

Number:	
Date:	July 2018 – Rev March 2019 –Rev July 2020
Re:	Standing Committees
Issued By:	Board of Directors
Supersedes / Updates:	All Previous

NYSVARA By-laws - ARTICLE X - COMMITTEES

Section 1 – Standing Committees

(a) Such Standing Committees, as may be necessary to the good operation of the association may be established by a resolution adopted by the Board of Directors. The resolution establishing a committee may provide for its size, purposes, procedures, functions, name, membership, and reporting. All such Standing Committees, their names, duties and function, and responsibilities shall be published in the Procedure Manual. The Board of Directors shall also have the power by resolution adopted by the members to dissolve any Standing Committee if it no longer serves a necessary purpose.

(b) Standing Committees shall be-listed in the Procedure Manual.

Note: Standing Committees were transferred to the Procedure Manual in September 2008.

NYSVARA STANDING COMMITTEES

1. Audit Committee

- (a) This committee shall consist of three (3) to five (5) members a majority of who shall be officers and directors and none of whom shall be signatories on any association accounts or regularly receive or handle any substantial amount funds on behalf of the association.
- (b) The committee shall regularly receive copies of all bank and financial statements, check registers, etc. All books and records related to finances and funds shall be open and produced upon request of the committee.
- (c) The committee shall receive and handle any and all complaints regarding handling of the books, funds and records related to NYSVARA’s funds and finances.
- (d) The committee shall meet with the treasurer(s), and membership secretary and audit the books and records, and the general administration of the finances/funds, dues receipt, etc. and report on their findings and offer recommendations that may be in the best interest on NYSVARA to the Board of Directors at least once per year or more frequently as may be determined by the Board of Directors.

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2. "Blanket" Committee

(a) This Committee shall consist of no less than three (3) members.

(b) Shall be responsible for editing and publishing, (not less than quarterly), a publication to be known as "The Blanket"; shall open a bank account(s) as required, under the name "The Blanket, NYSVA & RA"; shall receive money and pay all expenses in connection with "The Blanket"; shall keep adequate records, and submit a financial report to the Treasurer of the Association for audit no later than September 30 for the previous fiscal year.

(c) Subscription rate shall be recommended by the Committee with the approval of the Board of Directors.

3. Budget Committee

(a) This Committee shall consist of the Association's President, as Chair, the Treasurer, as Vice Chair, the Association's Vice Presidents, the Membership Secretary and other advisory personnel as required.

(b) The budget Committee shall be responsible for proposing the annual budget with the assistance and input of the committee chairs. At the summer meeting it shall present to the Board of Directors for approval a budget for the coming year. At each meeting the committee, through the treasurer, will review actual income/expenses vs. budgeted income/expenses overall and in each major budget category and recommend to the Officers and the Board of Directors any amendments to the current budget. (10/07)

4. Chaplain

(a) Shall conduct non-sectarian services at all meetings and perform such other duties as required.

5. Constitution and By-laws Committee

(a) This committee shall consist of no less than three (3) persons.

(b) The Board of Directors has the responsibility for interpretation of the Association's and District's Constitutions and By-laws. The Association's Constitution and By-laws Committee, the Committee Chairman or designee shall be empowered to assist in the interpretation and resolution of disputes regarding the Association's, or Districts Constitutions and By-laws upon request and to make recommendations to the Board of Directors.

(c) Shall be responsible for reviewing, preparing for proper presentation to the Association, and making recommendations to the Board of Directors on all proposed amendments to the Association's Constitution and By-laws; shall within thirty (30) days of receipt of all proposed amendments, send copies to all voting members of the Board of Directors with recommendation for the method of adoption for each; shall maintain an updated copy of the Constitution and By-laws and a suitable filing system for all Association papers and records pertaining to this committee.

(d) Shall be responsible for reviewing all District Constitutions and By-laws and amendments thereto for conflict with the Association's Constitution and By-laws, and in the event of conflict, will return same within sixty (60) days of receipt to the District with recommendations for conforming actions.

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(e) When feasible, the Chairman of this committee shall serve also as Parliamentarian. (11/13)

6. Convention Committee

(a) This committee shall consist of at least six (6) members, with two being appointed each year for a term of three (3) years. These members will be appointed by the President with the approval of the Board of Directors. The members with one year to serve may act as Chairman and Co-Chairman.

