

**LAMBDA BETA HONOR SOCIETY
BY-LAWS**

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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 electing into active membership the top ranking twenty-five (25) percent of the graduating class of all Committee on Accreditation for Respiratory Care (CoARC) approved or Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited Respiratory Care programs.
2. Providing Society members and component chapters with awards, scholarships, certificates, insignia, publications, newsletters, and other incentives as deemed necessary by the Executive 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

This Society shall be a not-for-profit organization and none of its income shall insure the financial benefit of any individual. If at any time this Society shall be dissolved, no part of the funds or property shall be distributed to or among its members. After payment of all indebtedness, surplus funds and property shall be used for the education of respiratory care practitioners in such a manner as the then governing body shall decide.

Section 2. Component Chapters

Local Component Chapters of this Society may be established in any CoARC approved or CAAHEP accredited respiratory care program regardless of the length or type of program as outlined in Article VIII of these by-laws.

The membership of this Society shall be members of, and be nominated by faculty or officers of Component Chapters (school 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 by-laws.

Section 3. Sponsors

3.1 Sponsors of the Society shall

- (a) participate in the development and revision of the by-laws 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 plans for the Society.

3.2 Sponsor Authority

- (a) The Sponsors of the Society are, at present, the following: the American Respiratory Care Foundation (ARCF); the National Board for Respiratory Care (NBRC); and the Committee on Accreditation for Respiratory Care (CoARC).
- (b) Each Sponsor shall name a representative to the Society and the term of that representative shall be designated by the respective organization.

3.3 Naming additional Sponsors

- (a) Upon written request from an organization, the Executive Board shall consider the addition of new sponsors for the Society.
- (b) An organization that requests to become a Sponsor shall submit a written statement which describes the mission of that organization; and a statement of support for the mission of the Society.
- (c) Approval to add a new sponsor shall require a two-thirds (2/3) majority vote of the Executive 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 Executive Board. This notification shall be in writing.

ARTICLE IV. OFFICERS

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

ARTICLE V. GOVERNMENT

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

ARTICLE VI. MEETINGS

The Executive 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 Executive Board.

ARTICLE VII. SUPREMACY CLAUSE

These by-laws shall be the supreme law of this Society and all of its Component Chapters, and they are bound hereby. The by-laws of each Component Chapter shall be required to have approval of the Executive Board as established in Article VIII of these by-laws.

ARTICLE VIII. COMPONENT CHAPTERS

Section 1. Establishment and Location

Component Chapters may be established by any CoARC approved or CAAHEP 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 Executive Board. A CoARC approved respiratory care program shall be defined as any respiratory care educational program that 1) holds any category of accreditation, or 2) has been awarded a Letter of Review by the 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 school, but any name may be submitted and used if approved by the Executive Board.

Section 3. Component Chapter By-Laws

All Component Chapter by-laws will be in accordance with all Lambda Beta bylaws.

Section 4. 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 the graduating class 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 graduating 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 4 may be nominated).

Section 5. 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 by-laws and the Society. Component chapters shall be responsible for nominating members, collecting application fees, and receiving and distributing membership certificates and ribbons. The chapters shall also be responsible for assuring that the ribbon is properly displayed on the graduation gown.

Section 6. 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 7. Annual Dues

1. Each Lambda Beta chapter is required to pay annual dues that may be established by the Executive Board.
2. The Executive Office will send to each Lambda Beta chapter an invoice for the annual dues.
3. A Lambda Beta chapter that fails to remit its annual dues will be considered inactive if the current year dues are not paid in a timely fashion.
4. A chapter that has been classified inactive will need to submit a new application to establish a chapter, and pay all current fees associated with establishing a new chapter in order to change its status from inactive to active.

