms:*** All information provided on the form is strictly confidential. ***E-mail addresses*** are essential. We no longer mail Lambda Beta newsletters and/or information to the membership. Although using school related e-mail addresses maybe easiest, it will probably not be used once they are no longer in school. In order to relay Lambda Beta Society information to the membership, it is suggested that a more permanent e-mail address be provided.

If you should have any questions or concerns, please contact Executive Secretary Debbie Farrow, 913.440.4475 or [debbie.farrow@nbrc.org](mailto:debbie.farrow@nbrc.org).