

BYLAWS
TENNESSEE RESPIRATORY CARE HONOR GUARD
March 13, 2026

ARTICLE I: Name and Non-For-Profit Status.

The name of this State Organization shall be the Tennessee Respiratory Care Honor Guard (TRCHG) here referenced as TRCHG or Organization. The TRCHG shall comply with the State of Tennessee and the United States Federal codes to hold a non-profit and tax-exempt organization under § 501(c) 3 of the Internal Revenue Code.

ARTICLE II: Mission Statement.

The TRHG is a voluntary organization that honors individual Respiratory Care Practitioners (RCP) as defined by 63-1 (Division of Health-Related Boards) and T.C.A. 63-27 (Respiratory Care Practitioners) and provides comfort to the family and community members following the death of an RCP.

ARTICLE III: Purpose.

To publicly acknowledge the life profession of an RCP and, at the family's request, stand with privilege in honor at any memorial or funeral service.

ARTICLE IV: Vision.

To have a large number of RCP volunteers to be at ready to serve as honor guards within the State of Tennessee.

ARTICLE V: Core Values.

Respectful

Essential

Spiritual

Polite

Inspirational

Responsible

Admiration

Trusted

Organized

Readiness

Yeoman

ARTICLE VI: Membership.

Open to any active, retired, and student RCP enrolled in any post-secondary education program approved by the Commission on Accreditation for Respiratory Care (CoARC). All

members must be in good standing and agree to the bylaws of this organization. Each member will hold one (1) vote of any action of Bylaw changes.

Article VII: Membership Dues.

Annual dues will be establish by the Board of Directors.

1. Submission of annual dues as approved by the Board of Directors.
 - 1.1. All annual dues are to be submitted electronically by January 31st (thirty-first) of each calendar year.
 - 1.2. No dues will be prorated, and payment must be received per § VII 3.1 prior to representing this organization at any honor guard activity, to include, but not limited to attending meetings.
 - 1.3. Any member who is delinquent in their dues for greater than ninety days. for any reason, will be removed from the authorized honor guard membership.
 - 1.3.1. Any member who has been removed from the TRCHG for non-payment of dues can be reinstated when the dues have been received.
 - 1.4. There will be no refunds should a member leave the organization.

ARTICLE VIII: Board of Directors.

The Board of Directors SHALL include the offices and nine (9) directors, as recorded in the first Annual Board Meeting, and serve no more than a period of two (2) calendar years without approval at a quarterly Board Meeting.

1. Board is required to meet at a minimum of four (4) times per year as defined as:
 - 1.1. Quarter One (1) January, February, and March of a calendar year
 - 1.2. Quarter Two (2) April, May, and June of the calendar year.
 - 1.3. Quarter Three(3) July, August, and September of the calendar year.
 - 1.4. Quarter Four (4) October, November, and December of the calendar year.
2. Supervise the affairs of the Organization.
3. Audit the Organization financial statement for the previous calendar year no later than the end of Quarter One (1) of the active calendar year
 - 3.1.1. Within five (5) business days of ALL audits a report of findings or will be sent to all members of the Organization
 - 3.1.2. If fraud is to be determine the Board will act within forty-eight hours (48) of the fraud being uncovered and report the fraud to the local law-enforcement department where the fraud occurred.
4. Direct and make recommendations for the sustainability and growth of the organization.
5. A majority defined as at least fifty one percent (51%) of the organization Board will define a quorum.

ARTICLES IX : Officers.

The Organization will have a President, President Elect, Past President, Vice President, a Secretary-Treasurer. Officers shall hold a term of three (3) calendar years.

1. Presidential duties shall include, but are not limited to, organizing and chairing meeting
 - 1.1. Approve meeting minutes.
 - 1.1.1. Meeting minutes MUST be distributed within the twenty (20) calendar days of any monthly meeting
2. Vice-President duties include, but are not limited to, at a minimum of attending all meetings and covering in the event the President is unable to chair a monthly meeting.
3. Secretary-Treasurer duties include, but are not limited to, attending meetings and
 - 3.1. Create, retain, securing, and distributing the minutes from ALL meetings.
 - 3.2. Control and maintain all banking information and pay expenses of the Organization on the approval of the President and Vice President.
 - 3.2.1. Secretary-Treasurer MUST be bonded and insured in accordance with all local, State, and Federal Regulations.
4. In the event that an officer is unable to full-fill the duties as defined; a written resignation is required.
 - 4.1. The President will have the authority to call a special meeting for appointment of a temporary officer until the annual election which must occur by December 15th (fifteen) of ALL calendar years.
5. A Parliamentarian is appointed by the President. The duties shall include, but are not limited to, enforcing Roberts Rules of Order in meetings. This position does not have voice or a vote.

ARTICLE X: Fiduciary Responsibility.

The fiscal year shall be equal to the calendar year and will commence on January 1st (first) and end on December 31st (thirty-first).

1. It is required that the organization maintain secured and double authenticated records of all fiscal documents including banking accounts and due collections.
2. The Organization will be compliant with all State of Tennessee and United States Federal regulations for recognition of non-profit and tax exemption under § 501 (c) 3 of the Internal Revenue Code.
 - 2.1. Will establish a business banking account where ALL purchases and payment transactions MUST be conducted.
3. The Organization MUST manage a budget for each annual year.
 - 3.1. The budget must be ratified in writing for the upcoming annual year by each by the Board of Directors.

- 3.2. Each officer and Board Member of the Organization will be entitled to receive a copy of the bank statement each month.

ARTICLE XI: Amendments:

Any Amendments to the Organization's Bylaws MUST be proposed in writing at ANY of the Quarterly Board Meetings.

1. For any Amendment to be adopted it requires a two-thirds (2/3) percentage of the Board.
2. Upon Board Approval, any Amendment to this Organization's bylaws must be made public and sent to ALL members.

ARTICLE XII: DISSOLUTIONS

Upon dissolution of this organization all of its assets remaining after payment of all cost and expenses of such dissolutions shall be distributed to another similar organization that has qualified for exemption under section 501 C(3) of the Internal Revenue Code and State Tax Regulations.

1. None of the assets will be distributed to any member, officer, trustee, or to any member of the general public.
2. All notifications will of the organization's dissolution will be in accordance with local, State, and Federal Regulations.

ARTICLE XIII: ETHICS

If a conduct of any members shall appear in violation of the bylaws, standing rules, code of ethics, or other regulations, policies, or procedures, adopted by the organization, that member shall be reprimanded, suppressed, or expelled as determine by the Board of Directors