



ADMINISTRATION MANUAL

Comments/Requests for Change

6/30/13

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:

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:

3. *[Section IV – A (Pages 8-9)]*

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:

4. *[Section IV – A (Pages 8-9)]*

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:

5. *[Section IV – A (Pages 8-9)]*

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:

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:

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:

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:

9. *[Appendix B – A (Page 14)]*

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

ACTION:

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: