



# ADMINISTRATION MANUAL

Comments/Requests for Change

7/13/13

1. [Section I – B, 5 (Page 3)]

Authority for Changes and Updates:

The information in this Administration Manual may be changed under the direction of the ASRC Board of Directors, or ASRC General Membership. The majority of the changes to this document are expected to be made in a routine fashion via the Board of Directors. The ASRC Board of Directors or General Membership may recommend and must approve changes to this manual. Changes shall take effect following the Board of Directors approval, or on a predetermined date as specified at the time of approval.

The above entire section seems a little strange because it gives authority for changes to two completely different segments of the conference. The general membership should always have ultimate authority over all of the ASRC documents. It appears from the above that the general membership could vote for a change and the BOD could vote at their meeting immediately after the AGM to ignore what the general membership voted to approve.

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, no modification will be made to this paragraph.**

2. [Section II – E (Page 7)]

I don't have a copy of the old ADMIN manual but the following statement probably needs to have some clarification as what "applicable" means. Not to condone anyone breaking the law but as it is worded someone would have to be suspended if they were convicted of spitting gum on the street in parts of WV (yes its illegal), setting off a bottle rocket, smoking a joint, etc.

E. Criminal Activities

In the event that a Group or individual member is convicted of violating any applicable state or federal law (other than traffic related laws), the ASRC Board of Directors shall immediately place the Group or individual in a probationary status, until such time as the matter has been investigated by the Board of Directors. At such time, the Board of Directors shall make a recommendation on any further action which may be taken relative to the Group or member status with the ASRC.

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, this section will be modified to incorporate definitive clarification regarding the type of conviction and instructions regarding manner to escalate information to the ASRC Board.**

3. *[Section IV – A (Page 9)]*

Under the section for Policies for Members there are several things that will require additional appendixes.

3. Submit to a background check, as requested;

We need to define what a background check actually is. An example. If you go through a concealed carry background check you will pass if you have a DUI. I believe you will fail the background check in Virginia for EMS if you have a DUI even if you do not drive any of the vehicles. Sometimes people do not pass because of a misdemeanor when they were a teenager. It just depends on the state and the authority doing the check.

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, this section will be modified to incorporate definitive clarification regarding the type of background investigation that is recommended by ASRC.**

4. *[Section IV – A (Page 9)]*

Under the section for Policies for Members there are several things that will require additional appendixes.

4. Undergo a periodic medical exam to ensure that the member is in reasonable health to respond to missions, as requested;

Have teams ever done this?

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, this sentence will be struck from the manual.**

5. *[Section IV – A (Page 9)]*

Under the section for Policies for Members there are several things that will require additional appendixes.

5. Sign a standard of conduct form which outlines the standards of conduct expected of an ASRC member, as requested.

If this is a requirement the document definitely needs to be in the appendix.

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, this sentence will be struck from the manual.**

6. What is the back up plan for physical storage if BMRG loses it's locker space (I'm thinking of what happened to AMRG a few years back with our storage space)

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, it was determined that securing an alternate physical storage location, if needed, would not pose considerable hardship.**

7. Am I reading the proxy right that we no longer can just give our proxy's to the BOD rep to take to the meeting?

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, no change will be made to Section II, A, 3 or Appendix F Sample Proxy of the manual.**

8. Most 501C3's have a financial structure wherein there are double controls on treasury expenditures. That is, 2 signatures are required on checks above \$100, and one person alone cannot write checks in excess of a small amount , or move money between accounts. The ASRC appears to vest all financial powers to move money or write checks in only one person, the treasurer. This practice is not "GAAP", generally accepted accounting principles, nor is it wise.

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, due to the proximity of authorized signatories, no change will be made to the existing financial structure.**

9. *[Appendix B – A (Page 15)]*

Further elaborate upon/think about “conference-wide assets.”

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, this sentence will be struck from the manual.**

10. *[Section/Reference unknown – awaiting clarification]*

Section 8, medical info disclosure additions to the Admin Manual:

(b) and (c) are awkwardly worded regarding the communication of information :

- (b) '..its properness..' -- should be: its 'propriety' , ('properness' is not a word.)
- (c) '...the need to know of the recipient of the information..' is not grammatically correct: it should read '...the recipient's need to know the information...'
- (f) 'offence..' is spelled 'offense'

**ACTION:**

**Based upon ASRC Board of Directors discussions at the Board Meeting conducted on July 13, 2013, no action was taken to address these comments. Further group clarification needed regarding reference to existing manual.**

**Comment additions since the July 13, 2013, Board Meeting:**

Comments 11 - 16 were submitted to the asrc-bod list electronically on 7/13/13. (Not discussed by the Board during the ASRC Board of Directors Meeting on July 13, 2013.)

