



**LAMBDA BETA SOCIETY
BYLAWS**

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**LAMBDA BETA HONOR SOCIETY
BYLAWS**

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ARTICLE I. NAME

The name of this Society shall be the LAMBDA BETA SOCIETY, hereinafter referred to as "the Society."

ARTICLE II. PURPOSE

The purpose of this Society shall be to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the Respiratory Care profession.

The goals of the Lambda Beta Society are to achieve the above purpose by:

1. Annually elect into membership, the top ranking twenty-five (25) percent of students of all Commission on Accreditation for Respiratory Care (CoARC) accredited programs.
2. Providing Society members and component chapters with awards, scholarships, certificates, insignia, publications, and other incentives as deemed necessary by the Board of Directors (hereinafter referred to as the Board) for advancing the purpose of this Society.
3. Achieving and maintaining fiscal independence from any other organization.

ARTICLE III. ORGANIZATION

Section 1. Not-for-Profit Statement

- 1.1 No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons; provided, the corporation shall be authorized and empowered to make payments and grants in furtherance of the purposes set forth in Section 3. The corporation is not organized for profit or organized to engage in any activity ordinarily carried on for profit. The corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office.
- 1.2 Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any activities that are not permitted to be carried on by an organization described in section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the "Code").
- 1.3 Upon the dissolution of the corporation, the assets of the corporation which remain after payment of its obligations has been made or provided for, and after return, transfer, or conveyance of assets held upon condition requiring such return, transfer or conveyance, shall be transferred to one or more not-for-profit organizations whose purposes are substantially similar to those for which the corporation is organized and which, at the time of such distributions, are described in sections 501(c)(6) or 501(c)(3) of the Code and exempt from tax under section 501(a) of the Code.

Section 2. Component Chapters

- 2.1 Local Component Chapters of this Society may be established in any (CoARC) accredited respiratory care program regardless of the length or type of program as outlined in Article VIII of these Bylaws.
- 2.2 The membership of this Society shall be members of and be nominated by faculty or officers of Component Chapters. All members shall be designated as either members, faculty, alumni, or honorary members. Qualification and classification of membership is established in Article X of these Bylaws.

Section 3. Sponsors

- 3.1 Sponsors of the Society shall:
 - (a) Participate in the development and revision of the Bylaws through the actions of the representatives of the sponsoring organizations;
 - (b) Provide timely and appropriate nominations of individuals to serve as representatives of the sponsoring organizations;
 - (c) Participate in the long and short-term planning for the Society.
- 3.2 Sponsor Authority
 - (a) The Sponsors of the Society are, at present, the following: the American Association for Respiratory Care (AARC), the American Respiratory Care Foundation (ARCF), the National Board for Respiratory Care (NBRC); and the Commission on Accreditation for Respiratory Care (CoARC).
 - (a) Each Sponsor shall appoint a representative to the Society and the term of that representative shall have terms as designated by the respective organizations.

3.3 Naming Additional or Removing Sponsors

- (a) Upon written request from an organization, the Board shall consider the addition of sponsors for the Society.
- (b) An organization that requests to become a Sponsor shall submit a written statement which describes the mission of the requesting organization, and a statement of support for the purpose of the Society.
- (c) Approval to add a new sponsor or remove a sponsor shall require a two-thirds (2/3) majority vote of the Board. An e-mail or mail ballot may be employed to obtain the required two-thirds majority.
- (d) The President of the Society, or his/her designee, shall inform the requesting organization of the decision of the Board. This notification shall be in writing.

ARTICLE IV. OFFICERS

The officers of this Society shall be a President, President Elect, Immediate Past President and Secretary-Treasurer, elected from the Board, with tenure and duties as established in Article XII of these Bylaws.

ARTICLE V. GOVERNANCE

The legislative and governing body of this Society shall be the elected officers and up to eleven (11) additional members comprising the Board of directors. All administration and governing decisions of this Society will be made by the Board according to Article XI of these Bylaws.

