TRAINING SEMINAR ANNOUNCEMENT

Bylaws & Standard Operating Guidelines (SOGs)

WHEN: Friday, November 19, 2010 7-10PM
WHERE: East Fishkill Fire District Training Center, 2502 Rte 52, Hopewell Junction, NY
WHO should attend: Officers (line & administrative), Bylaw/SOG committee, Commissioners, interested members.

WHY you should attend: Bylaws & SOGs dictate how you operate. They can make or break your organization.
- Are you considering changes to your Bylaws or SOGs?
- Have they been reviewed in the last 5 years?
- Are your Bylaws & SOGs actually followed? Are they ‘enforced’?
- Sections of your documents could be illegal.
- Are you missing anything like an ethics policy? (required for all Fire Districts and Fire Departments in NY)
- Do you need to be a lawyer to understand them?
- Bylaws & SOGs can make an organization more efficient, volunteer friendly, and a safer place to volunteer.

WHAT we’ll cover: what to do the next time you review your Bylaws or SOGs and ideas to consider.
Bylaws:
- Minimum components of a functional Bylaw document
- What belongs in Administrative SOGs and not Bylaws
- What you need to do when you change your Bylaws

SOGs:
- Importance of Administrative SOGs as well as Operational SOGs
- Some recommendations on SOG format and implementation
- Sunset dating
- How your choice of words could/can/will be legally binding on your organization, officers and members
  - Policies vs. Procedures vs. Guidelines vs. Best Practices (and why it matters)
  - The difference between ‘shall, could, should, may, will, AND when they should/could be considered
- Consequences of enforcement or non enforcement.
- Positives and Negatives of ‘borrowing’ another organizations SOGs
- Administrative SOGs as a continuity/training document as officers change

NOTE: Our Facilitators are NOT attorneys. Seminar concepts are for general information and to promote further research into organization specifics. ALL Bylaws/SOGs should be reviewed by legal counsel prior to implementation.

COST: $10.00 per person. We’ll bill your organization or you can pay on-site.

PREREGISTRATION REQUIRED!

TO PREREGISTER: send an email with your organization name, your name, and an email address or phone number to davistr@criticalresponsenetwork.org. Put ‘Bylaws’ in the Subject line.
OR Call Bob Davis at 845-242-1541.

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