

# WRSTC Working Protocols

1. WRSTC is the global authority concerning WRSTC standards.
2. WRSTC authorises or rescinds Regional Councils for specific geographic areas. Express written approval must be obtained from the WRSTC to form a Regional Council. Applicants may not advertise WRSTC membership until written approval for WRSTC membership is received from the WRSTC.
3. WRSTC is the final authority for publishing new or amended WRSTC standards. Prior to publishing a standard, all Regional Councils must approve the new or amended standard.
4. Each Regional Council commits to the following:
  - a. Pay annual dues to WRSTC
  - b. Appoint two delegates to the WRSTC Board of Directors (BOD)
  - c. Comply with all WRSTC standards unless they have obtained a specific waiver to the contrary from WRSTC BOD.
  - d. Take part in the design or amendment of WRSTC standards.
  - e. Ensure open communications with other Regional Councils by:
    - i. Send minutes of the Regional Council meetings.
    - ii. Send delegates to WRSTC General or Special Meetings.
    - iii. Advise WRSTC of changes to the Regional Council membership and member contact information.
  - f. Respect and protect the RSTC and WRSTC marks in the territory of the Regional Council.
5. The WRSTC Board of Directors (BOD) shall consist of two delegates from each Regional Council (voting members), who handle the business of the WRSTC.
  - a. Delegates keep their regional councils informed of the WRSTC activities, including meeting notices, call for agenda, meeting discussions, topics requiring votes,



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meeting minutes; and solicit feedback and direction from their regional council to represent to the WRSTC.

- b. Each delegate is in office for three years.
  - c. The process for appointing delegates is at the discretion of each Regional Council.
  - d. Each delegate can represent only one Regional Council at any one time.
  - e. The WRSTC BOD shall have the following officers:
    - i. President
    - ii. Vice-President
    - iii. Secretary
    - iv. Treasurer
  - f. The WRSTC BOD and officers of the WRSTC and may not promote themselves outside of the WRSTC as being on the BOD or holding a particular position on the WRSTC.
  - g. The WRSTC BOD shall set and ensures the collection of WRSTC dues for Regional Councils.
6. All BOD officers are elected by majority vote of the members of the BOD.
- a. Officers of the WRSTC BOD are elected annually.
  - b. An Officer unable or unwilling to perform their duties may be removed from their position on the BOD by majority vote of the BOD. They will maintain their delegate position on the council, unless removed by their council.
7. The duties of the Officers of the Council shall be as follows:
- i. President. The President is the Chairman of the WRSTC and shall, subject to the control of the BOD, has general supervision, direction and control of the business and Officers of the WRSTC. The President presides at all meetings of the BOD. The president shall be an ex-officio member of all committees,

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and shall have such other powers and duties as may be prescribed by the BOD or by these working protocols. The President shall have the authority to appoint committees as needed. Committees have no authority to bind the WRSTC and are only advisory to the BOD.

- ii. Vice President. In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and is subject to all the restrictions, upon the President. The Vice-President shall have such other powers and performs such other duties as from time to time may be prescribed for them respectively by the BOD or by these working protocols
- iii. Secretary. The Secretary keeps minutes of all WRSTC meetings, with the time and place of each meeting, whether regular or special, and if special, how authorized, the notice given, the names of those present at meetings, the number of Members present or represented at Members' meetings, and the proceedings thereof. The Secretary also keeps a record of the names and addresses of the Members of the Council. The Secretary gives notice of all meetings of the BOD required by these working protocols
- iv. Treasurer. The Treasurer shall keep and maintain adequate and correct books and records of the assets and liabilities and business transactions of the WRSTC. The books and records shall at all times be open to inspection by any BOD member. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the WRSTC with such depositories as may be designated by the BOD. The Treasurer shall disburse the funds of the WRSTC in payment of the obligations of the WRSTC incurred in the ordinary course of conducting its activities or as may be ordered by the BOD,



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shall render to the BOD, whenever they request it, an account of all of their transactions as Treasurer and of the financial condition of the WRSTC. In performing their duties, the Treasurer may engage independent accountants for preparation of financial reports and tax returns at the expense of the WRSTC.

8. Should any BOD member be incapable of performing their duties or no longer represent the training agency at the time of their appointment, they shall be removed from the BOD immediately and the respective Regional Council shall appointment a new delegate.
9. All decisions require 100 percent agreement of the WRSTC BOD.
10. Meetings of the BOD can be conducted by virtual or physical means.
11. Meeting minutes will be circulated to the members of the BOD within fifteen days of any meeting.
12. Regional Councils shall pay fixed annual membership dues as set from time to time by the BOD with such annual membership dues on or by the first business day of the year. A Regional Council's membership shall be renewed automatically each year upon payment. Membership shall be suspended if annual dues are not made within thirty days of the due date. Any Regional Council whose membership has been suspended may again become an active member at the discretion of the WRSTC BOD by paying all outstanding dues.
13. There shall be at least one Annual Meeting of the WRSTC full membership BOD. Any member of a regional council may attend this meeting. Annual Meetings shall be held each year, on a day and at a time and a place designated by the BOD. The members of the RSTC Regional Councils shall be entitled to receive notice of any meeting at least twenty days before the date of such meeting. Written notice of each Annual Meeting shall be given to each Regional Council either personally, by facsimile, by first-class mail or appropriate electronic means. Meetings may be held via teleconference or videoconference as agreed.



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14. There shall be at least one Annual Meeting of the WRSTC BOD. Annual Meetings are held each year, on a day and at a time and a place designated by the BOD. The members of the BOD are entitled to receive notice of any meeting of the BOD at least twenty days before the date of such meeting. Additional meetings may be scheduled as agreed by the BOD. Written notice of any Meeting are given to each BOD member either personally, by facsimile, by first-class mail or appropriate electronic means. Meetings may be held via teleconference or videoconference as agreed.
15. The presence in person or by a sufficient number of BOD Members to constitute a majority of the total number of possible outstanding votes shall constitute a quorum for the transaction of business, so long as there is at least one delegate from each Regional Council.
16. Members of the BOD shall have the right to issue proxies in writing, which must be filed with the Secretary of the BOD. No such proxy shall be valid after the expiration of thirty days from its date. In the event that the issue in question changes substantially after the date the proxy was issued, the vote shall be cast by remote poll or at a separate meeting.
17. Except as otherwise provided in these working protocols, the Parliamentary Procedure as set forth in Robert's Rules of Order shall govern in any procedural questions
18. Any BOD Member shall have the right to submit proposals on behalf of their regional council to the BOD. Such proposals should be presented in writing. At the discretion of the BOD members present at the respective meeting, the proposal may be voted upon or assigned to an appropriate committee or sub-committee for review. Upon review, the committee or sub-committee shall recommend the action to be taken by the BOD. Adoption of any such proposal occurs through unanimous vote of the BOD Members.
19. Membership must be maintained in accordance and compliance with the WRSTC Working Protocols.