



Eastern Division National Ski Patrol Certified Program Bylaws

*Adopted
January 27, 2026*

1) Overview

a) Mission

To cultivate leaders dedicated to advancing service, rescue, and safety in outdoor recreation by educating, mentoring, and evaluating Patrollers that will continue to promote the proud tradition of excellence in the National Ski Patrol.

b) Vision

- i) **Excellence in Ski Patrolling:** We are dedicated to achieving the highest standards in patrolling across key disciplines essential for the effective operation of ski patrol and related resort services and helping to enhance safety for snow sport participants. This is accomplished through continuous training and self-improvement.
- ii) **Commitment to Leadership:** We foster leadership and a strong sense of community service by supporting ski resort management, ski patrol-related programs, and advancing core ski patroller skills to the highest levels of competency. We welcome opportunities to serve in leadership positions at local, regional, divisional and national levels.
- iii) **Rigorous Professional Development:** We develop and provide comprehensive training programs that engage and elevate high-quality ski patrollers. By staying abreast of advancements in ski patrol operations and medical practices within the snow sport industry, we conduct rigorous exams to ensure proficiency in various critical ski patrolling disciplines.

c) Operational Mandate

The program is largely self-regulating and operates within the by-laws of the NSP and the Eastern Division. For direction and organization, a Certified Program Chairperson is elected by the Certified membership and the Certified Chairperson appoints all other Certified Program Leadership Positions, which will carry out the business of the Eastern Division Certified Program.

2) Certified Program Leadership

a) Program Leadership Positions

i) **Chairperson**

- (1) The Certified Program Chairperson shall be the executive officer of the Certified Program and work to preserve and support the mission and vision of the Certified Program.
- (2) The Chairperson shall:
 - (a) Preside over all meetings and business affairs of the Certified Program.
 - (b) Be responsible for setting the date and location of the annual spring meeting / examination and must notify the membership in writing.
 - (c) Submit an annual report to the general membership.
 - (d) Prepare a budget and report annually, or as required, to the Eastern Division.
 - (e) Appoint all other Certified Program Leadership positions and Committee members.

ii) **Vice Chairperson**

- (1) The Vice Chairperson shall support the operations of the Certified Program as directed by the Chairperson to preserve and support the mission and vision of the Certified Program.

- (2) The Vice Chairperson shall:
 - (a) Preside over all business meetings in the absence of the Certified Chairperson.
 - (b) If 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.
 - (c) Perform other such duties as requested by the Chairperson.

iii) Secretary

- (1) The Secretary is responsible for managing the business records and contact information of the Certified Program.
- (2) The Secretary shall:
 - (a) Record the proceedings of all Committee and Annual Meetings and any other business meetings that may be called during the year.
 - (b) Submit minutes of all meetings to the Committee and general membership in a timely manner.
 - (c) Maintain and provide current contact information about Certified Members.
 - (d) Assist the Nominating Chairperson to supervise elections.
 - (e) Inform the membership of the Annual Meeting location and schedule.
 - (f) Perform other such duties as requested by the Chairperson.

iv) Steering Committee Chairperson

- (1) The Steering Committee Chairperson is responsible for overseeing the meetings and operations of the Steering Committee appointed by the Chairperson.
- (2) The Steering Committee shall:
 - (a) Discuss and investigate the feasibility of new ideas and procedures.
 - (b) Conduct long range planning and constant review of goals for the Certified Program.
 - (c) Ensure the Certified Program Bylaws and Operations Manual reflect current practices and assists with reviewing and drafting of prospective amendments.

v) Recertification Committee Chairperson

- (1) The Recertification Committee Chairperson is responsible for overseeing the Recertification Committee and administering the recertification process to maintain Active Members in the Certified Program.
- (2) The Recertification Committee shall:
 - (a) Schedule, organize and administer the recertification process outlined in these Bylaws.
 - (b) Manage a process for tracking Certified Member recertification status as outlined in these Bylaws.
 - (c) Maintain records of members' active and inactive status and provide re-certification information to the Secretary for inclusion in the membership information file.
 - (d) Provide and obtain recertification results of the Professional Ski Patrol Association (PSPA) and the Eastern Division Certified program for dual members.

