

Appalachian Search and Rescue Conference, Inc.

B Y L A W S

As revised by the Membership at the annual meeting of 1 August 1987. This printing supersedes all previous editions.

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ASRC BYLAWS

1 August 1987

ARTICLE I - ORGANIZATION

1. GROUPS

The Appalachian Search & Rescue Conference, Inc. (ASRC) shall be divided into field organizations called "Certified Groups" and "Affiliate Groups". Each Certified Group shall provide for itself whatever name, organization, operating procedures, and training it deems appropriate, providing it adheres to the Articles of Incorporation, Bylaws, operational procedures specified in the ASRC Operations Manual, and training requirements and standards specified in the ASRC Training Standards. Each Affiliate Group shall provide for itself whatever name, organization, operating procedures, and training it deems appropriate, providing it adheres to the operational procedures specified in the ASRC Operations Manual, and training requirements and standards specified in the ASRC Training Standards.

2. BOARD OF DIRECTORS

- 2.1 The administrative and executive authority of the ASRC shall be vested in a Board of Directors. The responsibilities of the Board of Directors shall be:
- a. to coordinate the efforts of the various Groups and to provide liason among them;
 - b. to establish, publish, and enforce standards of procedure for search and rescue operations in the form of an ASRC Operations Manual;
 - c. to establish, publish, and enforce standards of competence for ASRC members in the form of an ASRC Training Guide;
 - d. to solicit monetary and material contributions for the support of the ASRC, and to draft and administer its budget;
 - e. to inform the appropriate civil and military authorities of the activities and capabilities of its Groups, and to cooperate with those authorities in making the services of the ASRC available to the public;
 - f. to inform other search and rescue and related organizations of the ASRC and its Groups, and to cooperate with those organizations in the effort to provide an effective search and rescue capability to the public;
 - g. to fulfill other incidental duties specified in these Bylaws; and

- 2.3 The responsibilities of the Chairman shall be:
- a. to call and conduct meetings of the Board of Directors in accordance with the provisions of Article III;
 - b. to call and conduct meetings of the Membership in accordance with the provisions of Article III;
 - c. to oversee the administration of the ASRC and to ensure that the provisions of Article I, Section 2.1 of these Bylaws are carried out; and
 - d. to serve as President of the ASRC.
- 2.4 The responsibilities of the Vice Chairman shall be:
- a. to serve as Chairman in the absence or incapacitation of the Chairman; and
 - b. to fulfill other duties as designated by the Chairman.
- 2.5 The responsibilities of the Secretary shall be:
- a. to record the proceedings of the meetings of the Board of Directors and of any Membership Meetings;
 - b. to maintain the Conference Roster;
 - c. to maintain the records and correspondence of the ASRC; and
 - d. to serve as Chairman in the absence or incapacitation of both the Chairman and Vice Chairman.
- 2.6 The responsibility of the Treasurer shall be to keep the financial records and accounts of the ASRC.
- 2.7 Only ASRC members with conference voting rights shall be eligible for office on the Board of Directors.
- 2.8 Selection of the Board of Directors shall be as follows:
- a. Each Certified Group shall elect from its membership two voting delegates to be installed 1 April of each year.
 - b. Each Affiliate Group shall elect from its membership one non-voting delegate to be installed 1 April of each year.
 - c. At the first meeting of the Board after 1 April, the voting delegates shall elect from among themselves the officers of the Board of Directors.

2.9 In the event a Board delegate's position becomes vacant, that delegate's Group shall hold a special election to fill that vacancy.

2.10 In the event a Board Officer's position becomes vacant, the remaining Board members shall elect from their membership a replacement.