ARTICLE VI. MEETINGS

The Board shall meet at least twice each calendar year by conference call unless otherwise notified. Special meetings may be called by the President or by the written consent of two-thirds (2/3) of the members of the Board.

ARTICLE VII. SUPREMACY CLAUSE

These Bylaws shall be the supreme law of this Society and all of its Component Chapters, and they are bound hereby.

ARTICLE VIII. COMPONENT CHAPTERS

Section 1. Establishment and Location

Component Chapters may be established by any CoARC-accredited respiratory care program. Component Chapters may also be established in geographical areas (e.g. large cities) where one or more accredited programs exist or may be sponsored jointly by two or more programs. All Component Chapters shall be established by the faculty of the program or by the elected officers of the chapter. Members who initiate the establishment of a Component Chapter shall be known as "Charter Members." Procedure for establishment of Component Chapters and application fees shall be set by the Board. A CoARC-accredited respiratory care program shall be defined as any respiratory care educational program that holds any category of accreditation from CoARC.

Section 2. Name

The Component Chapters shall be known as "The _____ Chapter of the Lambda Beta Society." The name should reflect the name of the college or university, but any name may be submitted and used if approved by the Board.

Section 3. Nomination of Members

Nomination of students, alumni, and faculty to membership shall be made by the faculty members or officers of the Component Chapter in good standing. Nominated members must be in the upper twenty-five (25) percent of their respiratory cohort as follows: The upper twenty-five (25) percent shall be calculated from a rank ordered list of all individuals according to overall grade point average (or other grading method used by the program). If the calculated number of individuals to be nominated is less than one whole percentage point, then the number of nominees shall be rounded up to the next whole number (e.g., if upper twenty-five (25) percent of a given class calculates to be 3.1 students, then four (4) may be nominated).

Section 4. Component Chapter Activities

Each Component Chapter may establish its own initiation fees, scholarships, social activities, fund raising activities, and meetings provided those activities are in keeping with the general goals and objectives of these Bylaws and the Society. Component chapters shall be responsible for nominating members and receiving and distributing national membership certificates.

Section 5. Component Chapter Insignia

Component Chapters may design and utilize their own insignia so long as the Lambda Beta insignia is incorporated and the relationship to the Society is clear.

Section 6. Annual Fees

- 6.1 Each Lambda Beta chapter is required to pay annual fees as established by the Board.
- 6.2 The Executive Office will send each Lambda Beta chapter an invoice for the annual fees by January 31. The invoice shall include information clarifying the consequences of late payment.
- 6.3 The Executive Office shall send a second invoice to each Lambda Beta chapter which has not submitted their annual fees within 30 days after the original invoice.
- 6.4 A Lambda Beta chapter will become inactive if the current annual fees are not paid by March 31.
- 6.5 A chapter that has been inactive for up to 60 days may return to active status by paying the current annual fees plus late fees established by the Board. A chapter which has been inactive for more than 60 days must submit an application to establish a new chapter and pay all associated fees.

ARTICLE IX. INSIGNIA

The official insignia of this Society shall be a key with the Greek letters (L) Lambda and (B) Beta. These initials, which denote the name of the Society, are derived from the goals of sustaining life and breath for mankind.

ARTICLE X. MEMBERSHIP

Section 1. Classification

There shall be three (3) classifications of membership:

- 1.1. Members: This category of membership shall consist of students who have completed at least 50% of their respiratory care courses, and who meet the criteria of Article VIII, section 3.
- 1.2. Faculty Members: All faculty members of a CoARC-accredited respiratory care program with a component chapter are eligible to belong to the Society, providing they meet the qualifications in Article X, Section 2. Members of the faculty who organized the Component Chapter shall hold the designation of "Charter Members."
- 1.3. National Honorary Members: This category of membership is reserved for any person who has made an outstanding contribution to the progress and/or development of the art, science, literature, or public understanding of respiratory care. This category is an honorary title and only one per year shall be granted by the Board except in unusual circumstances.