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

Individuals shall be nominated to one of the following four classifications of membership:

1. Members: This category of membership shall consist of:
 - a. students who have completed 50% of their respiratory care courses, who meet the criteria of Article VIII, section 4, or:
 - b. 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 at the time of the individual's graduation.
 - c. any graduate of any CoARC approved or CAAHEP (or its predecessor CAHEA) accredited program that is no longer in existence, providing that the individual met the membership qualifications of Article VIII, section 4 at the time of the individual's graduation. These individuals may nominate themselves for membership and shall provide evidence of their academic standing (e.g., a transcript or a letter from a member of the program faculty who attests to the candidate's academic ability) in lieu of the evidence required pursuant to Article VIII, section 4 of these By-Laws. All candidates who apply for membership under X1c require full Board approval.
2. Faculty Members: All faculty members of any CoARC or CAAHEP accredited school of respiratory care are eligible to belong to the Society, providing that they meet the qualifications in Article X, section 2, paragraph b. Members of the faculty who organized the Component Chapter shall hold the designation of "Charter Members."
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 Executive Board.

4. Honorary Chapter Members: This category of membership is reserved for any person who has made an outstanding contribution to the progress and/or development of the respiratory care program at the Chapter's institution. This category is an honorary title and only one per chapter, per year shall be granted by the Executive Board.

Section 2. Qualification for Membership

Each category of membership has separate qualifications as listed below:

1. Member: Nominations for membership as a member must be submitted to the Executive Office of the Society in accordance with the nominations procedure described in Article X, Section 3 of these by-laws. The individual must have completed 50% of their respiratory care courses. The individual must be designated as being in the top twenty-five (25) percent according to overall grade point average of the class as ranked by the program director.
2. Alumni Member: Any graduate (longer than 30 days from nomination) of any CoARC approved or CAAHEP accredited respiratory care program is eligible for nomination to membership providing that the individual met the qualifications for membership at the time of graduation. In addition, the Alumni nominee must have maintained an ethical and unblemished professional record since graduation.
3. Faculty Member: All faculty who are teaching respiratory care are eligible to be nominated to membership providing that the individual has had at least two years of full time experience, or four years as a part time instructor. 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.
4. 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 limited to one per calendar year. Honorary memberships are granted by the Executive 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 nominations procedure in Article X, section 3, paragraph c of these by-laws.
5. Honorary Chapter Membership: This category of membership is reserved for persons who have made a "one-of-a-kind" contribution to the Chapter's institution. Honorary memberships are limited to one per calendar year per chapter. Honorary memberships are granted by the Executive Board upon

nomination from any Component Chapter. Honorary members must have made an outstanding contribution to the art, science, or body of knowledge of respiratory care for the community the program serves. This contribution must be documented and submitted to the Nominating Subcommittee. Honorary members do not vote or hold office. See nominations procedure in Article X, section 3, paragraph c of these by-laws.

Section 3. Nominations Procedures

All nominations must be submitted by an officer or faculty member of a Component Chapter, except for the National Honorary membership nomination, which can be made by any individual member.

Proposal for Membership and Application forms can be obtained upon request.

Additional documentation must accompany the forms as follows:

1. Member: Documentation of the members' or alumni rank in the top twenty-five (25) percent of their class.
2. 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.
3. Honorary Member: A letter of nomination for honorary membership outlining the candidate's contribution to the profession of respiratory care.

Section 4. Privileges

All members of this Society shall have their individual names entered on an official register called the "Roll of Excellence" to be maintained by the Executive Secretary. 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 and other items displaying the Lambda Beta insignia. Members will be allowed to wear the ribbon insignia on the graduation gown at the time of graduation.
- b. Honorary members will be afforded all of 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 handicap.

ARTICLE XI. INTERNATIONAL AFFILIATE PROGRAM

The International Affiliate Program is intended to honor individuals who meet the criteria for membership as detailed in Article X. However, since international respiratory care programs are not CoARC-approved, the Executive Board of this Society established an International Affiliate Program.

ARTICLE XII. EXECUTIVE BOARD

The Executive Board of this Society shall have the same powers as, and serve this Society as, a "Board of Directors" and shall be responsible for the operation of the Society and the accomplishment of its purpose.