vi) Credentials Committee Chairperson

- (1) The Credentials Committee Chairperson is responsible for overseeing the Credentials Committee and administering the review process for applicants seeking candidacy into the Eastern Division Certified Program.
- (2) The Credentials Committee shall:
 - (a) Review and either approve or reject the applications received for entry into the Certified program according to application guidelines outlined in these Bylaws.
 - (b) Deliver a report of the results of both the successful and unsuccessful applicants to the Certified Chairperson and a report of the newly admitted candidates to the Certified Program Leadership.
 - (c) Forward to the Secretary the names and contact information of newly admitted Candidates for inclusion in the membership information file.

vii) Nominating Committee Chairperson

- (1) The Nominating Committee Chairperson is responsible for overseeing the Nominating Committee and administering the election process of the Certified Program Chairperson.
- (2) The Nominating Committee shall:
 - (a) Provide a slate of candidates for the position of Certified Program Chairperson as outline in these Bylaws.
 - (b) Ensure a fair election process.
 - (c) Not be actively seeking election as the Certified Program Chairperson; if chosen as a nominee, they will be required to resign from the Nominating Committee prior to the election process, and the Certified Program Chairperson may appoint a member to fill the vacant position.

viii) Lifetime Committee Chairperson

- (1) The Lifetime Committee Chairperson is responsible for overseeing the Lifetime Committee and administering the review and selection of new Lifetime Members.
- (2) The Lifetime Committee shall:
 - (a) Review a slate of nominated qualified candidates for recognition as a Lifetime Member of the Eastern Division Certified Program as outlined in these Bylaws.
 - (b) Ensure a fair review and selection process.
 - (c) Notify the Certified Program Chairperson of the results of the Lifetime Committee's decisions in advance of the Annual Membership meeting.

ix) Module Chairpersons:

- (1) **Area Operations and Risk Management Chairperson:** The Area Operations and Risk Management Chairperson coordinates and administers the Outdoor Risk Management (ORM) component of the Annual Certified Exam as outlined in the Eastern Division Certified Program Operations Manual – Module 1.
- (2) **Avalanche Safety Chairperson:** The Avalanche Safety Chairperson coordinates and administers the Avalanche Safety component of the Annual Certified Exam as outlined in the Eastern Division Certified Program Operations Manual – Module 2.

- (3) **Outdoor Emergency Care Chairperson:** The Outdoor Emergency Care (OEC) coordinates and administers the OEC component of the Annual Certified Exam as outlined in the Eastern Division Certified Program Operations Manual – Module 3.
- (4) **Lift Evacuation Chairperson:** The Lift Evacuation Chairperson coordinates and administers the Lift Evacuation component of the Annual Certified Exam as outlined in the Eastern Division Certified Program Operations Manual – Module 4.
- (5) **Low Angle Rescue Chairperson:** The Low Angle Rescue Chairperson coordinates and administers the Low Angle Rescue component of the Annual Certified Exam as outlined in the Eastern Division Certified Program Operations Manual – Module 5.
- (6) **Outdoor Emergency Transportation Chairperson:** The Outdoor Transportation (OET) Chairperson coordinates and administers the OET component of the Annual Certified Exam as outlined in the Eastern Division Certified Program Operations Manual – Modules 6 & 7.
- (7) **All Module Chairpersons shall:**
 - (a) Conduct a fair exam and/or pre-course (OET) based on the Certified Program Operations Manual.
 - (b) Select qualified Examiners for the module.
 - (c) Organize related training opportunities at Boot Camps, Patroller Schools, etc. to share best practices and help educate both Certified members and candidates, as well as NSP Members and other snow sports industry participants.
 - (d) Stay abreast of best practice and continue to monitor relevant advancements for inclusion in training and the Certified Program Operations Manual.

x) Appointment guidelines:

- (1) The Certified Program Chairperson shall appoint all Program Leadership positions and Committee Members and shall have the power to appoint interim positions deemed necessary to carry out the business of the program.
- (2) Except for the Vice Chairperson, no member shall be permitted to hold more than one of the above Certified Program Committee positions concurrently.
- (3) At the discretion of the Certified Program Chairperson, a Committee Chairperson may be assigned to support a special committee/task force who are not a member of the Certified Program Leadership Team.

