



# *New York State Volunteer Ambulance and Rescue Association, Inc.*

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July 2008

## **Notice of Annual Meeting of Members Nominating Committee & Constitution & By-law Committee Reports**

To all members NYS Volunteer Ambulance and Rescue Association, Inc:

The annual meeting of members of the association will be held at the Hudson Valley Resort & Spa, Kerhonkson, NY, beginning on Thursday, September 18, 2008 at 8:00 PM to consider: The election of Officers, proposals to amend the Constitution & By-laws, and the transaction of such other business as may properly be brought before the meeting, or any adjournments thereof.

The Nominating Committee has recommended the following slate of Officers:

President –	Michael J. Mastrianni, Jr., District 1
Executive Rice President	Roy Sweet, District 19
Vice President	Henry Ehrhardt, District 4
Secretary	Christy Hubbard, District 14
Treasurer	Robert Franz, District 7
Financial Secretary	Michael Wilhelm, District 4

Pursuant to the By-laws – Article X, Section 10 (c) -- Further nominations may be made at a District meeting and **reported to the Association Secretary by no later than twenty-one (21) days prior to the Annual Meeting for inclusion on the ballot.** Eligibility and willingness to serve if elected shall be verified by the [Nominating] Committee Chairman. (d) Further nominations may be made from the floor at the Annual Meeting by any authorized member organizations the nomination delegate or individual member in good standing. Eligibility and willingness to serve if elected, shall be made before may be accepted from the floor

The Report of the Constitution and By-laws Committee on proposals recommended by the Board to amend the Constitution and By-laws, and a Squad Proxy are enclosed.



## **New York State Volunteer Ambulance & Rescue Association, Inc.**

To: NYSVARA Members

From: Laura Wilhelm, Constitution & By-Laws Committee Chair

Date: July 2008

Re: Proposed changes

The following proposals, which have been recommended by the Board of Directors' are respectfully submitted for review and approval for changes to the current C&BL. These proposals are being submitted for individual approval, as each proposal is separate and distinct.

### **PROPOSAL #1: New Officer position**

This proposal is intended to create a new board position by dividing some of the roles and responsibilities of the current Financial Secretary position to form a Membership Secretary position. Also the Membership Secretary would provide enhanced membership services. In addition, changes are submitted for consideration to section (a) of the current Financial secretary position requirements. The subsequent illustrates the Constitution and By-Laws are currently written for Article V, Section 6 followed by the proposed changes and any other areas in the C&BL affected by this change:

*Proposed changes and new officer position (new sections in bold italics):*

#### **Article V - Officers**

##### **Section 6: Financial Secretary**

(a) Shall be a member of a member organization in good standing and an individual member of the Association prior to nomination; shall have been a member of the Board of Directors or a District Officer for at least one (1) year. Shall meet all the requirements to be bonded.

(b) Shall be responsible for all Association billing except as provided in these By-Laws; shall receive, record and forward all receipts to the Treasurer, keeping accurate records thereof; ***shall forward copies of membership records processed to the Membership Secretary in a timely manner***; shall, ***along with the Treasurer and the Audit committee***, receive ***copies of all bank statements***; ***shall render relevant reports on a periodic basis to the officers, board and districts, as may be outlined in the procedure manual***; shall maintain a suitable filing system of all Association papers and records pertaining to the office; may validate all checks drawn **on** the Association together with the Treasurer, President, **or the Executive Vice President**; shall be bonded by the Association in an amount deemed appropriate by the Board of Directors.

(c) ***Shall have such other and further duties as may time to time be delegated to the Financial Secretary by the Board.***

##### **Section 6a: Membership Secretary**

(a) ***Shall be a member of a member organization in good standing and an individual member of the Association prior to nomination; shall have been a member of the Board of Directors or a District Officer for at least one (1) year.***

*(b) Shall be responsible for maintaining an accurate roster of all Association members showing therein the proper classification and such other information as shall be pertinent, shall render relevant reports on a periodic basis to the officers, board, committees and districts, as may be outlined in the procedure manual; shall be responsible for issuing all membership cards and certificates; shall maintain a suitable filing system of all Association papers and records pertaining to the office; shall perform membership services and assist in the work to retain and increase the membership of the Association.*

*(c) Shall have such other and further duties as may time to time be delegated to the Membership Secretary by the Board.*

**Areas of the C&BL requiring updates should this proposal be adopted:**

**Update #1:**

*Proposed changes:*

**Article V Officers**

**Section 1: Association Officers**

The officers of the Association shall consist of a President, an Executive Vice President, a Vice President, a Secretary, a Treasurer, and a Financial Secretary, *and a Membership Secretary. The subordinate officers of the Association shall consist of such assistant treasurers, assistant secretaries or other officers, as may be found to be necessary for the good operation of the association, may be appointed by the Board, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board may from time to time determine. Subordinate officers shall serve as non-voting members of the Board.*

**Update #2:**

*Proposed changes:*

**Section 5: Credentials Committee**

*(b) Shall be responsible for receiving a roster of persons entitled to vote from the Membership Secretary prior to the Annual Meeting as may be outlined in the Procedure Manual. 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.*

*Explanation: Most organizations similar to NYSVARA have a membership secretary to focus on membership services. This will also signal the seriousness with which the association considers membership issues and provide a point of contact for the membership on membership related issues. It would also help relieve the burden on the financial secretary position (which now combines aspects of both a traditional financial secretary and a membership secretary) , allowing that officer to focus more on the financial aspects of the office.*

**PROPOSAL #2: Article X - Committees**

This proposal will move all committees to the Procedure Manual and committees would be added, revised or omitted by the board based on current needs. Please review the following proposals:

*Proposed changes: (this proposal would move all the current committee sections to the Procedure Manual)*

**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) The existing list of Standing Committees shall be transferred to the Procedure Manual.*