Section 1. Composition

The Executive Board shall be composed of a total of fourteen (14) voting members. One representative from each of the following: Two-year Associate programs, Four-year Baccalaureate programs, CoARC, NBRC, ARCF, AARC, three elected officers (President, President-Elect, Secretary/Treasurer), Past President, Honorary Member (non-voting, one-year term), and four (4) from the membership at large. All elected members must be either a graduate or an employee of the type of program the individual is representing.

Section 2. Powers

The Executive 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 by-laws.

The Executive Board shall have the power to enter into contracts, to establish rules and regulations not in conflict with these by-laws, and to govern the organization.

The Executive Board shall have the power to create special and/or standing subcommittees to carry out the procedures of election and other business of the Society.

Section 3. Duties

It shall be the duty of the Executive Board to:

1. Fill vacancies which may occur in the elected officers as provided in Article XII, section 6 of these by-laws.

2. Serve as members of the subcommittees as appointed by the President.
3. Submit an annual report of the Society's activities to the membership.
4. Review and approve an annual budget to insure the financial solvency of the Society for each ensuing fiscal year.
5. Perform other duties as described elsewhere in these by-laws.

Section 4. Meetings

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

Special meetings of the Executive Board may be called by the President or as specified elsewhere in these by-laws.

Section 5. Subcommittees

The President shall appoint members to the Nominating Subcommittee and to any other subcommittees as deemed necessary to accomplish the business of the Society.

Section 6. Quorum

Seven members of the Executive Board shall constitute a quorum for the transaction of business.

Section 7. Executive Council

The Executive Council of the Executive Board shall be: The President, the President-Elect, and the Secretary-Treasurer. The Executive Council shall have all actions ratified by the Executive Board at the next meeting following such actions.

Section 8. E-Mail and/or Mail Ballot

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

Section 9. Teleconference and Electronic Communications

Any action taken by the Executive Board via teleconference or other electronic communications shall be recorded by the Secretary-Treasurer and shall be binding and valid.

Section 10. Tenure of Officers

The officers (President, President-Elect, and Secretary-Treasurer) shall have a term of office in accordance with Article XIII, section 5. The representatives of the CoARC, NBRC, AARC and ARCF shall have terms as designated by the respective organizations. The remaining representatives on the Executive Board shall be elected for a term of at least three (3) years.

ARTICLE XIII. OFFICERS

Section 1. Number and Title

The officers of this Society shall be three in number: President, President-Elect, and Secretary-Treasurer.

Section 2. Qualifications

Any member, alumni member, or faculty member in good standing as defined in these by-laws shall be eligible to hold any office.

Section 3. Nominations

Nominations for the offices of President, President-Elect, and Secretary-Treasurer shall be presented to, and approved by, the Executive Board by the Officer Nominating Subcommittee. The President shall appoint members to the Officer Nominating Subcommittee.

Section 4. Election

The officers shall be elected by the Executive Board and presented to the membership during the annual reception at the AARC International Respiratory Congress each year. 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 two (2) years. Officers will continue to perform their duties until they are re-elected or their successors have been elected and installed.

Section 6. Installation

The officers shall be installed at the first official meeting of the Executive Board after the election. The new officers shall be installed by the outgoing 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 Executive Board shall consider all factors which govern the situation and determine how the vacancy shall be filled.

Section 8. Duties

President - The President shall:

1. Serve as an official representative of the Society in its contact with all other organizations.
2. Serve as Chair of the Executive Board.
3. Present a verbal report to the members of the Society at the annual reception held at the AARC International Respiratory Congress concerning the activities of the Society.
4. Call special meetings as provided in these by-laws.
5. Recommend members of the standing subcommittees and special subcommittees to the Executive Board.
6. Be an ex-officio member of all subcommittees.
7. Perform any other such duties as may be expected of the President of the Society as outlined and provided elsewhere in these by-laws.