3) Certified Program Credentials/Application Process

- a) Applications through the NSP:
 - i) Fill out the NSP Education Program Certified Candidate/Re-certification Application on the NSP Eastern Division website.
 - ii) Send ALL requirements to: Credentials Committee Chairperson.
 - iii) Letters of Recommendation: Two Letters of Recommendation from active Eastern Division Certified Members attesting to the applicant, being a member in good standing and highlighting their qualifications to participate in the Certified program.

- b) Applications through the reciprocity agreement between the PSPA and the NSP:
 - i) PSPA members in good standing may apply for NSP reciprocity. To be successful the applicant 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, (available on the NSP Eastern Division website) and be a member in good standing with NSP.
 - ii) Obtain and fill out: “Application for Reciprocal Membership” that may be obtained through the Credentials Committee Chairperson or the PSPA Secretary.
 - iii) Send ALL requirements to: Credentials Committee Chairperson
 - iv) Letters of Recommendation: Two Letters of Recommendation, one from the current PSPA President and the other from the applicant’s Patrol Director or Supervisor attesting to the applicant being a member in good standing.

- c) Application Timeline
 - i) Deadline: The Credentials Committee Chairperson must receive a complete application package, including all Letters of Recommendation, by January 15th.
 - ii) Once a candidate’s application has been approved, they have three (3) consecutive exam cycles in which to start participating in the exam.
 - (1) Letters, applications and pretests must be resubmitted or retaken after that period.
 - (2) For any exam in which a candidate elects not to participate in an exam, they shall notify the Certified Program Chairperson and the Credentials Chairperson of their intentions, as well as their intentions for future exams.
 - (3) If a candidate does not provide notice of their intentions in advance of the annual exam, they will need to reapply to the program following the procedures above and attest to the reason for non-participation.

- d) The Credentials Committee will review all applications. The Credential Committee recommends or rejects the applicant entry into the program.

4) **Membership Categories**

- a) **Active Certified Member** have successfully completed all exam modules within a three (3) calendar year period.
 - i) An active ED Certified patroller shall retain the right to vote on Certified Program business, hold a Certified Program leadership position, and may serve as an examiner at Certified exams.
 - ii) Active Member status is granted for a three (3) year period, beginning with the Annual Meeting at which the status is confirmed and continuing through the third (3rd) subsequent Annual Meeting. Renewal is contingent upon meeting all recertification requirements as outlined in these Bylaws. Upon successful completion of the OET Recertification process, Active Member status is granted for an additional three (3) years.
 - iii) To maintain Active Member status, a member shall:
 - (1) be in good standing with NSP that may require annual payment of dues, the completion refreshers (e.g., OEC) or other programs/courses.

- (2) Demonstrate at a satisfactory level an OET Recertification, consisting of a mogul run and a loaded toboggan run as detailed in the Certified Program Operations Manual (Module 6 & 7) once every three (3) years at a designated recertification event approved by the Recertification Chairperson.
- (3) OET Recertifications may be attempted at any point during a three-year period. If unsuccessful in attempting an OET Recertification at a satisfactory level upon the completion of a three (3) year period that member is considered an Inactive Member in Good Standing for one (1) year during which they must complete the OET Recertification at a satisfactory level at the next Annual Certified Exam to return to Active Member status. If unsuccessful in completing that OET Recertification that member shall be considered an Inactive Members Not in Good Standing.
- iv) An extension of up to one (1) year may be granted by the Certified Chairperson to complete an OET Recertification, if requested in writing by a Member and details sufficient justification for the extension to complete the OET Requirements noted above. The Member shall retain their current status for the duration of the extension.
- b) **Inactive Certified Member** have two categories:
 - i) **Inactive Member in Good Standing** – a leave of absence may be granted for not more than three (3) years by the Certified Chairperson to an Active Members who makes a request in writing with sufficient justification. During their leave of absence, they are required to maintain good standing with NSP but are not otherwise required to maintain Active status as noted above. Upon their return in accordance with the approval provided by the Certified Chairperson, they shall resume Active Member status if still within their three (3) year recertification timeline, otherwise they must complete the recertification requirements as outlined above to return to Active Member status. Time spent on a leave of absence does not count towards lifetime qualification.
 - ii) **Inactive Member Not in Good Standing** – are former Active Members that have not maintained good standing with NSP and/or have not met the requirements to maintain Active or Lifetime status. Reinstatement of Active status will be evaluated by the Certified Chairperson when requested in writing with sufficient justification and shall include meeting the Active Member recertification requirements outlined above and testing in any new modules that have been established since the member passed their last recertification for the program.
- c) **Specially Recognized Categories of Active Certified Member** shall retain all the rights of Active Members; they must maintain good standing with NSP but are otherwise not obligated to complete any other Active Member recertification requirements as outlined above to maintain their Active Member status.
 - i) **Charter Member** - The five original proposing members of the Certified Program
 - ii) **Lifetime Member** - A special category of membership limited to individuals who have demonstrated the **highest level of commitment and dedication** to the certified program for a minimum of twelve (12) years.
- (1) Criteria for nomination for Lifetime Membership status:

- (a) A minimum of twelve years as an active certified member.
 - (b) Successfully re-certified as an Active Member in good standing within the last seven (7) years.
 - (c) Attended and participated in Certified Annual Exam, Certified Patrollers Schools, Certified Pre-Course, Certified Boot Camps, etc.
 - (d) Proven dedication and commitment to the Certified Program through continuous self-improvement, leadership, and mentoring of new candidates.
- (2) Lifetime Member selection process:
- (a) Nomination by an Active Member is submitted in writing to the Lifetime Committee Chairperson by January 15th. The letter of nomination should articulate the nominee's qualifications as it relates to the Lifetime criteria stated above, but more importantly provide specific details and examples of the individual's dedication and commitment to the Certified Program.
 - (b) The Lifetime Chairperson will send all Lifetime nominations to the Certified Leadership Team for comment and feedback. This feedback shall be provided to the Lifetime Committee Chairperson within 10 days for their review and consideration.
 - (c) The Lifetime Committee, composed of five (5) Lifetime Members as well as the Lifetime Committee Chairperson and the ED Certified Program Chairperson, will review all feedback and vote to approve/reject. A minimum of five (5) affirmative votes is necessary for approval of a Lifetime Member.
 - (d) The Lifetime Chairperson will send the list of newly approved Lifetime Members to the Certified Leadership Team for final review and ratification requiring a two-third (2/3) affirmative vote.

5) **Examination Processes**

- a) Pre-Course
 - i) Once a Candidate has been approved through credentials, the candidate must attend and pass a ski/ride and toboggan pre-course before being allowed to participate in the exam.
 - ii) A pre-course will be based on elements from the Outdoor Emergency Transportation (OET) requirements noted in the Certified Program Operational Manual under Module 6: Alpine Skiing, Telemark, Snowboarding and Module 7: Toboggan Handling.
 - iii) The dates and locations of the pre-courses will be published.
- b) Annual Certified Exam
 - i) Once a Candidate has completed a Pre-Course, they have three (3) calendar years to successfully complete all modules of the Annual Certified Exam.
 - ii) The content and administration of the Annual Certified Exam shall be in accordance with the NSP Certified Program Guide as detailed in the Eastern Division Certified Program Operational Manual (available on the Eastern Division NSP website).
 - iii) Under exceptional circumstances, the three (3) calendar year timeline requirement may be extended by one (1) year. The intent of this exception is not to extend the time for completion merely due to a failure to successfully complete a module. To request an extension, the following must occur:

- (1) A letter requesting an extension and setting forth the justifications for the request should be delivered to the Certified Program Chairperson.
- (2) The letter will then be shared with the Certified Program Leadership who will review, discuss and then vote to decide whether sufficient exceptional circumstances exist to grant the extension.
- (3) A two-thirds (2/3) affirmative vote shall be needed for the extension to be granted.