ARTICLE II - ASRC MEMBERSHIP

1. APPLICATIONS AND ROSTER

- 1.1 Each Certified Group may accept applications for, and grant memberships to, applicants for all types of ASRC membership, in accordance with procedures specified in these Bylaws and in accordance with the requirements and standards specified in the ASRC Training Standards. ← AFFILIATE GROUPS
- 1.2 The ASRC Membership or Board of Directors may accept applications for, and grant memberships to, applicants for at-large membership as ASRC Certified, Associate or Sustaining members, and may revoke such memberships.
- 1.3 Each Group shall maintain its own personal records. Each Group shall supply the Secretary with a roster of its members, including the following information for each member:
 - a. name;
 - b. kind of membership, date it was conferred, and by whom;
 - c. mailing address;
 - d. telephone numbers;
 - e. highest level of medical training and expiration date; and
 - f. Incident Command designation as confirmed by the ASRC Board of Directors.
- 1.4 Changes to the Conference Roster shall be reported to the Secretary within 90 days of the time changes are effective.
- 1.5 The Secretary shall maintain a Conference Roster of the total membership if the ASRC, with information for each member as described in Section 1.3 (above). Access to the Conference Roster shall be open to any member with Conference voting rights. The Secretary shall keep a permanent record of all Conference Rosters.

2. TRAINING OFFICERS

- 2.1 Within each Certified Group, the Board shall appoint a Certified Member, or shall approve a Group-appointed Certified Member, as Group Training Officer. This Training Officer shall be charged with:
 - a. enforcing the procedures, standards, and requirements of the ASRC Training Standards;
 - b. evaluating applicants and members for compliance with the standards and requirements of the ASRC Training Standards, in accordance with procedures specified therein;

- c. acting as an executive agent of the Board of Directors in conferring the various types of membership to Group members and applicants;
 - d. proposing to the Group for a vote of all applicants for types of membership requiring a vote by the Group or a part thereof; and
 - e. informing the Secretary of the ASRC Board of Directors of all membership actions taken by the Training Officer within 90 days of such action.
- 2.2 The Board may, with just cause, reverse a decision of a Training Officer regarding the membership status of an individual.
 - 2.3 The Board may, with just cause, remove or replace a Training Officer.
 - 2.4 In the case of applicants for at-large Associate or Certified Membership, the Board shall charge a Training Officer from one of the Certified Groups with examining the applicant and with reporting to the Board regarding the suitability of the applicant for that membership category. Further, this Training Officer or his successors shall be responsible for continued monitoring of this individual's compliance with the provisions of the ASRC Training Standards and these Bylaws, should the individual be granted such membership by the Board of Directors.

3. CERTIFIED MEMBERS

- 3.1 Certified Membership shall be conferred upon those applicants who meet, at a minimum, the standards and requirements for Certified Membership set forth in the ASRC Training Standards, as determined by the Group Training Officer, and who (except in the case of Certified Members-at-Large) are elected by the Certified Members of the Group to which they apply. In the case of a Group with no Certified Members, or of a probationary Group, or for applicants for at-large Certified Membership, applicants may be certified directly by the Board of Directors. SPD/DOU
T.O.
- 3.2 All Certified Members shall have all rights of voting and of eligibility for office in the ASRC and in the Groups in which they hold membership.
- 3.3 Certified Members must state, to the Conference Secretary, the Certified or Affiliate Group in which they wish to hold their primary membership.

4. TRAINEE MEMBERS

- 4.1 Trainee Membership may be offered to applicants who wish to become Certified or Associate Members, but who have not yet met the standards and requirements for Certified or Associate Membership specified in the ASRC Training Standards.

- 4.2 Trainee Membership shall be granted to any applicant who secures a simple majority of the votes cast in a scheduled membership meeting of the Group to which he applies, and meets the standards and requirements for Trainee Membership specified in the ASRC Training Guide.
- 4.3 Trainee Members may vote in all general elections of their Group, but shall not vote in Conference elections, including the election of new Certified or Associate Members and the election of Group delegates to the ASRC Board.
- 4.4 Trainee Membership shall be valid for a period of one year unless extended as follows.
 - a. A Group Training Officer may extend a Trainee's membership by six months.
 - b. Extension of a Trainee's membership beyond a total of eighteen months requires both the recommendation of the Training Officer and an affirmative simple majority vote at a regular business meeting of the Trainee's Group, or for Trainees-at-Large, of the Board of Directors of the ASRC.