President Elect - The President Elect shall:

1. Assist the President as requested.
2. Serve as a member of the Executive Council.
3. Serve as Chair of the Nominating Subcommittee.
4. Succeed to the office of President at the first official Executive Board meeting in which installation of officers is conducted or at such time as a vacancy occurs in the office of President.

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

1. Mail all notices of all meetings as provided by the by-laws.
2. Serve as Secretary to the Executive Board for all meetings as provided by these by-laws.
3. Serve as a member of the Executive Council.
4. Provide all Component Chapters with insignia and other needed items for the establishment of a Component Chapter and nominations as provided in these by-laws.
5. Be responsible to maintain the official register of members and Component Chapters following all initiations as provided in these by-laws.
6. Collect and preserve all data relative to the history of this Society.
7. Conduct official correspondence of the Society.
8. Receive and disburse the funds of the Society as directed by the Executive Board.
9. Present an official financial report to the membership at each Executive Board meeting.
10. Be responsible to have an independent audit completed annually.
11. Prepare and issue charters to the Component Chapters.
12. Prepare and issue certificates of membership.
13. Perform other duties as directed by the President or Executive Board.

Section 9. Subcommittees

Officer Nominating Subcommittee - It shall be the responsibility of the Officer Nominating Subcommittee to:

1. Receive nominations for election to the Executive Board from the membership.
2. Receive nominations for officers from the membership.

3. Prepare a slate of officers and Executive Board candidates and present them to the Secretary-Treasurer for ballot as provided in the by-laws.
4. Verify the eligibility of all nominees for office and Executive Board.
5. Insure that nominations for election to the Executive Board preserve the rotation described in Article XI, section 10, and that the composition of the Executive Board remains in accordance with Article XI, section 1.

Program Subcommittee - It shall be the responsibility of the Program Subcommittee to:

1. Plan the program for the awards ceremony held at the annual AARC International Congress.
2. Be responsible to make all the arrangements for all activities at the annual meeting.

By-Laws Subcommittee - It shall be the responsibility of the By-Laws Subcommittee to:

1. Study and submit all proposed amendments to these by-laws to the Executive Board along with the recommendations.
2. Study and submit recommendation to the Executive Board of all Component Chapter by-laws prior to approval.

Section 10. Subcommittee Reports

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

ARTICLE XIV. FINANCES

Section 1. Charter Fee

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

Section 2. Initiation Fees

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

Section 3. Membership Dues

1. Dues for membership shall be designated by the Executive Board.
2. Dues for Faculty membership shall be designated by the Executive Board.
3. National Honorary members shall be exempt from paying dues.
4. Dues for Honorary Chapter members shall be designated by the Executive Board.
5. Annual dues for Component Chapters shall be designated by the Executive Board.
6. 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 by-laws

Section 5. Fiscal Year

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

ARTICLE XV. AMENDMENTS

These by-laws may be amended at any time by a two-thirds affirmative vote by the Executive Board at any planned or special meeting of the Board. The Secretary-Treasurer is required to send notice of the proposed by-laws changes at least 60 days prior to voting. The proposed changes shall be sent to the Component Chapters at least 30 days after the changes have been voted on and approved by the Board.

ARTICLE XV. SCHOLARSHIP CRITERIA

Annual scholarships will be awarded on the following criteria:

1. Candidates must be a current matriculated student in good standing. Candidates must also be majoring in Respiratory Care for at least six (6) months prior to the scholarship deadline date.
2. Candidates must be in the top 25 percent of their class.

3. An official transcript must be submitted to verify grades and performance of candidate.
4. A scientific/research paper relating to respiratory care must be submitted by each candidate along with an electronic copy of paper by disc or sent by e-mail to the Executive Office.
5. Evidence must be provided of the level of involvement in community services and professional activities of each candidate as well as a brief resume (limit one page please).
6. Two (2) letters of professional recommendation must be provided for each candidate. It should be encouraged that they come from the Program Director and one additional Respiratory Care professional.
7. In case of a tie, grades in the Respiratory Care curriculum only will be used for final determination of the recipient, and a telephone interview may be required.