(b) The Convention shall be run for the benefit of the members of the Association and shall include any function which serves the interest of the Association and its members, including but not limited to Drills, Workshops, a Memorial Service and a Banquet. The Convention shall be conducted according to the Association Convention Rules as set forth in the Procedure Manual.

(c) There shall be a registration fee for all attending and or participating in activities at Convention of the Association. Said fee will be established by this Committee but shall be approved by the Board of Directors prior to, but not later than six (6) months prior to the Convention.

(d) The Convention Committee may open bank account(s) as required, under the name "NYSVA RA (year) Convention"; shall make interim financial reports, as required by the Board of Directors; shall turn over all money to the Association Treasurer and submit a final written report within four (4) months after the close of convention.

7. Credentials Committee

(a) This committee shall consist of a Chairman, minimum of three (3) members and two (2) advisors. The members of this committee shall be selected by the Committee Chairman, who will submit the names to the President for approval by the Board of Directors by its May meeting. Individuals that shall nominate themselves or accept nomination for an Executive Officers position of the Association shall not be a member of this committee. The Association's Secretaries shall serve as advisors to this Committee without a vote.

(b) Shall be responsible for receiving a roster of persons entitled to vote from the Financial Secretary before the opening of the Annual Meeting. Said roster shall set forth the number of votes each person shall be entitled to cast. At least one (1) member of the Committee shall be in constant attendance during the hours the registration desk is open, including during the Business session(s) for the purpose of examining the credentials of the delegates and individual members plus proxies as may be required.

8. Drills Committee

(a) This committee shall consist of a chair and may include a vice chair other advisory personnel as needed. All certified active judges/evaluators may be considered members of the committee or a smaller representative number may be selected, pursuant to a procedure approved by the Board, to act as active members of the Committee.

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(b) Shall be responsible for periodically reviewing, maintaining and updating the association's Drill (i.e., Skill Challenge) Rules, standard drill scoring sheets, sample scenarios and problems, and for the training, certification/decertification of Judge/Evaluators. Drill Rules and Procedures shall be approved by the Board and included in the Procedure Manual and/or published as a separate document.

(c) Shall encourage the holding of local Drills (Skills) Challenges, and act as advisor and provide assistance to districts and member organizations on Drills and Skill Challenges. All local Drills, to be recognized, shall be registered at least two (2) weeks in advance with the Chair of the Committee

(d) Shall coordinate an Annual Statewide Drill Challenge in cooperation with the Convention Committee and provide for the acknowledgement of winning teams/individuals through the awarding of trophies, etc., and shall assist in soliciting donations/sponsorships for such trophies/awards and for general sponsorship of drills.

9. Education & Training Committee

(a) This committee shall consist of a Chairman and as many members as he/she and the Board of Directors may deem necessary.

(b) Shall be responsible for providing members with the latest information of developments and techniques of rescue and first aid; shall assemble and maintain current lists of education and training material.

10. Grievance Committee

(a) This committee shall consist of the Association President as Chairman, The Association Secretary and all Directors.

(b) Shall be responsible for investigating and acting in a judicial capacity, on formal charges made in writing against any member organization or individual member not resolved at the District level.

(c) Any member of this committee whose organization, or who is individually involved in the dispute shall not be permitted to sit on the committee hearing the grievance.

11. Historical Committee

(a) This Committee shall consist of a chairman and all advisory personnel as needed.

(b) Shall maintain for safekeeping all records of the Association necessary to keep a history of the Association and shall display this material upon request.

12. Information Technology Committee

- (a) This committee shall consist of a chair and all advisory personnel as needed.
- (b) Shall be responsible for maintaining and updating the association's web site for the benefit of the association, the districts and members.
- (c) Shall act as advisor on matters of information technology that may relate to or benefit the association and its members. (9/2004)

13. Legislative Committee

- (a) This committee shall consist of a Chairman and all District Legislative Chairmen.
- (b) Shall be responsible for reviewing and reporting all legislative matters which shall effect the Association and/or its members.