5. ASSOCIATE MEMBERS

- 5.1 Associate Membership may be offered by each Group, or by the Board or Membership of the ASRC, to applicants who possess some skills useful to the individual Group or to the ASRC, but who are unable or unwilling to meet the standards and requirements for Certified Membership.
- 5.2: Associate Membership shall be conferred upon those applicants who meet, at a minimum, the standards and requirements for Associate Membership set forth in the ASRC Training Standards, as determined by the Group Training Officer, and who (except in the case of Associate Members-at-Large) are elected by the Certified and Associate Members of the Group to which they apply. In the case of a Group with no Certified or Associate Members, or of a probationary Group, or for applicants for at-large Associate Membership, applicants may be admitted directly by the Board of Directors.
- 5.3 An Associate Member may enjoy the privilege of voting and holding office in his Group only by securing three-fourths of the votes cast for that privilege by the Membership of his Group in a regularly scheduled membership meeting of that Group. An Associate Member may enjoy the privilege of voting and holding office in the Conference by securing three-fourths of the votes cast for that privilege by the Certified and Associate Membership of his Group in a regularly scheduled membership meeting of that Group.
- 5.4 Associate Members must state, to the Conference Secretary, membership with a single Certified or Affiliate Group.

6. SUSTAINING MEMBERS

- 6.1 Sustaining Membership may be offered by the ASRC and by each of its Groups to those organizations and individuals who wish to contribute monetary or material support to the ASRC or one of its Groups.
- 6.2 The ASRC Board of Directors shall establish standard membership fees for Sustaining Members who contribute financial support, and shall establish guidelines for the distribution of these monies within the ASRC or one of its Groups.
- 6.3 The ASRC Board of Directors shall establish guidelines for awarding Sustaining Memberships to those individuals or organizations which contribute material support to the ASRC or one of its Groups.
- 6.4 Each Groups shall supply the Secretary with a list of its Sustaining Members, specifying whether said member has contributed material or monetary support, or services in kind. Furthermore, the Secretary shall maintain a listing of all ASRC Sustaining Members.

7. TERMINATION OF MEMBERSHIP

- 7.1 Any member may resign his membership upon written notice by him to the Training Officer of his Groups or to the Secretary of the Board.
- 7.2 If in the estimation of a Group Training Officer (or of the Secretary of the Board for at-large members) a member has shown neither interest in the activities of the ASRC nor contact with it over a period of one year, the Training Officer or Secretary shall provide him written notice, at the address listed for him on the Conference Roster, that his membership status is under review and that it will be revoked in six months unless the member demonstrates to the satisfaction of the Training Officer or the Secretary a commitment to fulfill the obligations of membership. If, six months after the notice, the member has not satisfied the Training Officer or Secretary his commitment to fulfilling the obligations of membership, the Training Officer or Board of Directors may revoke his membership.
- 7.3 No Certified Member's certification may be revoked without written notice to that individual within 90 days of the revocation.
- 7.4 Certified Members must continue to maintain compliance with the current standards and requirements for Certified Membership set forth in the current ASRC Training Guide, as determined by the appropriate Training Officer. Any Certified Member found to be deficient will be notified in writing; if, six months after the written notice, the Certified Member has not redressed the lapse

to the satisfaction of the Training Officer, the Training Officer shall change the member's status to that of Associate Member without the right to vote in Group elections.

7.5 (Expulsion.)

- a. A member may be expelled from a Group only after three-fourths of the members with the right to vote in elections of that Group vote for his expulsion.
- b. Voting on questions of expulsion shall be by written ballot, with vote by proxy accepted.
- c. A record of the number of votes shall be made at the request of any member with the right to vote in Group elections.
- d. A Group vote for expulsion may be reversed by a decision of the ASRC Board of Directors.
- e. Any Certified or Associate Member expelled from a Group may apply for at-large membership in the Conference, under the provisions set forth in Subsection II.2.4. (As amended by these proposed Bylaw changes.)

