

PACIFIC NORTHWEST DIVISION
POLICIES AND PROCEDURES
2011 EDITION

TABLE OF CONTENTS

Chapter 1	VISION AND MISSION STATEMENT _____	1
Chapter 2	SKI AND OUTDOOR RECREATION COMMUNITY RELATIONS_	1
Chapter 3	TAXATION, INSURANCE, AND RISK MANAGEMENT POLICIES	1
Chapter 4	FINANCE _____	2
Chapter 5	ADMINISTRATIVE PROCEDURES _____	4
Chapter 6	ORGANIZATION _____	6
Chapter 7	MEMBER GUIDELINES AND POLICIES _____	14
Chapter 8	REGISTRATION _____	14
Chapter 9	AVALANCHE PROGRAM _____	16
Chapter 10	AWARDS PROGRAM _____	16
Chapter 11	INSTRUCTOR PROGRAMS _____	17
Chapter 12	LEADERSHIP PROGRAMS _____	17
Chapter 13	MOUNTAIN TRAVEL AND RESCUE PROGRAM _____	18
Chapter 14	OUTDOOR EMERGENCY CARE PROGRAM _____	18
Chapter 15	TRANSPORTATION PROGRAM _____	18
Chapter 16	SKIER EDUCATION AND PUBLIC RELATIONS PROGRAMS _	18
Chapter 17	SKILLS DEVELOPMENT PROGRAM _____	18
Chapter 18	TELECOMMUNICATIONS PROGRAM _____	18

CHAPTER 1

VISION AND MISSION STATEMENT

1.1 Vision

The Pacific Northwest Division (PNWD) is the foremost ski patroller association comprised of volunteer and paid patrollers, dedicated to maintaining performance standards in the ski patrol environment.

1.2 Mission

The Pacific Northwest Division is structured to implement and administer programs that train Pacific Northwest ski patrollers. The main purpose of the ski patroller is to deliver up-dated, quality emergency care and rescue services to the skiing and outdoor-recreation public. The Pacific Northwest Division is an integral part of the National Ski Patrol System, Inc.

CHAPTER 2

SKI AND OUTDOOR RECREATION COMMUNITY RELATIONS

Chapter 2, Ski and Outdoor Recreation Community Relations of the NSPS Policies and Procedures is incorporated into this document in whole.

No additional material is required from the Pacific Northwest Division

CHAPTER 3

TAXATION, INSURANCE, AND RISK MANAGEMENT POLICIES

Chapter 3, Taxation, Insurance and Risk Management Policies of the NSPS Policies and Procedures is incorporated into this document in whole.

In addition, the Pacific Northwest Division adds the following:

3.1 Tax Exempt Status

The PNWD and the regions (see PNWD By-Laws Article III) and ski patrols (see 3.1) comprising it, and the NSPS are tax-exempt organizations under Sec. 501 (c) (3) and other provisions of the Internal Revenue Service Code. The PNWD shall not become a private foundation as defined in the Internal Revenue Service Code. The PNWD is subject to the following limitations or restrictions:

No part of the net earnings of, or contributions to, the PNWD or any part thereof will inure to the benefit of any private individual.

No substantial part of the activities of the PNWD shall be the carrying on of propaganda or otherwise attempting to influence legislation. The PNWD shall not participate in or intervene in, in any way, political campaigns on behalf of any candidate for public office.

The PNWD shall not engage in any of the prohibited transactions set forth in section 503 of the Internal Revenue Code as such exists on the date of the adoption of these Bylaws, or as such are contained in any successor or similar provision of the Internal Revenue Code.

Upon termination for any reason of the entity and/or functions of the PNWD, funds and property belonging to the Division shall be transferred to the NSPS. If the NSPS does not then meet the requirements of the Internal Revenue Code Section 501 (c) (3), the net assets of the PNWD shall be transferred to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future federal internal revenue law), as the Board of Directors shall determine. Any such assets not so disposed shall be disposed by the Superior Court or trial court of general jurisdiction in which the principle office of the PNWD is then located, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for the above-named purposes.

