

National Ski Patrol Eastern Division

Certified Program By-Laws

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Purpose and Objectives

Section 1: To provide a professional level from which professional patrollers can participate in the National Ski Patrol System

Section 2: To promote a good working relationship between the ski patrol and area management.

Section 3: To encourage a high level of proficiency in both professional and volunteer patrollers through training and testing of both Certified and other patrollers.

Section 4: To promote a level of active patrolling in which there is no compromise with excellence in skiing, outdoor emergency care techniques, patrol management, administration and leadership and to utilize these talents to promote safety in the sport of skiing.

Section 5: To encourage and promote direct relationships and interchange of techniques and information between professional and volunteer patrollers among all ski areas in the Eastern Division

Program Objectives

Section 1: The program is in itself largely self-regulating but must operate within the by-laws of the National Ski Patrol and of the Eastern Division. For direction and organization, a Certified Committee shall be formed from the Certified membership, which will carry out the business of the Eastern Division Certified Program.

Section 2: The Certified Committee shall consist of:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Steering Committee Chairperson
- Re-certification Chairperson
- Credentials Committee Chairperson
- Nominating Committee Chairperson
- Area Operations and Risk Management Chairperson
- Avalanche Management Chairperson
- Emergency Care Chairperson
- Lift Evacuation and Rope Management Chairperson
- Ski and Toboggan Chairperson

Section 3: The Certified Program Chairperson is elected by the Certified membership and the Certified Chairperson appoints all others. **With the exception of the Vice Chairperson**, no member shall be permitted to hold more than one of the above positions concurrently.

The Certified Program Chairperson

- The Certified Program Chairperson shall be the executive officer of the Certified Committee. The Chairperson shall preside over all meetings and business affairs of the Committee.
- The Chairperson shall have the power of appointment for those positions deemed necessary. The Chairperson is responsible for setting the date and location of the annual spring meeting / examination and must notify the membership in writing.
- The Chairperson must submit an annual report to the general membership.
- Elections for the office of Certified Chairperson shall be held at the spring meeting every three years.
 - A majority vote of the members present and voting at the meeting will be required for election.
 - The Chairperson shall be elected to a three year term, with a maximum of two terms and the results shall be forwarded to the Division Director.

Vice Chairperson

- The Certified Chairperson shall appoint the Vice Chairperson.
- In the event that the Certified Chairperson is unable or unwilling to fulfill his or her duties the Vice Chairperson shall serve as Chairperson until the next annual meeting at which time a special election will be held to elect a Chairperson to complete the term.
- The Vice Chairperson shall preside over all business meetings in the absence of the Certified Chairperson.

Secretary

- The duties of the secretary shall be:
 - To record the proceedings of all Committee and annual spring meetings and any other business meetings that may be called during the year.
 - To submit minutes of all meetings to the Committee and general membership in a timely manner.
 - To maintain and provide a current mailing list to all Certified members.
 - To perform other such duties as the Certified Committee may prescribe.
 - Supervise elections
 - To inform the membership of the annual meeting location and schedule.
 - Maintain a data file of membership information

Treasurer

- The Certified Chairperson shall appoint the Treasurer.
- The Treasurer is responsible to track the financial dealings of the Eastern Division Certified Program.
- He or She is responsible to provide a financial report to the membership at the annual meeting and provide a written financial report to any member in good standing upon request.

Steering Committee Chairperson

- The Steering Committee Chairperson shall oversee a committee appointed by the Certified Chairperson.
- This Committee shall discuss and investigate the feasibility of new ideas and procedures and conduct long range planning and constant review of goals for the Certified Program.
- The ideas and procedures shall be brought to the Committee's attention through regular meetings or by notification from any member.
- The Committee shall be responsible to study and present the results to the Certified Committee for possible approval.

Re-certification Chairperson

- The Re-certification Chairperson shall be responsible for:
 - Scheduling, organizing and administering Records
 - Maintain records of and reporting to the Certified Chairperson the results of re-certifications.
 - Providing and obtaining re-certification results between the Professional Ski Patrol Association and the Eastern Division Certified program for dual members.
 - Provide re-certification information to the secretary for inclusion in the membership information file.

Credentials Committee Chairperson

- The Chairperson of the Credentials Committee shall oversee a committee appointed by the Certified Chairperson.
- The committee shall review and either approve or disapprove the applications received for entry into the Certified program according to application guidelines approved by the Certified Committee.
- The Chairperson shall deliver a report of the results of both the successful and unsuccessful candidates to the Certified Chairperson and a report of the successful candidates to the Certified OEC Chairperson and the Certified Ski and Toboggan

Chairperson.