ARTICLE III - OPERATIONS

1. BOARD MEETINGS

- 1.1 Meetings of the Board of Directors shall be held at least once in each quarter of the calendar year.
- 1.2 The Secretary shall publish the date, time, and place of Board Meetings at least thirty days in advance.
- 1.3 Board Meetings shall be open to all interested parties.
- 1.4 The Secretary shall make the minutes of each Board Meeting available within sixty days of the meeting.

2. MEMBERSHIP MEETINGS

- 2.1 General membership meetings of the ASRC may be called when deemed appropriate by the Board of Directors or by petition of twenty-five percent of the membership with Conference voting rights.
- 2.2 Written notice stating the place, day, and hour of a meeting, and in case of a special meeting, the purpose or purposes for which it is called, shall be delivered, either personally or by mail, to each member entitled to vote at such meeting. Notice shall be delivered not less than twenty-five nor more than fifty days before the meeting.
- 2.3 At least twenty-five days before each membership meeting, the Secretary shall publish the agenda.
- 2.4 A report on the membership meeting, including reports of the Groups, Committees, and other pertinent information shall be prepared by the Secretary within ninety days of the meeting.
- 2.5 Membership meetings shall be open to all interested parties.
- 2.6 A quorum for general and special membership meetings shall be one-third of members with Conference voting rights.
- 2.7 At the direction of the Board of Directors, or by petition of ten percent of the members with Conference voting rights, a motion may be distributed to the membership in accordance with Article VI, Section C of the Articles of Incorporation. In the event of a petition by the membership, the Secretary shall distribute the notice within thirty days of receipt of the petition at the expense of the ASRC.

3. GROUPS

3.1 The ASRC shall be comprised of four types of Groups: Certified Groups, Probationary Certified Groups, Affiliate Groups and Probationary Affiliate Groups, defined as follows:

- 3.1.1 Certified Groups must meet the following minimum requirements:
- a. Shall agree to the meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards, and Operations Manual.
 - b. Shall delegate two voting members to the ASRC Board of Directors.
 - c. Shall be comprised of at least six Certified, four Base or Field Qualified Associate, and six Trainee members.
 - d. Shall undergo a comprehensive review, to be defined and conducted by the Board of Directors, at regular intervals, not to exceed thirty-six months.
 - e. Shall possess minimum Group equipment, as defined by the ASRC Operations Manual.
 - f. The Group's selection for Training Officer must be ratified by the Board of Directors.
 - g. Shall meet all Conference financial obligations as defined by the Board of Directors.
 - h. Shall provide evidence of tax exemptable status to the Chief Finance Officer of the ASRC.
 - i. All members must undergo an individual Medical Examination, as defined by the ASRC Training Standards.
 - j. Shall submit a membership roster to the ASRC Secretary, and a guide to Group call-out procedures, to the ASRC Operations Officer.
 - k. Shall maintain an up-to-date version of the Group's bylaws with the Conference Secretary.

3.1.2 Probationary Certified Groups must meet the following minimum requirements:

- a. Shall agree to the meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards, and Operations Manual.
- b. Shall obtain a vote of two-thirds of the members of the Conference with voting rights voting on the question in a membership meeting.
- c. Shall be sponsored by a Certified Group.
- d. Shall delegate two non-voting members to the ASRC Board of Directors.
- e. Shall be comprised of at least two ASRC Certified or equivalent; four Base or Field Qualified Associate, or equivalent; and four other members.
- f. Shall have its members' qualifications endorsed by the sponsoring Certified Group's Training Officer.
- g. Shall meet all Conference financial obligations as defined by the Board of Directors.
- h. Shall provide evidence of tax exemptable status to the Chief Finance Officer of the ASRC.
- i. All members must pass an individual Medical Examination, as defined by the ASRC Training Standards.
- j. Shall submit a membership roster to the ASRC Secretary, and Group call-out procedures to the ASRC Operations Officer.
- k. Shall maintain an up-to-date version of the Group's bylaws with the Conference Secretary.

3.1.3 Affiliate Groups must meet the following minimum requirements:

- a. . Shall agree to the meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards, and Operations Manual.