11. Administration is a noun or verb. To say "Administration Manual" measure that this is a manual about how to administer (give) something like ...administer a vaccine. This is an Administrative Manual which means it is a manual for the Administration (noun).

This needs to be changed throughout the document.

**ACTION:**

**Secretary comment:** The name of the manual was modified to "Administration" based upon the language defined in the ASRC Bylaws, Article I, Sections 2.1.2.7 and 2.2.1.

2.1.2.7 To set out administration procedures in the form of an Administration Manual.

2.2.1 The Board shall have no power over the conduct of Group business, except for... and administration procedures set out in the Administration Manual.

**The recommended change has been incorporated into the 2013-07-13 version of the Draft Manual for review and approval by the Board of Directors.**

12. *[Section I, A, 2 (Page 1)]*

2. Precedence -- In cases of conflict, the ASRC Articles of Incorporation and ASRC Bylaws have precedence over this document. In the event that there are conflicts between this document and either (1) the ASRC Training Standards, or (2) the ASRC Operations Manual, the ASRC Board of Directors shall arbitrate the conflict. In the event that there is a conflict between this document and either the ASRC Board of Directors or the ASRC General Membership, **the ASRC Board of Directors or the ASRC General Membership shall have precedence over this document.** This document shall have authority over all other ASRC administration documents and procedures, excluding internal Group Administration rules, procedures and policies (unless explicitly stated herein). This document supersedes all previous ASRC administrative rules, procedures, and policies.

Which one??? BOD or General Membership? It should be the general membership as it is the general membership that selected the BOD.

**ACTION:**

**The recommended change has been incorporated into the 2013-07-13 version of the Draft Manual for review and approval by the Board of Directors.**

13. *[Section I, B, 5 (Page 3)]*

5. Authority for Changes and Updates -- The information in this Administration Manual may be changed under the direction of the ASRC Board of Directors, or ASRC General Membership. The majority of the changes to this document are expected to be made in a routine fashion via the Board of Directors. The ASRC Board of Directors or General Membership may recommend and must approve changes to this manual. Changes shall take effect following the Board of Directors approval, or on a predetermined date as specified at the time of approval.

You need to spell out how the General Membership can change the manual. If I was an individual member I would not know how to go about making a change.

**ACTION:**

**The recommended addition has been incorporated into the 2013-07-13 version of the Draft Manual for review and approval by the Board of Directors.**

14. *[Section I, B, 6 (Page 3)]*

6. Annual Review -- The ASRC Secretary will conduct an annual review of this manual and will present suggested changes to the ASRC General Membership at the Annual General Membership Meeting, having first presented suggested changes to the Board Officers and the Board of Directors prior to presentation to the ASRC General Membership.

Does this general membership vote on these changes? If so is it a simple majority? It is my preference that changes be made through the BOD and not the general membership. A change should be suggested by a member to their BOD rep.

**ACTION:**

**The recommended changes have been incorporated into the 2013-07-13 version of the Draft Manual for review and approval by the Board of Directors.**

15. *[Section II (Page 4)]*

**Vice Chair of the ASRC Board of Directors** -- The Vice Chair of the ASRC Board of Directors shall serve as the internal and external liaison for ASRC member groups and other SAR units which interact with the ASRC. In addition, the Vice Chair shall serve as Chair in the absence or incapacitation of the Chair. (ASRC Bylaws, Article I, Section 2.4)

I think the Vice-Chair should have greater responsibility. Maybe lead the effort for outreach with support from the Chair. Since the Chair is busy with "day-to-day" operations.

**ACTION:**

**Secretary comment:** The stated duties of the Vice Chair were an excerpt from the ASRC Bylaws, Article I, Section 2.4 – the only Bylaw omission reads "To fulfill other duties as designated by the Chair". **No change has been incorporated into the 2013-07-13 version of the Draft Manual pending additional, specific input from the Board of Directors.**

16. *[Section II, B, 2 (Page 5)]*

ASRC Group Dues: \$100.00 per team and \$17.00 per active member  
ASRC At-Large Member Dues: \$25.00  
ASRC Sustaining Member Dues: **As defined by the ASRC Board of Directors**

Why state the other dues but not this one? Does it depend on the individual?

**ACTION:**

**Secretary comment:** The Secretary is unaware of the predetermined dues rate for ASRC Sustaining Members. **No change has been incorporated into the 2013-07-13 version of the Draft Manual pending additional, specific input from the Board of Directors.**