- The Credentials Committee chairperson shall forward to the Secretary the names and addresses of successful applicants and their supporting information for inclusion in the membership information file.

Nominating Committee Chairperson

- The Nominating Committee Chairperson shall oversee a committee appointed by the Certified Chairperson.
- He or she will present a slate of nominee(s) for election at annual meetings where this Program Guide requires that an election will be held for the position of Certified Chairperson. He or she will notify the Certified membership in writing of the upcoming election and the proposed candidates for the Certified Chairperson's position.
- This notification shall be sent with information about the upcoming annual exam.
- If a member of the Nominating Committee is chosen to be on the list of nominee(s), he or she will be required to resign from the Nominating Committee.

Area Operations and Risk Management Chairperson

- The Area Operations and Risk Management Chairperson shall coordinate and administer the Area Operations and Risk Management (Module 1) component of the annual exam as outlined in the Eastern Division Certified Program Guidelines.
- All results shall be forwarded to the Certified Chairperson and for PSPA applicants, to the PSPA President.
- The Area Operations and Risk Management Chairperson shall designate appropriate, qualified Certified examiners to examine at the yearly exam.
- This chairperson shall be a Certified examiner.

Avalanche Management Chairperson

- The Avalanche Management Chairperson shall coordinate and administer the Avalanche Management (Module 2) component of the annual exam as outlined in the Eastern Division Certified Program Guidelines.
- All results shall be forwarded to the Certified Chairperson and for PSPA applicants, to the PSPA President.
- The Avalanche Management Chairperson shall designate appropriate, qualified Certified examiners to examine at the yearly exam.
- This chairperson shall be a Certified examiner.

Emergency Care Chairperson

- The Emergency Care Chairperson shall coordinate and administer the Emergency Care (Module 3) component of the annual exam as outlined in the Eastern Division Certified

Program Guidelines.

- All results shall be forwarded to the Certified Chairperson and for PSPA applicants, to the PSPA President.
- The Certified Emergency Care Chairperson shall designate appropriate, qualified Certified examiners to examine at the yearly exam.
- This chairperson shall be a Certified examiner and should be a current OEC Instructor.

Lift Evacuation and Rope Management Chairperson

- The Lift Evacuation and Rope Management Chairperson shall coordinate and administer the Lift Evacuation and Rope Management (Module 4) component of the annual exam as outlined in the Eastern Division Certified Program Guidelines.
- All results shall be forwarded to the Certified Chairperson and for PSPA applicants, to the PSPA President.
- The Lift Evacuation and Rope Management Chairperson shall designate appropriate, qualified Certified examiners to examine at the yearly exam.
- This chairperson shall be a Certified examiner.

The Ski and Toboggan Chairperson

- With assistance of this chairperson's helpers and examiners, this chairperson shall conduct the Ski and Toboggan (Modules 5&6) component of the annual exam as outlined in the Eastern Division Certified Program Guidelines.
- All results shall be forwarded to the Certified Chairperson and for PSPA applicants, to the PSPA President.
- The Certified Ski and Toboggan Chairperson shall designate appropriate, qualified Certified examiners to conduct pre-courses and examine at the yearly exam.
- This chairperson shall be a Certified examiner.

Membership

The process by which a patroller may enter into the Certified Program is as follows:

The Credentials Committee Chairperson must receive a complete application package at least 30 days in advance of the annual exam.

Section 1: If you are applying through the National Ski Patrol:

- Fill out the "NSP Education Program Certified Candidate/Re-certification Application"
- Complete and submit the following essay questions:
 - Why do you want to be a Certified Patroller?
 - What do you expect to gain from the Certified Program?
 - What benefits can the Certified Program and the NSP expect to gain from your

- participation?
- Do you participate in training Patrol or Senior Candidates? What do you contribute to your patrol beyond your required shifts? Are you involved in Lift evacuation training, CPR training, OEC training, etc?
- Do you have aspirations to assume a leadership position in your patrol, the region or division?
- How does your professional career benefit from your patrol activities or how do your patrol activities benefit from your professional career?
- Provide us with two (2) letters of recommendation from Certified Patrollers.
 - Note: When members compose letters they should be as thorough as possible and should include direct knowledge of the applicant's abilities and qualifications. The Credentials Committee members rely on the content and extent of the letters when considering accepting the applicant into the program.
- Send all of these requirements to: "Credentials Committee Chairperson"
- Letters of recommendation, applications and pre-courses are valid for 1 year from the date of application or in the case of a pre-course, its successful completion. Letters, applications and pre-courses must be resubmitted or retaken after that period of time.
- Attend and successfully complete an approved Certified Pre-course