6) **Membership Meetings**

- a) Time and Location
 - i) The Certified Chairperson shall set the time/date and place of each meeting and shall notify the membership in writing.
 - ii) An Annual Membership Meeting shall be held each year concurrent with the Annual Certified Exam; in extenuating circumstances, an alternative meeting time/date and location may be offered at the discretion of the Certified Chairperson.
 - iii) Meetings may be held in-person or virtually upon written notification of the membership as to the location and time/date. A minimum of fourteen (14) days' prior notice shall be provided to the Members.
- b) Meetings shall be conducted in accordance with Robert's Rules of Order (revised), except where they conflict with the NSP Policy and Procedures and/or the Eastern Division Certified Program Bylaws.
- c) Quorum and Voting at Meetings
 - i) Only Active Members shall be allowed to vote.
 - ii) A quorum of 25% of the Active Membership, including those members represented by a valid proxy, shall be necessary to hold a business meeting.
 - iii) All actions requiring a vote shall be decided by a majority of the votes cast, unless otherwise specified in these Bylaws
- d) Proxy
 - i) Written proxy votes will be accepted at the beginning of the business meetings of the membership.
 - ii) No Certified member may carry more than one proxy.
 - iii) A valid written proxy shall be delivered to the Chairperson and Secretary in advance of the meeting stating the Active Member who will serve as the proxy. That Active Member should be copied or otherwise made aware of the proxy.

7) **Elections**

- a) Elections shall be held for the position of Certified Program Chairperson at the Annual Membership Meeting on a three (3) year cycle beginning in 2015 and every third (3rd) year thereafter.
- b) Candidates for the positions of Certified Program Chairperson
 - i) The candidate shall be an Active Member of the Eastern Division Certified Program.

- ii) The Nominating Committee Chairperson shall request nominations from the membership and present the nominee(s) in writing with the notification of the Annual Membership Meeting to the membership.
- iii) The slate is not restricted to people put forth by the Nominating Committee. Nominations may also come from the floor after the slate is distributed to the membership.
- c) Voting process
 - i) Only Active Members shall be allowed to vote.
 - ii) The election process shall be overseen by the Nominating Committee, which shall include the Nominating Chairperson, Certified Program Secretary, and other appointees made by the current Certified Program Chairperson. If any member of the Nominating Committee is a potential candidate an alternative Active Member not seeking the position shall be appointed by the Certified Program Chairperson to ensure a committee of at least two (2) members.
 - iii) Election is to be by secret ballot tallied by the Nominating Committee.
 - iv) Write in ballots will be accepted. A write in ballot shall be delivered to the Nominating Committee in advance of the meeting stating the candidate's name receiving their affirmative vote. If a write in ballot is accepted, a written proxy would not be accepted for candidate voting.
 - v) The newly elected Certified Program Chairperson shall be determined by a majority of votes cast in favor of that candidate.

8) **Amendments**

- a) The content of these By-Laws and the Certified Program Operational Manual shall be subject to amendment 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.
- b) Amendments to these By-Laws or the Certified Program Operational Manual may be made at a Certified Program Active Member meeting based on the following requirements:
 - i) written notice provided to the Chairperson at least sixty (60) days in advance for ample review and drafting of the proposed language. This step may be waived at the discretion of the Chairperson.
 - ii) written notice to Active Members of the proposal at the time of notification of the annual meeting but no later than thirty (30) days prior to the Annual Meeting.
- c) An amendment must be approved by a two-thirds (2/3) affirmative vote following our Membership Meeting protocols above.