The NSPS shall be authorized to include the PNWD in its group exemption letter presented to the Internal Revenue Service of the United States annually, and such authorization to the NSPS shall be automatically renewed annually and such renewal shall be demonstrated by the Division Director so informing the NSPS by letter at least annually. In addition, the NSPS shall be authorized to file, annually, a group information return, as required by Section 6033 of the Internal Revenue Code (or the corresponding provision of any future internal revenue law), for the NSPS and the PNWD; the PNWD Division Director, or his or her designee, shall annually file with the NSPS such information as is required under Section 6033 and the regulations there under.

CHAPTER 4

FINANCE

Chapter 4, Finance of the NSPS Policies and Procedures is incorporated into this document in whole.

In addition, the Pacific Northwest Division adds the following:

4.1 Fiscal Year

The current fiscal year is June 1 through May 31.

4.2 Membership

4.2.1 Dues

If the annual meeting is held before June 1 the dues shall be set for the next fiscal year. If the annual meeting is held after May 31, the dues shall be set for the current fiscal year. If no vote is taken on dues at the annual meeting, the dues shall be the same as the dues for the fiscal year prior to the fiscal year for which the dues are to be set.

Each Patrol Director/Unit Representative shall submit the NSPS, the PNWD dues and patrol registration in accordance with the registration instructions and as directed by the Division Director.

4.3 Disbursal of Funds

The funds of the PNWD shall be disbursed as set forth in the annual budget. All checks and other withdrawals must be authorized by the Division Director and signed by the Division Director or the Division Treasurer/Controller. The Board of Directors must approve expenditures in excess of the annual budget, or the Executive Board must approve as provided in Article 5.1 in the Bylaws.

If the annual meeting is held after May 31, the Executive Board shall have the authority to approve the expenditure of Division funds for ordinary and necessary expenses usually incurred between May 31 and the date of the annual meeting. Such expenditures are not subject to ratification by the Board of Directors, and shall be approved as part of the annual budget. All requests for reimbursement must have documentation in the form of receipts for all expenses.

Any time an event generates funds for the PNWD, the funds and a preliminary accounting of those funds needs to be submitted within 30 days of the event.

All checks written for reimbursement of expenses will be void after 90 days. After 90 days, Executive Board approval will be necessary for release of funds.

4.4 Reports

The Division Treasurer/Controller shall prepare an annual income statement and balance sheet of the financial affairs of the PNWD covering each fiscal year, and submit them to the Board of Directors in accordance with the PNWD policy. In addition, the Division Treasurer/Controller shall prepare and submit such other reports as may be requested by the Division Director, Executive Board, or Board of Directors. The Division Treasurer/Controller shall cause such reports as may be necessary to be made to NSPS and the Internal Revenue Service.

Also, the convention shall prepare a preliminary report of its finances within 30 days upon conclusion of the meeting and a final report within 90 days. The final report shall include a detailed accounting of income and expenses and shall be submitted to the Division Convention Coordinator. The Division Convention coordinator shall make a summary report to the Division Director and the Division Treasurer/Controller.

4.5 Patrol Accounting

Each Patrol Director/Unit Representative shall provide an accounting of the Patrol's receipts and disbursements for the fiscal year to the Region treasurer/controller. Within

sixty (60) days of the end of the fiscal year, the region treasurer/controller shall have their report into the Division Treasurer/Controller

If a patrol terminates its ski patrol activities for any reason, the Patrol Director/Unit Representative shall provide an accounting of the patrol's finances to the Division Treasurer/Controller within sixty (60) days of cessation of its ski patrol activities. If the bylaws of the patrol fail to provide for transfer of its net assets to another patrol or to an organization qualifying as exempt under Internal Revenue Code Section 501 (C) (3), the net assets shall be transferred to the PNWD within seventy-five (75) days of cessation of the patrol's operations. In no event shall any of the assets of any patrol inure to the benefit of any private individual or of a for profit organization.