14. Membership Committee

- (a) This committee shall consist of the Association Vice President, as Chair, the Membership Secretary, and such other members as may be appointed by the President or by the Chair with the approval of the President. The Association Executive Vice President shall be an ex-officio member.
- (b) Shall work with and assist the District Directors and any District Membership Chairs.
- (b) Shall be responsible for contacting eligible volunteer/combo organizations and volunteers engaged in emergency care and/or transportation of the sick and injured throughout the State of New York for the purpose of expanding membership.
- (c) Shall generally be responsible to engage in activities/efforts, etc. to recruit and retain membership, including but not limited to regular outreach and development and solicitation of membership benefits.
- (d) Shall be responsible for assisting in the formation of new organizations and Districts whenever requested. (3/19)

15. Nomination Committee

- (a) This committee shall consist of a Chairman and one representative from each District.
- (b) Shall be responsible for preparing a list of nominees for the ensuing election of officers, shall interview each candidate for office and determine eligibility and willingness to serve if elected; shall present one name for each office and make a report to the Board of Directors at its meeting not less than forty-five (45) days prior to the Annual Meeting for inclusion on the ballot
- (c) Further nominations may be made at a District meeting, by a member organization in good standing via its authorized delegate/alternate delegate or by petition of any five (5) individual members in good standing and reported to the Association Secretary no later than thirty (30) days prior to the Annual Meeting for inclusion on the ballot.

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(d) Eligibility and willingness to serve if elected shall be verified before inclusion on the ballot by the Committee Chair. (7/20)

16. Parliamentarian

(a) Shall be responsible for advising the presiding officer on Parliamentary Procedures. The current edition of "Robert's Rules of Order" shall be used as reference.

(b) When feasible, Chairman of the Constitution and By-laws Committee shall serve as Parliamentarian.

17. Procedure Manual Committee

(a) This committee shall consist of a chairman and as many advisory personnel as required.

(b) Shall be responsible for issuing and updating the Association's Procedure Manual for distribution to the Association Officers, District Directors, Executive Chairmen and Secretaries, to member organizations and Association Committee Chairmen.

(c) The Association's Procedure Manual shall include a listing of officers and committee chairs, dues information, standing orders, special rules, procedures and Association forms. The Procedure Manual and any amendments or revisions shall be approved by the Board of Directors and shall be subordinate and supplemental to the Constitution and By-laws. (11/13)

18. Public Relations Committee

(a) This committee shall consist of a Chairman and all advisory personnel as required.

(b) Shall act as advisor on all matters pertaining to public information relative to the Association; shall be in contact with the press, radio, television and all other news media, publicizing the activities of the Association. Upon notification of any incident or circumstance which might incur public interest or reaction, this committee shall take such action as it deems necessary for the good and welfare of the Association.

19. Resolution Committee

(a) This committee shall consist of a Chairman and all advisory personnel as needed.

(b) Shall be responsible for preparing all resolutions to eligible recipients; shall award Certificates of Appreciation so ordered by the Association; shall select gifts for the retiring Association Officers.

20. Supply Committee

(a) This committee shall consist of a Chairman and all advisory personnel as needed.

(b) Shall be responsible for the purchase and maintenance of Association supplies; shall determine and maintain a required minimum of supplies shall keep a record of supplies and prices; shall keep an accurate inventory and submit a report at the Annual Meeting.

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(c) Shall receive and fill all orders promptly; shall bill the District Supply Chairman for all orders received from them; shall receive all payments for orders filled and promptly record same; shall forward all checks to the Association's Financial Secretary in accordance with the procedure set forth in the Procedure Manual.

(d) Shall be responsible for maintaining an inventory of all Association equipment and property, and making a report at the Annual Meeting.

(e) Shall submit all records to the Treasurer thirty (30) days prior to the Annual Meeting.

21. Special Awards Committee

(a) This Committee shall consist of a chairman and all advisory personnel as needed.

(b) Shall be responsible for recommending, obtaining and preparing for presentation, awards to the Association members and non-members in accordance with the Association's Procedure Manual.

(c) Shall endeavor to obtain information necessary, to collect all data, records and newspaper publicity pertaining to any and all acts which may, in the opinion of any member organization, District, individual member, other recognized group or appointed committee, may be entitled to-consideration for an award as established by the Association's procedure Manual.

(d) Shall, if deemed beneficial to the Association or its member organizations, be permitted to recommend multiple awards.

(e) Shall be responsible for the preparation of said awards and report the committee's progress to the Board of Directors annual.

22. Youth Committee

(a) The Committee shall consist of a chair and each District's Youth Committee Chair. A Youth Squad Officer from a member organization shall when available co-chair the committee and youth squad members should be actively involved.

(b) Shall be responsible for keeping a roster of Youth Squads in the association along with names and contact information of advisors and youth squad officers, encouraging and assisting in the formation of youth/junior squads, maintaining liaison with other youth programs, encouraging activities, drills etc. among youth squads, and publicizing such activities and efforts. (9/2004)