

Joint affiliate and state members voiced agreement at the annual ASCVPR conference 4/20/18

ARIZONA SOCIETY FOR CARDIOVASCULAR AND PULMONARY REHABILITATION BYLAWS

I. Name:

Arizona Society for Cardiovascular and Pulmonary Rehabilitation.
Joint Affiliate of American Society for Cardiovascular and Pulmonary Rehabilitation

II. Mission:

The purpose of this organization is to support cardiovascular, pulmonary, and preventive medicine professionals while promoting quality patient care.

III. Vision:

- A. To foster and promote interchange of ideas, mutual support and the development of cardiovascular, pulmonary, and preventive medicine professionals.
- B. To support the development and maintenance of quality cardiovascular and pulmonary rehabilitation and preventive medicine programs.
- C. To promote the standardization and critical evaluation of cardiovascular, pulmonary, and preventive medicine practices.
- D. To promote quality research in cardiovascular and pulmonary rehabilitation and preventive medicine to professional and lay community.
- E. To serve as an information resource for cardiovascular and pulmonary rehabilitation and preventive medicine to professional and lay community.
- F. To be a proponent for issues that favorably advances quality patient care.

IV. Membership:

- A. Any health care and/or rehabilitation professional who has an interest in or whose work involves cardiopulmonary rehabilitation and/or preventive medicine.
- B. AACVPR Joint Affiliate membership is determined by AACVPR
- C. ASCVPR Associate membership is determined by ASCVPR Board members

V. Dues:

To be established based on annual review, by the board.

VI. General Membership Meetings:

Business meetings will be held quarterly and will include an educational component.

VII. Officers:

A. President:

1. Conducts general membership meetings.
2. Develops the agenda for both the general membership and the Board of Directors Meetings.
3. Assists the President-Elect with planning the quarterly meetings.
4. Acts as Chairperson for Board of Directors.
5. Acts as official representative of the Society.
6. Responsible for filing Federal and State 1099 Form and updating annually with the Arizona Corporation Commission

B. President-Elect:

1. Assumes President's responsibilities in his/her absence.
2. Plans quarterly meetings with the assistance of the president. Delegate's tasks related to the quarterly meetings to other board members as needed.
3. Enlists nominees for open board positions, with the assistance of membership/ program contract.
4. Acts as official representative of the Society.

C. Past President:

1. Organizes and makes arrangements for the annual meeting, including but not limited to arranging: location, speakers, and food. Delegates to other board tasks and utilizes a committee as needed.
2. Act as official representative of the Society.

D. Secretary:

1. Sends general meeting notices.
2. Maintains minutes of both general membership and Board of Directors meetings.
3. Trains Secretary-Elect on duties of the Secretary position
4. Emails out all official communication to the ASCVPR members.
5. Keeps permanent record of all society business.

E. Secretary elect (in effect 2019)

1. Works closely with secretary to learn duties.
2. Assumes the responsibility of Secretary in his/her absence.
3. Other duties as assigned by Secretary and Board.

F. Treasurer:

1. Collects dues, pays bills, accounts for all expenditures.
2. Prepares an Annual Financial Report to be presented to the general membership.
3. Reviews annual audit with incoming President.
4. Adds Treasurer-elect to bank accounts within three months of Treasurer-elect being elected.

G. Treasure elect (Effective 2019)

1. Works with Treasure to learn the duties involved with being the treasure.
2. Assumes the responsibility of Treasure in his/her absence.
3. Is added to bank accounts within three months of being elected.
4. Other duties as assigned.

H. Website/ Social Media

1. Maintains website and/or communicates website needs to AACVPR with expectation of posting within 30 days
2. Posts updates on social media regarding upcoming ASCVPR events and other important information related to Cardiac and Pulmonary rehab

I. Membership/ Program contact

1. Maintains an updated list of joint affiliate and state members
2. Maintains an updated list of all Cardiac and Pulmonary rehabs in the state of Arizona
3. Responsible for tracking registration and attendance at all society meetings and functions.
4. Responsible for disseminating information from the State Meetings to all Local cardiopulmonary rehabilitation centers
5. Assists the President-Elect with enlisting nominees for open board positions.

J. Members at Large

1. Assists board with tasks as needed.

K. Legislative Liaison

1. This is an appointed position, non-voting
2. Is actively involved in AACVPR and provides updates to the board and general members.

L. Outcomes Liaison

1. This is an appointed position, non-voting
2. Is actively involved in the state outcomes that would benefit the State of Arizona.

M. Any state member who is an AACVPR National Committee member is invited to be on the board.

VIII. Board of Directors:

1. Composition:

The Board of Directors (the "Board") shall consist of not more than 12 members. The Board shall consist of the President, President-Elect, Past-President, Secretary, Secretary-Elect, Treasurer, Treasure-Elect, Website/ Social Media, Membership/ Program contact, 2 Members at Large and a Legislative Liaison. Legislative and Outcomes positions are non-voting appointed positions.

2. Each member with the exception of the President Elect, shall be elected by the general membership and serve for a 2-year term.

The President-Elect shall be elected for a 3-year term of office, serving 1 year each in the following consecutive positions: President-Elect, President, Past President. The President of the Society shall act as Chairperson of the Board. A Director may not be removed from office except upon the establishment of misfeasance, malfeasance, or nonfeasance, as determined by a majority of the Directors and affirmed by a majority of the members or upon finding by a majority of the members, or on provisions set forth in the bylaws approved and adopted by a majority of the members.

3. Powers:

Between meetings of the general membership, the Board shall have all the powers and the duties of the general membership, which may be delegated lawfully. The general membership may limit the powers of the Board.

4. Meetings:

The Board shall meet at least four times a year. At the request of the Chairperson of the Board, or any two members of the Board, a meeting of the Board shall be called

or canceled on five-day notice given to each member of the Board by telephone or email. The Board may also act without meetings, but in such a case the written concurrence of four of the members of the Board shall be necessary.

5. **Functions:**

The Board shall fix annual dues for ASCVPR associate members and prepare an annual budget for the Society. The Board shall approve any and all business not otherwise provided for, pertaining to the Society and other operations of the Society.

6. **Quorum:**

Five members in person shall constitute a quorum for the transaction of business. Proxies shall not be used.

7. **Resignation:**

If a board member cannot fulfill designated duties, the member is required to inform the President of the need to resign. In case of resignation of an officer or a vacancy of any office, the Board of Directors shall appoint an officer to complete the unexpired term of the office. When a vacancy or resignation occurs during the first year of the term, the official nomination process will fill position.

8. **ASCVPR will sponsor the President to attend the national AACVPR Convention if the funds allow as determined by a review of the budget by the Treasurer and three other Board members.**

In the event the President is not able to attend, another member of the Board will have first option, in order of succession (i.e., President-Elect, Secretary, Treasurer, etc.). The attendee will have the responsibility to report back highlights of seminars to the general membership.

9. **Scholarship:**

The Board shall award 1-2 scholarships, \$250- \$500 based on a review of the budget by the Board, to the general membership to attend the National AACVPR Convention. The scholarships will be given at the July general meeting. In order to qualify for a chance at one of the scholarships a member must attend all four general meetings from October the previous year to July of the current year OR attend three of the four meetings and be an active member of a committee during that time frame. All members eligible under these guidelines will have their names entered into a drawing for the 1-2 scholarships.

10. **Nominations for prospective officers shall be taken at the winter meeting.**

For those who cannot attend, mail, email, or phone nominations to the President Elect or the Board of Directors shall be accepted. The President Elect shall tabulate the results of these nominations and prepare a ballot with the three candidates receiving the largest number of nominations for each office. This ballot shall be disseminated to all members of the Society at the Annual Conference. Voting shall

take place at the Annual Conference and announcement of new officers at the conference. In the case of a tie, a second ballot with only those candidates tied for an office identified shall be prepared by the Board and voted upon by the Society members at the Annual Conference. The nominees receiving the greatest number of votes shall be installed at the Annual Conference.

11. Selection of Candidates:

Only resident members are eligible to vote and hold office. Only those resident members who have paid dues for the year in which the election is taking place shall elect candidates for office.

12. There shall be only one official ballot for the election of officers.

This ballot shall contain all those candidates nominated by the provisions of the Society's bylaws. The ballot shall be presented by the Board of Directors and shall be accompanied by a professional profile of each candidate. The ballot shall provide every member who has the right to vote an opportunity to cast his/her vote if he/she so chooses for the candidate(s) of his/her choice. The ballot shall be disseminated at the Annual Conference. If a member will not be present at the Annual Conference, a non-confidential absentee ballot may be submitted prior to the meeting.

IX. Amendment of Bylaws:

The power to alter, amend, or repeal the bylaws or adopt new bylaws, subject to repeal or change by the action of the members, shall be vested and reserved to the members. Bylaws will be reviewed annually by the Board and revised as needed.