The Division Director and the Board of Directors shall each have the authority to review the financial records of a patrol in accordance with NSPS policy

4.6 Audit and Inspection

The committee will audit the Division records and submit its report to the Division Director within sixty (60) day of the annual meeting at which the committee was appointed. The Division Treasurer/controller shall cooperate with the audit committee.

CHAPTER 5 ADMINISTRATIVE PROCEDURES

Chapter 5, Administrative Procedures of the NPS Policies and Procedures is incorporated into this document in whole.

In addition, the Pacific Northwest Division adds the following:

5.1 Meetings

5.1.1 Annual Meeting

The purpose of the annual meeting shall be to:

- A. Establish and clarify PNWD Policies and Procedures
- B. Develop plans for the ensuing year.
- C. Establish the budget for the fiscal year
- D. Consider any other business brought properly before the meeting.

The Board shall discuss the budget proposed by the Executive Board at the general meeting and shall make the fiscal budget determination. The Division Director may impose such time limits for proposals as he or she deems appropriate.

5.1.1.1 Quorum

A majority (excess of 50%) of Officers of the PNWD Board of Directors and in good standing with the NSP shall constitute a quorum for conducting any business. Officers may be present in person or by proxy. See By-laws Article IV Board of Directors, Quorum,

A patrol director may not vote or grant a proxy if his or her patrol is not registered with the NSPS or the PNWD for the current season, or if the patrol is not currently active.

5.1.1.2 Votes

Each Officer of the PNWD Board of Directors in good standing with the NSPS shall have only one vote. All proxies shall be in writing, signed by the eligible voting member, and received by the Division Secretary prior to the meeting being called to order. Proxies may be given to any member in good standing. No individual may carry more than one proxy. A majority of votes will decide any question. Proxies shall expire following the meeting for which they were issued.

5.1.1.3 Rules of Conduct at Board Meetings

All Pacific Northwest Division Meeting shall be conducted in accordance with the current edition of Roberts Rules of Order.

Board meetings are open to all registered members of the Pacific Northwest Division. The Division Director may, at his/her discretion, allow registered members to participate in any discussion.

Only the officers, or their designated proxies, may vote on questions presented for decision.

The Division Director shall chair all meetings, except that the Director may designate an officer to preside in the Director's absence.

The Division Director shall notify each Board member in writing (mail, electronic, facsimile) stating the place, date, and hour of each meeting not less than twenty (20) days prior to the date of the meeting, except that notice of the annual board meeting shall be delivered or mailed (mail, electronic, facsimile or Nor'wester) not less than forty-five (45) days prior to the date of the annual meeting. A Board member may waive notice, and such waiver shall be noted in the minutes of the meeting at which the waiver was made. Attendance of a Board member constitutes a waiver of notice of the meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of business because the notice did not comply with this section.

No action may be taken, nor did any vote deem effective unless a quorum is established. See section 4.5 of By-Laws.

5.1.2 Executive Board Meeting

The Executive Board shall meet twice a year, the last Saturday in April and immediately prior to the annual meeting of the Board of Directors, and otherwise as necessary. Meetings with the exception of the April meeting and the Annual Meeting may be held telephonically or through the use of computer conference/meeting systems, provided the Division Director reduced the action to writing and reports to the Board of Directors. Action may be taken without a meeting provided a majority of the Executive Board consents in writing to the action.

Each member of the Executive Board shall have one vote. Written proxies may be granted to a member of the Board of Directors, but no Executive Board or proxy holder may carry more than one proxy.

A majority of the Executive Board must be present in person to constitute a quorum for conducting any business. A majority of those present in person or by proxy may decide any question. The Division Director, or a majority of the Executive Board, shall have authority to call meetings as provided in this section.