Section 2. Qualification for Membership:

Each category of membership has separate qualifications as listed below:

- 2.1. Member: Nominations for membership as a member must be submitted to the Executive Office of the Society in accordance with the nomination procedure described in Article X, Section 3 of these Bylaws. The individual must have completed 50% of their respiratory care courses. The individual must be in the top twenty-five (25) percent of the class based on cumulative GPA for courses taken at that institution or have a cumulative GPA of 3.5 or higher.
- 2.2. Faculty Member: All faculty who are teaching respiratory care are eligible to be nominated to membership providing the individual has completed at least two years of full-time, or four years of part-time teaching experience. Faculty members involved in the formation of the Component Chapters shall be designated as "Charter Members." All faculty members must be nominated for membership as either charter members (where they nominate themselves) or by other faculty members and must follow the same election procedure as the other members.
- 2.3. National Honorary Membership: This category of membership is reserved for persons who have made a "one-of-a-kind" contribution to the profession. Honorary memberships are normally limited to one per calendar year. Honorary memberships are granted by the Board upon nomination from any Component Chapter or any individual member. Honorary members must have made an outstanding contribution to the art, science, or body of knowledge of respiratory care. This contribution must be documented and submitted to the Nominating Subcommittee. Honorary members do not vote or hold office. See the nominations procedure in Article X, Section 3 (c), of these Bylaws.

Section 3. Nominations Procedures

- 3.1 All nominations must be submitted by an officer or faculty member of a Component Chapter, with the exception of the National Honorary membership nomination, which can be made by any member.
- 3.2 Proposal for Membership and Application forms shall be included with the annual fee invoice.
- 3.3 Additional documentation must accompany the forms as follows:
 - (a) Member: Documentation of the members' or alumni rank in the top twenty-five (25) percent of their class.
 - (b) Faculty Member: Documentation of the individual's teaching experience. It shall be submitted in the form of a curriculum vitae and must contain verifiable evidence of appropriate teaching experience.
 - (c) Honorary Member: A letter of nomination for honorary membership outlining the candidate's contribution to the profession of respiratory care.

Section 4. Privileges

- 4.1 All members of this Society shall have their names entered on an official register called the "Roll of Excellence" to be maintained by the Executive Office. This official register of members shall become a permanent record of this Society. Other privileges of the members are as follows:
 - (a) Member and Faculty Member: These members will be allowed to hold office and to vote in the meeting and elections of the Society and the Component Chapters. All members will receive a certificate of membership and be allowed to purchase and wear jewelry displaying the Lambda Beta insignia and Lambda Beta cords.
 - (b) Honorary Members will be afforded all the rights and privileges of other members except to vote and hold office.
 - (c) All members of the Society shall be allowed to participate in and take part in all activities of the Society regardless of race, creed, gender, national origin, or disability.

ARTICLE XI. BOARD OF DIRECTORS

The Board of Directors (Board) of this Society shall be responsible for the operation of the Society and the accomplishment of its purpose.

Section 1. Composition

The Board shall be composed of up to fifteen (15) voting members. All elected members must be either a graduate or an employee of the type of program the individual represents. A member of the Board may serve as a representative of one of the areas listed below while serving as an officer. The Board shall consist of one representative from each of the following:

1.1 **Educational Programs**

Associate Degree Programs
Baccalaureate Degree Programs
Master's Degree Programs

1.2. **Society Sponsors**

CoARC
NBRC
AARC
ARCF

1.3. **Officers**

President
President-Elect
Immediate Past-President
Secretary/Treasurer

1.4. Four (4) members-at-large

Section 2. Powers

- 2.1 The Board shall be the administrative and managing body of the Society, vested with full power to conduct all business subject to the rules in these Bylaws.
- 2.2 The Board shall have the power to enter into contracts, to establish rules and regulations not in conflict with these Bylaws, and to govern the organization.
- 2.3 The Board shall have the power to create standing and/or special committees to carry out the business of the Society.