- b. Shall be sponsored by a Certified Group.
- c. Shall delegate one non-voting member to the ASRC Board of Directors.
- d. Shall be comprised of at least ten Base or Field Qualified Associate, and six Trainee members.
- e. Shall undergo a comprehensive review, to be defined and conducted by the Board of Directors, at regular intervals, not to exceed thirty-six months.
- f. Shall possess minimum Group equipment, as defined by the ASRC Operations Manual.
- g. Shall have its members' qualifications endorsed by the sponsoring Certified Group's Training Officer.
- h. Shall meet all Conference financial obligations as defined by the Board of Directors.
- i. Shall provide evidence of tax exemptable status to the Chief Finance Officer of the ASRC.
- j. All members must pass an individual Medical Examination, as defined by the ASRC Training Standards.
- k. Shall submit a membership roster to the ASRC Secretary, and a guide to Group call-out procedures to the ASRC Operations Officer.
- l. Shall maintain an up-to-date version of the Group's bylaws with the Conference Secretary.

3.1.4 Probationary Affiliate Groups must meet the following minimum requirements:

- a. Shall agree to the meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards, and Operations Manual.
- b. Shall obtain a vote of two-thirds of the members of the Conference with voting rights voting on the question in a membership meeting.

- c. Shall be sponsored by a Certified Group.
- d. Shall delegate one non-voting member to the ASRC Board of Directors.
- e. Shall be comprised of at least six ASRC Base or Field Qualified Associate, or equivalent; and four other members.
- f. Shall have its members' qualifications endorsed by the sponsoring Certified Group's Training Officer.
- g. Shall meet all Conference financial obligations as defined by the Board of Directors.
- h. Shall provide evidence of tax exemptable status to the Chief Finance Officer of the ASRC.
- i. All members must pass an individual Medical Examination, as defined by the ASRC Training Standards.
- j. Shall submit a membership roster to the ASRC Secretary, and a guide to Group call-out procedures to the ASRC Operations Officer.
- k. Shall maintain an up-to-date version of the Group's bylaws with the Conference Secretary.

3.2 A Probationary Certified Group shall be chartered as a Certified Group by the ASRC Membership if:

- a. An ASRC Certified Group approves the application of the Probationary Certified Group and vouches for its interest and capabilities.
- b. The Probationary Certified Group completes a probationary period of a minimum of eighteen months, during which period the Probationary Certified Group has attended at least nine Conference events with at least five members present at each event.
- c. The Probationary Certified Group obtains, for full Certification, a vote of two-thirds of the members with Conference voting rights voting on the question in a membership meeting.
- d. The Probationary Certified Group meets the minimum membership requirements of a Certified Group, as defined in Subsection 3(1)(1).

3.3 An Affiliate Group shall be chartered as a Certified Group by the ASRC Membership if:

- a. An ASRC Certified Group approves the application of the Affiliate Group and vouches for its interest and capabilities.
- b. The Affiliate Group completes a probationary period of a minimum of six months.
- c. The Affiliate Group obtains, for full Certification, a vote of two-thirds of the members with Conference voting rights voting on the question in a membership meeting.
- d. The applicant Affiliate Certified Group meets the minimum membership requirements of a Certified Group, as defined in Subsection 3(1)(1).

3.3.1 During the minimum six month probationary period of the Affiliate Group's application for Certified Group status, the Affiliate Group shall delegate two non-voting members to serve on the ASRC Board of Directors.

3.4 A Probationary Affiliate Group shall be chartered as an Affiliate Group by the ASRC Membership if:

- a. An ASRC Certified Group approves the application of the Probationary Affiliate Group and vouches for its interest and capabilities.
- b. The Probationary Affiliate Group completes a probationary period of a minimum of eighteen months, during which period the Probationary Affiliate Group has attended at least nine Conference events with at least five members present at each event.
- c. The Probationary Affiliate Group obtains, for full Affiliation, a vote of two-thirds of the members with Conference voting rights voting on the question in a membership meeting.
- d. The Probationary Affiliate Group meets the minimum membership requirements of an Affiliate Group, as defined in Subsection 3(1)(3).