The person or persons who call a meeting shall give to each Executive Board member notice of the place, date and hour of the meeting not less than seven (7) or more than 30 days prior to the date of the meeting. Notice may be written (mail, electronically, facsimile) or oral, but an oral notice must be reduced to writing and endorsed upon the minutes of the meeting. An Executive Board member may waive notice, and such waiver shall be noted in the minutes of the meeting. Attendance of an Executive Board member constitutes a waiver of notice of the meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of business because the notice did not comply with this section.

5.1.3 Region Meetings

Region meetings may be held from time to time, and at such places, as the Region Director may determine. The Region Director or chairman of such meetings, shall send a written (mail, electronic, facsimile) report of the meeting to the Division Director.

CHAPTER 6 ORGANIZATION

Chapter 6, Organization of the NSP Policies and Procedures is incorporated into this document in whole.

In addition, the Pacific Northwest Division adds the following:

6.1 Nominations and Appointments

6.1.1 Division Director

Eligible candidates for the office of Division Director may be nominated by any active registered member in good standing. Nomination need not be seconded. Further, any eligible candidate can announce his/her own candidacy. All individuals interested in

running for Division Director Position must be registered with the PNWD prior to being nominated.

6.1.1.1 Election Procedures:

Not less than twelve weeks (eighty-four days) prior to the date of election the Division Director shall appoint an election coordinator. The Election Coordinator shall:

- A. Request nominations from the respective candidates within one week (7 days) of appointment
- B. Receive all nominations and pronouncements of candidacy
- C. Review and determine the qualifications of each candidate for office
- D. Communicate as necessary with the candidates and the Division Director

The Election Coordinator must receive nominations and announcements of candidacy not less than nine weeks (sixty-three days) before the date of election. A candidate shall submit a one-page resume of the candidate's membership in NSP, which demonstrates the candidate's eligibility for office, and may be accompanied by a one-page statement of the candidate's platform. A nomination must be accompanied by written acceptance of the nomination signed by the nominee.

Not less than eight weeks (fifty-six days) prior to the election date; the Election Coordinator shall submit a copy of the following items to the Division Director:

A list of all persons nominated or announced for the position, together with the nomination (or announcement) of each candidate;

A list of all candidates found eligible for the office;

A list of all candidates found ineligible for the office, which must set forth the reason(s) for ineligibility. The Election Coordinator will inform ineligible candidates of their ineligibility and reason(s). A list of all eligible persons shall be sent to the other eligible candidates.

Within one week (seven days) after the submission of the candidates by the Election Coordinator, any candidate found ineligible may appeal the finding to the Division Director. If the Division Director does not rule on the appeal within one week (seven days) after its submission, the decision of the Election Coordinator shall be deemed affirmed. Within one week (seven days) after the decision or affirmation of the Division Director, the candidate may appeal to the Division Executive Board. The Executive Board must make a decision within two weeks (14 days). If the Executive Board does not rule on the appeal, the decision of the election Coordinator shall be deemed affirmed.

The date of election for Division Director shall be the last day of March (31). Ballots for each election must list the name of each eligible candidate. Ballots may be returned in person, by mail, by facsimile machine, or electronically. In order to be counted, ballots must be received by the election date. The election results shall be announced within three days after the date of the election. The candidate receiving the most votes will be deemed elected. If there is only one candidate/nominee that nominee will be deemed elected by acclamation.

6.1.1.2 Resolution of Tie Elections:

If the election results in a tie vote, the election results shall be determined by a drawing of the name by the Election Coordinator at the Spring Board Meeting as the first order of business.

6.1.2 Region Directors:

6.1.2.1 Qualifications:

The qualifications of the Region Director are:

- A. Must be a registered NSP primary member with a patrol registered within the region and PNW Division. Must have been a registered member of the NSP within said region for at least five years.
- B. Must have held a Leadership NSP patrol office or served as a region, division or national advisory committee chairperson for at least two years.
- C. Must be familiar with national policies and procedures as defined in the current NSP Policies and Procedures manual.
- D. Must be familiar with division and region policies and procedures as applicable.

The following lists the minimum recommended (not mandatory) eligibility requirements for region director candidates:

- A. Should have served as an NSP patrol director/representative for at least one year.
- B. Should be currently registered as a Senior (Alpine, Auxiliary, or Nordic) or Certified Patroller.
- C. Should have logged at least 45 days of active patrolling (excluding refreshers, test, etc.) with one-third of these at a ski area within the region.
- D. Should have experience working with management at an area within the region.

6.1.2.2 Selection

The Division directs election or appointment of the Region Directors as:

- A. Shall be elected by their region for two –year terms.
- B. Shall be elected prior to May 1 of each election year.
- C. The Regions may choose to conduct the actual balloting process for themselves rather than having the Division handle it for them. The decision must be discussed and coordinated between the Region Director and the Division Director by January 1st of the election year.
- D. Division Director shall appoint a Region Director if one is not elected.

6.1.2.3 Nomination/Selection

The nomination and election of the Region Director:

- A. Shall be made by self-nomination, or may be nominated by any active registered member in good standing. Nominations need not be seconded.
- B. Must be accepted in writing by the individual nominee prior to any election activity and submit such acceptance to the Division Director or the appointed election coordinator.
- C. Elections shall be conducted by the Division Director or the appointed Election Coordinator.
- D. The election shall be held at such time and in such manner as determined by the Division Director; following the same dates and timelines as used for an election of the Division Director. See P&P section 6.1.1.1

The Region Director for each region shall be elected by the Patrol Director/Unit Representatives or other authorized representative of each Patrol within the Region who are in good standing. Each patrol within the region is entitled to one vote. Region Directors running for re-election will have a ballot to vote if a candidate who has a ballot to vote opposes them. The candidate receiving the most votes is deemed elected. If there is only one candidate/nominee that nominee will be deemed elected by acclimation.

6.1.3 Past Division Directors

The past Divisional Directors may register with the Division Administrative Patrol with the understanding that they must maintain all requirements of the NSPS for their current classification. The past Division Director has no vote.

6.2 Responsibilities

6.2.1 Division Director:

The responsibilities of the Division Director shall be:

- A. Direct the day-to-day operations of the PNWD
- B. Maintain communication with the NSPS, the Region Directors, and the individual patrols of the PNWD
- C. Call and conduct the meetings of the Board of Directors and the Executive Board
- D. Appoint the non-elected division officers and advisors, and fill such vacancies as may from time to time occur
- E. Review and provide oversight of appointments of Region Advisors.

- F. Attend National Board Meetings. The Division Executive Board must approve attendance at these meetings prior to the event. If unable to attend, the Division Director may appoint a representative with the approval of the Division Executive Board.

6.2.2 Secretary:

The Secretary is appointed by the Division Director with the notification of appointment given to the Executive Board of the PNWD. The position of the secretary shall have no voting rights in any of the elections or any votes held by or in the Division for the determination of the Division policy. The secretary shall keep and distribute minutes for all Executive Board meetings and all annual Board meetings. Complete other duties at the discretion of the Division Director.

The secretary shall take, keep, and distribute minutes for all Executive Board meetings and all Board meetings. Complete other duties at the discretion of the Division Director.

Minutes of meetings should be sent out within 30 days after a meeting, and again with the agenda for the next meeting.

Any corrections to minutes approved by the board at a subsequent meeting to be clearly documented in the minutes of the meeting at which they are corrected. It is not enough to write – the minutes were approved as corrected.

6.2.3 Treasurer/Controller:

The Treasurer/Controller shall be appointed by the Division Director with the approval of the Executive Board of the PNWD. The position of the Treasurer/Controller shall have no voting rights in any of the elections or any votes held by or in the Division for the determination of the Division policy.