Section 2: If you are applying through the reciprocity agreement between the PSPA (Professional Ski Patrol Association) and National Ski Patrol Reciprocity

- PSPA members in good standing may apply for National Ski Patrol reciprocity. They must submit an application, have it approved, and attend the Spring Examination. Here they must pass all sections agreed to as non-reciprocal in a joint meeting of the PSPA and the NSP at Mount Snow Vermont December 7, 1995. (see attached agreement). In order to become Certified they must join the National Ski Patrol.
- Obtain and fill out: (obtained through the Credentials Committee Chairperson or the PSPA secretary) " Application for Reciprocal Membership"
- Provide us with a letter of recommendation from the current PSPA President attesting to the applicant being a member in good standing.
- Provide us with a letter of introduction outlining what your commitment to the organization you are applying to will be, and how you plan on becoming involved to help us preserve and strengthen the program.
- Provide us a letter of recommendation from your Patrol Director or Supervisor
- Send all of these requirements to: "Credentials Committee Chairperson"
- Letters of recommendation, applications and pre-courses are valid for 1 year from the date of application or in the case of a pre-course, its successful

completion. Letters, applications and pre-courses must be resubmitted or retaken after that period of time.

Section 3: The Credentials Committee then reviews all applications and recommends or denies entry into the program

Section 4:

- Once a patroller has been accepted as a Certified Candidate, he or she has three (3) calendar years to complete all modules. *See program guide for specifics about the required modules.*
 - Module 1 Area Operations and Risk Management
 - Module 2 Avalanche Management
 - Module 3 Emergency Care
 - Module 4 Lift Evacuation and Rope Management
 - Module 5 Skiing
 - Module 6 Toboggan Handling
- Exceptional circumstances may extend the 3 calendar year period.
 - The intent of this section is not to extend the time for completion merely due to a failure of a component part.
 - A letter requesting an extension and setting forth the reason for the request should be addressed to the Certified Chairperson.
 - The Certified Chair person shall then disseminate the letter to all Chair persons of all standing committees who will then vote in deciding whether or not exceptional circumstances exists and the extension should be granted.
 - A 2/3rd favorable vote shall be needed in order for the extension to be granted.

Membership Categories

Section 1: Active Member - Any person who has completed all six certified modules within the three calendar year period.

- In order to maintain membership each member must re-certify in Toboggan Handling and Skiing every three years.
- Any member may request a one-year extension for a valid reason.

Section 2: Inactive member - Members in good standing whose request for a leave of absence has been approved by the Certified Committee.

Section 3: Charter Membership - The five original proposing members of the Certified Program shall be considered to be Charter Members and shall retain all the rights of Active members

Section 4: Lifetime Membership - A special category of membership limited to individuals who have been fully Certified for a minimum of twelve (12) years may be eligible to attain Lifetime status.

- Criteria for lifetime status:
 - Twelve years Certified
 - Demonstrated Active membership
 - Attended and participated to a great extent in the annual exams/meetings and/or pre-course, introduction to Certified programs, Certified patrollers schools, etc.
 - Nominated for Lifetime status by another Certified member
 - Valid reason for change of status to Lifetime
 - Approved by Lifetime Committee.
- Process:
 - Nomination is submitted in writing to the Lifetime Committee Chair prior to the annual meeting
 - The Lifetime Committee, made up of 5 members, reviews nominees program credentials and sends to the sub-committee (current committee chairs) for final approval.
 - The sub-committee approves or disapproves lifetime status. *Two thirds (2/3) majority vote of the committee is required for acceptance.*
- Lifetime and Sub-Committee composition
 - Certified Chairperson
 - Chair people of all standing committees (Sub-Committee)
 - Five Lifetime members appointed by chairperson (Lifetime Committee)
- Responsibilities of a Lifetime member:
 - A Lifetime Certified member must maintain membership in the National Ski Patrol
 - A Lifetime Certified member has the rights and privileges of other Certified members
 - A Lifetime Certified member may serve as an examiner in any Certified discipline in which he/she is currently qualified with the approval of the chairperson overseeing the discipline and the Certified Chairperson.
 - Lifetime members do not need to re-certify their ski and toboggan skills
 - Lifetime members who do not re-certify ski and toboggan may not serve as Certified Ski and Toboggan Examiners
 - Lifetime Certified status is seen as a great honor bestowed on individuals who, over many years, have proven their skill and abilities on the Certified level. These members are no longer asked to prove their ski and toboggan skills but are valued for their experience and depth of knowledge in Ski Patrolling and therefore serve as a valuable resource to the Certified Program