3.5 Violation of a Groups's responsibilities as designated in the Articles of Incorporation, Bylaws, Training Standards, or Operations Manual may be cause for revocation of the Group's charter by the ASRC Board. A Group's charter may be revoked by a vote of three-fourths of the Board of Directors, or by a vote of two-thirds of the members of the Conference with voting rights. All members of a Group, with the exception of

Trainees, shall be granted the opportunity of application for Conference member-at-large status, or equivalent membership in another Group.

- 3.6 Each Group will maintain as a minimum the standards of certification and operational readiness and capability specified in the ASRC Training Guide and Operations Manual.

4. ASSOCIATION WITH OTHER ORGANIZATIONS

- 4.1 The Board of Directors is empowered to enter into cooperative agreements, formal or informal, with other organizations and agencies, provided:

- a. such agreements are in the best interest of providing enhanced search and rescue or rescue-related service to the public;
- b. such agreements do not conflict with the Articles of Incorporation or Bylaws;
- c. such agreements do not impair the effectiveness of the ASRC in providing services to the public;
- d. such agreements do not make the ASRC, its Groups, or its members more liable for prosecution;
- e. such agreements do not restrict ASRC officers or members in caring for the safety of victims or search and rescue personnel; and
- f. such agreements do not place ASRC personnel involuntarily under the direction of leaders not ASRC Certified, such that the ASRC personnel cannot decline to follow directions they consider unnecessarily dangerous to victims or search and rescue personnel, or deleterious to the goals of the mission.

5. PARLIAMENTARY AUTHORITY

- 5.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ASRC in all cases to which they are applicable and in which they are not inconsistent with the ASRC Articles of Incorporation, Bylaws, or any special rules of order the ASRC may adopt.
- 5.2 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Groups in all cases to which they are applicable and in which they are not inconsistent with the ASRC Articles of Incorporation, these Bylaws, and any other Constitution, Bylaws, special rules of order, or other governing rules a Group shall adopt.

- 5.3 Copies of the Articles of Incorporation, Bylaws, and any special rules of order of the ASRC shall be made available to every member of the ASRC.
- 5.4 Copies of any Group Constitution, Bylaws, and any special rules of order, or other governing rules shall be made available to every member of the ASRC and copies shall be kept on file with the Secretary of the ASRC.

ARTICLE IV - FINANCES

1. SOURCES

- 1.1 The Board of Directors shall provide for the financial needs of the ASRC by approving fund raising projects, soliciting donations of funds, equipment and services, dues, and administrative fees.
- 1.2 Neither the ASRC, its Groups, nor its members shall permit use of any name, symbol, or other identification of the ASRC or its Groups for the purpose of commending or endorsing any commercial product or service, except when such commendation or endorsement will contribute directly to the purposes of the ASRC, as determined by the ASRC Board of Directors.
- 1.3 All donations shall be acknowledged in writing.

2. DISTRIBUTION OF FUNDS

- 2.1 ASRC funds shall be used only to advance the purposes of the ASRC.
- 2.2 ASRC funds may be used to:
 - a. provide for the administrative functions of the ASRC, including publications and mailings;
 - b. provide for the costs associated with the ASRC level of operations as defined in the ASRC Operations Manual;
 - c. purchase needed equipment to be issued to ASRC Groups or operational stations;
 - d. provide for outdoor safety education programs; and
 - e. provide additional funding to Groups exhibiting special needs.
- 2.3 No expenditures shall be made without the approval of the Treasurer or the approval of a majority of the Board of Directors.
- 2.4 A detailed financial report shall be submitted as part of the Treasurer's Report at each general membership meeting, and ASRC financial records shall be public record.

ARTICLE V - AMENDMENTS

1. Amendments to these Bylaws must be proposed by the Board of Directors or by petition of at least ten percent of members with Conference voting rights, or by proposal from the floor at a membership meeting.
2. Amendments must receive a vote of two-thirds of members with Conference voting rights to be enacted.