6.2.3.1 Treasurer/Controller duties:

The duties of the Treasurer/Controller shall be:

- A. Maintain the financial records of the PNWD
- B. Receives NSPS and PNWD dues and such other revenue as may be acquired by the PNWD
- C. Unless otherwise directed by the Division Director, receives registrations from patrols in the PNWD, and transmits registration and the NSPS dues to the NSPS headquarters.
- D. Disburse the funds of the PNWD as provided in this chapter.
- E. Prepare and submit financial reports as required by the PNWD bylaws.
- F. Upholds and utilizes the PNWD reimbursement policies.

6.2.3.2 Reimbursement Policy

This information is to be used when filling out a PNWD Expense Request Voucher for reimbursement of incurred expenses. This reimbursement policy covers the Division Administrative Staff and Division Advisors in accordance with the annual PNWD Budget.

- A. Receipts **MUST** accompany all expenses including meals, lodging, travel and miscellaneous expenses.
- B. Reimbursements are not paid by PNWD for travel when the event is held at the individuals home ski area. Exceptions to this are possible if there is some extenuating circumstance and prior approval has been received from the Division Director
- C. PNWD will reimburse at the least expensive airfare available, and in the case of car rentals reimbursement will be based on the lowest prices intermediate-size car.
- D. PNWD will pay for expenses for direct route round trip travel. If you are sharing travel expenses submit the name/s of person/s with whom you are sharing expenses.
- E. If you drive to an event PNWD will pay:
 - 1. Car: twenty-five (.25) cents a mile
 - 2. RV: thirty-five (.35) cents a mile if staying in an RV Park with rates less than hotel/motel.
 - 3. NSP sponsored automobile: receipt gasoline expenses
- F. PNWD will pay up to \$30.00 a day for meals. Alcoholic beverages are not reimbursable expense. Please remember that a receipt must accompany all expenses in order to obtain reimbursement. Exception: When attending a PNWD Convention meals will be reimbursed in full, with receipts.
- G. When attending a PNWD sponsored meeting, the lodging expense is based on one-half the double room rate. Often this is not possible and exceptions can be allowed. When submitting for reimbursement include the name/s of person/sharing the expense. Convention room rates will be paid at the Convention rate when staying at the hotel reserved by the Convention Committee.
- H. Advances for expenses will not exceed one-half the expected total expense. An advance can be obtained by sending a copy of the receipt for airfare or transportation before the event. Advances are discouraged because of the complexity and high margin of error involved in the bookkeeping process.
- I. Expense Vouchers should be submitted within thirty (30) days after the event.

- J. Please send expenses vouchers to the Controller for review and payment. If you are using another advisors budget, get advance permission from that advisor and send expense voucher to him/her for signature before sending on to the Controller. All reimbursement must have the approval of the Program Advisor and the Division Director prior to the reimbursement.
- K. Checks must be cashed within ninety day of receipt.

6.2.4 Division Advisors:

Each Division Advisor shall prepare an annual report of the activities of the Advisor's program. This report should be received by the Executive Board no later than seven (7) days prior to the annual meeting of the Board of Directors, unless the Division Director directs otherwise. Each Division Advisor shall submit a summary of the receipts and disbursements of the Advisor's program to the Division Treasurer/Controller within thirty (30) days of the conclusion of the fiscal year.

6.2.5 Executive Board:

In addition to the duties set forth in the PNWD Bylaws, the Executive Board shall have the following duties:

- A. To develop and propose the budget for consideration at the annual Board of Directors' meeting;
- B. To pursue the PNWD goals as stated in ARTICLE I of these Bylaws;
- C. In the event the annual meeting of the Board of Directors is held after May 31, to authorize and approve ordinary and necessary expenditures as provided in PNWD policies and procedures.
- D. To authorize emergency expenditures of the PNWD funds not authorized by the budget.

Annually approve the appointed representative to attend the National Board Meeting.

6.2.6 Assistant Division Director:

If appointed, the selection shall be with the advice and approval of the Executive Board of the PNWD. The position of the Assistant Division Director shall have no voting rights in any of the elections or any votes held by or in the Division for the determination of the Division policy.