Reactivation of lapsed status

A Certified Patroller who has failed to maintain active status due to failure to maintain registration with the National Ski Patrol or by failure to re-certify every three years or any other cause may apply for Reinstatement of Active Status by complying with the following procedure:

- Submit an “Application for Reinstatement of Active Status” to the Chairperson of the Credentials Committee with the following information:
 - Proof of current registration with the NSP.
- Date of last re-certification
- A Letter from their Patrol Director or Area Manager confirming active patrol status.
- Proof of current OEC and CPR credentials.
- A statement as to the reason active status has not been maintained
- Applicants shall attend a Certified Test and pass the skiing and toboggan re-certification test.
- The Applicant shall pass the test for any modules of the Certified test that have been added to the program since the date of the last re-certification of the applicant. (I.e.: Avalanche Module [1998], Low Angle Rescue Module [1997], etc.)
- Exceptional exclusions to these requirements may apply, at times, with the consent of the chairman. For example: lengthy rehabilitation from injury or illness or other exceptional circumstances.

It is the intent that this procedure would be utilized only once per member as a method to re-establish active status as a Certified Patroller. It is *not* intended to be used as a substitute for the need to re-certify on the three (3) year schedule. The Credentials Committee shall circulate the “Application for Re-instatement of Active Status” to the members of that committee for review. The recommendation of the Credentials Committee shall then be forwarded to the Certified Chairperson, and if the application were approved then notice would be directed by the Credentials Committee Chairperson to the applicant.

Meetings and Elections

Section 1: The rules contained in "Robert's Rules of Order" shall govern the Eastern Division Certified Committee and membership in all cases to which they are applicable, and in which they are not inconsistent with the rules of order or Program Guide of the Eastern Division Certified Committee.

Section 2: Meetings

- A spring meeting / examination shall be held annually.
- The Certified Chairperson shall set the date and place of the meeting and shall notify the membership in writing.
- A general membership meeting may be held in the fall upon written notification of the membership as to the location and date.
- A quorum at 25% of the general membership shall be necessary to hold a business meeting.

Section 3: Voting privileges at business meetings shall be awarded to Active Members, Charter Members, and Lifetime Members (as described in Article four)

Section 4:

- Written proxy votes will be accepted at business meetings of the membership.
- No Certified member can carry more than one proxy.
- Elections shall be held for the position of Certified Program Chairperson at the spring meeting on a three year cycle beginning in 2015 and every third year thereafter.
- The Nominating Committee Chairperson shall present a slate of nominee(s) in writing with the notification of the annual meeting to the membership.
- The slate is not restricted to persons put forth by the Nominating Committee.
- Nominations may also come from the floor after the slate is read.
- Write in ballots will be accepted.
- Election is to be by secret ballot tallied by the Certified Secretary and the Nominating Committee Chairperson unless he or she is a candidate at which time he or she shall be replaced by the Steering Committee Chairperson.

Pre-courses

Section 1:

- Each candidate must attend and pass a ski and toboggan pre-course before being allowed to participate in an exam.
- Each pre-course will include all skills and maneuvers in the regular ski and toboggan exam.
- The dates and locations of the pre-courses will be published.

The Certified Exam

Section 1:

- The content and administration of the Certified Exam shall be in accord with the National Ski Patrol Certified Program Guide as permissibly modified by the Eastern Division Certified Patroller Committee and approved by the Certified membership.
- The actual content of the Eastern Division Certified Test will be set forth in a separate

Certified Program Operations Manual, which will set forth in greater detail each of the 6 Modules of the test.

- The content of that Certified Program Operations Manual shall be subject to change by the Certified Patroller Committee but only after giving the membership prior notice of any proposed changes and an opportunity to make comments on any proposed changes prior to their being put into effect and after approval by the Certified membership.
- It is anticipated that such notice will occur prior to the annual meeting and that the membership will be given an opportunity to comment at the next available annual meeting prior to implementation of any proposed change(s).

Amendments

Section 1:

- Amendments to these By-Laws may be made at any annual meeting, following written notice to the membership in good standing of the proposal at the time of notification of the annual meeting but no later than 10 days prior to the Annual Meeting.
- An amendment must be approved by a two-thirds affirmative vote of those present and eligible to vote and written proxies limited to one per member present.