Section 3. Duties

3.1 It shall be the duty of the Board to:

- (a) Fill vacancies which may occur in the elected officers as provided in Article XII, Section 7 of these Bylaws.
- (b) Serve as members of the committees as appointed by the President.
- (c) Submit an annual report of the Society's activities to the membership.
- (d) Review and approve an annual budget to insure the financial solvency of the Society for each ensuing fiscal year.
- (e) Perform other duties as described elsewhere in these Bylaws.

Section 4. Meetings

4.1 There shall be a minimum of two meetings of the Board each calendar year.

4.2 Special meetings of the Board may be called by the President or as specified elsewhere in these Bylaws.

Section 5. Committees

The President shall appoint members to any committees deemed necessary to accomplish the business of the Society.

Section 6. Quorum

At least one half of the members of the Board shall constitute a quorum for the transaction of business.

Section 7. Executive Council

The Executive Council of the Board shall be: The President, the President-Elect, the Immediate Past President and the Secretary-Treasurer. All actions of the Executive Council shall be ratified at the next meeting of the Board.

Section 8. E-Mail and/or Mail Ballot

Any action may be taken by the Board by e-mail or mail ballot and shall be binding and valid.

Section 9. Teleconference and Electronic Communications

Any action taken by the Board by teleconference or other electronic communications shall be recorded by the Executive Office and shall be binding and valid.

Section 10. Tenure

The officers (President, President-Elect, Immediate Past-President, and Secretary-Treasurer) shall have a term of office in accordance with Article XII, Section 5.

Representatives of the CoARC, NBRC, AARC, ARCF, shall have terms as designated by the respective organizations. The remaining representatives elected to the Board shall be elected for a term of three (3) years. Board members representing educational programs and members-at-large may serve up to three, three-year terms. Members of the Board who are serving as an officer when they reach the 9- year term limit may continue to serve so long as they continue to be an officer. A new person will be elected or appointed to the position in which they were serving.

ARTICLE XII. OFFICERS

Section 1. Number and Title

The officers of this Society shall be President, President-Elect, Immediate Past-President and Secretary-Treasurer.

Section 2. Qualifications

Any member of the Board shall be eligible to hold office.

Section 3. Nominations

Nominations for the offices of President-Elect and Secretary-Treasurer shall be presented to the Board.

Section 4. Election

The officers shall be elected by the Board When there is only one (1) candidate for an office, such candidate may be elected by acclamation.

Section 5. Tenure of Office

The term of office shall be three (3) years. Officers will continue to serve in their office and perform their duties until they are re-elected, or their successor has been elected and installed.

Section 6. Installation

The officers shall be installed at the first meeting of the Board after the election. The new officers shall be installed by the President or by a person designated by the President.

Section 7. Vacancies

In the event of a vacancy in the office of President, the President-Elect shall assume the office and duties of the President. In the event of other office vacancies, the Board shall consider all factors which govern the situation and determine how the vacancy shall be filled.

Section 8. Duties

8.1 President – The President shall:

- (a) Serve as an official representative of the Society in its contact with all other organizations.
- (b) Serve as Chair of the Board and Executive Council.
- (c) Present a verbal report to the members of the Society at the annual reception held during the AARC International Respiratory Congress concerning the activities of the Society.
- (d) Call special meetings as provided in these Bylaws.
- (e) Recommend members of the standing and special committees to the Board.
- (f) Be an ex-officio member of all committees.
- (g) Sign all checks for greater than \$1,000 issued by the Society.
- (h) Perform such duties as may be expected of the President of the Society as outlined and provided elsewhere in these Bylaws.

8.2 President Elect – The President-Elect shall:

- (a) Assist the President as requested.
- (b) Serve as a member of the Executive Council.
- (c) Perform any duties as directed by the President or Board.
- (d) Succeed to the office of President at the first official Board meeting in which installation of officers is conducted or at such time as a vacancy occurs in the office of President.

8.3 Immediate Past President – The Immediate Past-President Shall:

- (a) Serve as an advisor to the President.
- (b) Serve on the Executive Council.

8.4 Secretary-Treasurer – The Secretary-Treasurer shall perform or supervise others in the performance of the following:

- (a) Assist the President as requested.
- (b) Serve as a member of the Executive Council.
- (c) Review the financial statements.

Section 9. Executive Office

9.1 The Executive Office shall:

- (a) E-Mail notices of all meetings as provided by the Bylaws.
- (b) Serve as Secretary to the Board for all meetings as provided by these Bylaws.
- (c) Provide all Component Chapters with insignia and other needed items for the establishment of a Component Chapter and nominations as provided in these Bylaws.
- (d) Be responsible to maintain the official register of members and Component Chapters following all initiations as provided in these Bylaws.
- (e) Collect and preserve all data relative to the history of this Society.
- (f) Conduct official correspondence of the Society.
- (g) Receive and disburse the funds of the Society as directed by the Board.
- (h) Present an official financial report to the membership at each Board meeting.
- (i) Prepare and issue charters to the Component Chapters.
- (j) Prepare and issue certificates of membership.
- (k) Perform other duties as directed by the President or Board.

Section 10. Committees

10.1 The President shall appoint members to all committees' subject to ratification by the Board.

10.2 Committee Reports.

- (a) It shall be the duty of the Chairperson of all committees to inform the Board of its activities at appropriate intervals during the year. This report shall be submitted to the Executive Office at least 30 days prior to each Board meeting. It shall be the responsibility of the chair to keep copies of all reports and submit them to succeeding chairs.

ARTICLE XIII. FINANCES

Section 1. Charter Fee

The initial charter fee for a Component Chapter shall be designated by the Board as provided in these Bylaws.

Section 2. Initiation Fees

The initiation fee for newly elected members shall be designated by the Board. All initiation fees shall be collected by the Executive Office.

Section 3. Membership Dues

1. Dues for membership shall be designated by the Board.
2. Dues for Faculty membership shall be designated by the Board.
3. National Honorary members shall be exempt from paying dues.
4. Annual dues for Component Chapters shall be designated by the Board.
5. Additional dues for Members and Faculty membership in a Component Chapter may be charged by the Component Chapter and shall be collected separately by that Component Chapter.

Section 4. Expenditures

All funds shall be applied to the needs and welfare of this Society. Funds may only be disbursed for the purpose of carrying out the business of this Society and in accordance with these Bylaws.

Section 5. Fiscal Year

The fiscal year shall be from January 1 through December 31 of each calendar year.

ARTICLE XIV. AMENDMENTS

These Bylaws may be amended at any time by a two-thirds affirmative vote by the Board at any meeting of the Board. The Executive Office is required to send notice of the proposed Bylaws changes at least 30 days prior to voting. The proposed changes shall be sent to the Component Chapters no later than 30 days after the changes have been approved by the Board.

ARTICLE XV. SCHOLARSHIPS

The Board may establish and maintain scholarship programs as deemed in the interest of the Society. The scholarships shall be awarded during the annual Lambda Beta Reception held at the AARC International Congress.

1. Any student currently enrolled in a CoARC-accredited respiratory care program may apply for scholarships. Criteria and applications procedures for each scholarship/award shall be established by the Board.
2. Each award shall include travel expenses, established by the Board, to assist the recipient to attend the AARC International Congress and shall include complimentary Congress registration. Travel expenses will be reimbursed if the awardee attends the International Congress.
3. Scholarship/award application packets will be available on the Society website and mailed upon request. All application materials must be sent electronically to the Executive Secretary by the published deadline to be eligible for consideration.