6.2.7 Region Director:

The responsibilities of a Regional Director shall be:

- A. Supports and fosters the NSP and Division mission statements. Promotes NSP education programs within the Division and regions to maintain the integrity of NSP training standards
- B. Administers the region according to the Division's and/or Region's bylaws and Policies and procedures.
- C. Coordinates region activities and promotes uniformity with respect to NSP policies throughout the region.
- D. Appoints individuals to serve as Region program supervisors/advisors in compliance with the current NSP P&P.
- E. Set dates for Region meetings
- F. Set agenda, coordinates and manages Region meetings.
- G. Approves and finalizes all Region training and testing/evaluation dates.
- H. Develops with the Region Treasurer an annual budget and presents it to the Region for approval at the Fall Regional meeting.
- I. Works with Award Advisor on Region Awards
- J. Makes sure Webmaster posts all Region information on Region Website if applicable.
- K. Facilitates and promotes the delivery of approved NSP education programs
- L. Responsible for ensuring availability and quality of approved NSP programs
- M. Promotes and enhances leadership opportunities for the members of the Region.
- N. Ensures and maintains accurate Region records.
- O. Is responsible for duties delegated by the division board of directors
- P. Visits all areas within the region during their term of office.
- Q. Functions as NSP liaison between members, patrol directors/representative, ski area patrol directors, and area managers within the Region boundaries.
- R. Is responsible for communicating national and division policies to sections and NSP registration units.
- S. Is responsible for communication NSP registration unit concerns to the division director and/or division supervisors.
- T. Ensures that all sections and NSP registration units submit annual reports and financial reports to the Region's Treasurer and Division Controller for IRS reporting in a timely manner.
- U. Submits an annual report to the division board of directors. This report should include plans and objectives for the following year.
- V. Is responsible for communicating Patrol registration concerns to the division director and /or division supervisors.
- W. Writes articles and reports for the division newsletter.
- X. Promotes the financial support of the NSP and its programs.

- Y. Attends the annual PNWD Executive Board Meetings and the Board of Directors Meetings.

6.2.8 Patrol Directors/Unit Representatives

The Patrol Directors shall have the responsibilities as set forth in the NSPS policies and procedures guidelines.

Also, as a member of the PNWD Board, attend the annual Board of Directors.

CHAPTER 7 MEMBER GUIDELINES AND POLICIES

Chapter 7 Member Guidelines and Policies of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 8 REGISTRATION

Chapter 8 Registration of the NSP Policies and Procedures is incorporated into this document in whole.

In addition the Pacific Northwest Division adds the following:

8.1 Division Administrative Patrol

Members who are actively participating at the Division level as a member of the Division Staff may request to register with the Division Administrative Patrol. The Division Director at his/her own discretion may elect to allow these individuals to register with the Division Administrative Patrol.

The Division Director for special circumstances and at his/her discretion may elect to allow other individuals to register with the Division Administrative Patrol.

8.2 Active Duty Military

The National level of the organization upon request by the individual member will waive the National level dues during the time when the individual is on active duty defending the country and therefore is unable to actively patrol.

The PNW Division upon request by the individual (or their patrol director if the individual member is unavailable) will waive the Division level dues during the time when the

individual is on active duty defending the country and therefore is unable to actively patrol.

Each Region should make their own policy regarding annual dues for active duty military.

8.3 Lifetime Membership in the NSP

Having Lifetime Membership in the NSP does not automatically give the individual Lifetime membership at the Division or Region levels.

NSP lifetime members are still required to pay Division and Region Dues annually unless, they request and are granted Lifetime membership at that specific level of the organization/association.

8.3.1 Division Lifetime Membership

NSP members who hold NSP Lifetime membership status may request PNWD Lifetime membership. If approved the PNWD lifetime membership fee will be equal to 50% of the current rate of the National Lifetime membership.

Request for PNWD Lifetime membership

- A. Request must be sent in writing to the Division Director
- B. The Division Director will verify that the individual in fact has National Lifetime membership status
- C. The Division Director has the authority to at his/her sole discretion grant or deny the PNWD Division Lifetime membership status to the individual
- D. The Division Director will advise the individual in writing of the decision
- E. A copy of this decision will also be sent to the following for record keeping
 1. Division Secretary
 2. Division Registrar
 3. Region Director
 4. Patrol Director

Each Region should make their own policy regarding annual region dues for NSP Lifetime members.

8.4 Membership/Registration on Multiple Patrols

Registration on multiple patrols and the need to pay dues appropriately at all levels of the organization.

8.4.1 Dues Schedule:

Dues Obligations and Payments

8.4.1.1 Registration on two patrols in two different Divisions:

- A. Payment through Primary Patrol

1. National dues
 2. Division dues
 3. Region dues
 4. Patrol dues (if applicable)
- B. Payment through Secondary Patrol
1. Division dues
 2. Region dues
 3. Patrol dues (if applicable)

8.4.1.2 Registration on two patrols in same Division:

- A. Payment through Primary Patrol
1. National dues
 2. Division dues
 3. Region dues
 4. Patrol dues (if applicable)
- B. Payment through Secondary Patrol
1. Region dues (if different regions)
 2. Patrol dues (if applicable)

CHAPTER 9 AVALANCHE PROGRAM

Chapter 9 Avalanche Program of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 10 AWARDS PROGRAM

Chapter 10 Awards Program of the NSP Policies and Procedures is incorporated in this document in whole. Only the most current downloaded nominations forms shall be used.

In addition the Pacific Northwest Division adds the following:

10.1 The Use of the NSP Member Profile

It is required that for any outstanding or merit star award nominations, that a current copy of the nominee's NSP member profile be attached to the nomination packet. The profile shall be used to verify data and statements made in the nomination for their

accuracy and conformance with the nomination instructions. The Division Awards Advisor shall remove the profile when it is sent to either division evaluators for scoring or to the NSP Awards Coordinator in the national office for judging in the national Outstanding Award process.

10.2 Gold Merit Winners

A winner of a national outstanding award (Gold Merit Star), either an individual or patrol, may not reapply for the same discipline outstanding award in the following four seasons; however, they may be nominated, at the division level, for any other discipline. If that patrol or individual is a winner of a Division Outstanding Award, they will not be nominated or submitted to the following year's NSP Outstanding Award competition. The PNWD winner shall be engraved upon the perpetual trophy plaque and a suitable personal award shall be presented.

10.3 Eligibility for NSP Awards

The following are not eligible for NSP awards: Medical Associate, Alumni Member, Associate Member, and Mountain Host. Candidates are eligible as long as they are registered with NSP.

10.4 Division Specific awards include:

- A. Bed Pan
- B. Division Director's Outstanding Administrator
- C. Division Director's Distinguished Service Award
- D. Division Certificates of Appreciation for any purpose
- E. Division Director's Crystal Snowflake Award

CHAPTER 11

INSTRUCTOR PROGRAMS

Chapter 11 Instructor Programs of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 12

LEADERSHIP PROGRAMS

Chapter 12 Leadership Programs of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 13

MOUNTAIN TRAVEL AND RESCUE PROGRAM

Chapter 13 Mountain Travel and Rescue Program of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 14

OUTDOOR EMERGENCY CARE PROGRAMS

Chapter 14 Outdoor Emergency Care Programs of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 15

TRANSPORTATION PROGRAM

Chapter 15 Transportation Program of the NSP Policies and Procedures is incorporated into this document in whole.

CHAPTER 16

SKIER EDUCATION AND PUBLIC RELATIONS PROGRAMS

Chapter 16 Skier Education and Public Relations Programs of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 17

SKILLS DEVELOPMENT PROGRAM

Chapter 17 Skills Development Program of the NSP Policies and Procedures is incorporated in this document in whole.

CHAPTER 18

TELECOMMUNICATIONS PROGRAM

Chapter 18 Telecommunications Program of the NSP Policies and Procedures is incorporated in this document in whole.