By-laws of the Appalachian Search and Rescue Conference, Inc.

Major Revision 2004-2016

Appalachian Search and Rescue Conference, Inc.
P.O. Box 400440
Newcomb Hall Station
Charlottesville, VA 22904
Table of Contents

Preamble .......................................................................................................................................................... 4
1. ASRC Governance .................................................................................................................................... 4

Article I. Organization and Roles ................................................................................................................... 4
1. Certified Groups ...................................................................................................................................... 4
2. Board of Directors .................................................................................................................................. 6
   2.1 The ASRC Board ............................................................................................................................... 6
   2.2 The Board and the Groups ............................................................................................................... 7
   2.3 The ASRC Chair ............................................................................................................................... 7
   2.4 The ASRC Vice Chair ..................................................................................................................... 7
   2.5 The ASRC Secretary ....................................................................................................................... 8
   2.6 The ASRC Treasurer ..................................................................................................................... 9
   2.7 Board Membership ....................................................................................................................... 9
   2.8 Non-Voting Board Members ........................................................................................................ 11
   2.9 Other ASRC Officers ................................................................................................................... 12
3. ASRC Credentialing Board .................................................................................................................... 12
4. ASRC Examiners ....................................................................................................................................... 13
5. Qualified Evaluator (QE) ...................................................................................................................... 13

Article II. ASRC Membership ......................................................................................................................... 14
1. Applications and Rosters ........................................................................................................................... 14
2. Group Training Officers (GTO) ............................................................................................................... 14
3. Probationary Members ............................................................................................................................. 16
4. Certified Members .................................................................................................................................... 16
5. Sustaining Members ............................................................................................................................... 16
6. Termination of Membership and Disciplinary Measures .................................................................. 16
7. Expulsion ................................................................................................................................................. 18

Article III. Board and Group Requirements ................................................................................................ 18
1. Board Meetings ....................................................................................................................................... 18
2. Membership Meetings ............................................................................................................................ 18
3. Groups .................................................................................................................................................... 20
   3.1 Probationary Groups ..................................................................................................................... 20
   3.2 Certified Group ................................................................................................................................ 20
   3.3 Probationary Group to Certified Group status ............................................................................. 11
   3.4 Standing and Consequences of Violation ..................................................................................... 11
4. Association with Other Organizations ................................................................................................. 12

Article IV. Finances ....................................................................................................................................... 13
1. Sources .................................................................................................................................................. 13

Article V. Amendments ................................................................................................................................. 13
Bylaws

Article I. Organization .................................................................................................................................. 3
1. Certified Groups .................................................................................................................................. 3
2. Board of Directors ............................................................................................................................. 3
2.1 The Board .................................................................................................................................. 3
2.2 The Board and the Groups ........................................................................................................... 4
2.3 The Chair .................................................................................................................................. 4
2.4 The Vice Chair ............................................................................................................................. 4
2.5 The Secretary ............................................................................................................................... 5
2.6 The Treasurer ............................................................................................................................. 5
2.7 Board membership ..................................................................................................................... 5
2.8 Non-Voting Members .................................................................................................................. 6
2.9 Officers supporting the Board ..................................................................................................... 6
2.10 Proxies ...................................................................................................................................... 6

Article II. ASRC Membership ........................................................................................................................ 7
1. Applications and Roster ................................................................................................................... 7
2. Group Training Officers ................................................................................................................ 7
3. Probationary Members ......................................................................................................................... 8
4. Certified Members .......................................................................................................................... 8
5. Sustaining Members ........................................................................................................................ 8
6. Termination Of Membership and Disciplinary Measures ............................................................ 8
7. Expulsion ............................................................................................................................................. 9

Article III. Board and Group Requirements ................................................................................................... 9
1. Board Meetings ................................................................................................................................ 9
2. Membership Meetings ..................................................................................................................... 9
3. Groups ............................................................................................................................................ 10
3.1 Probationary Groups .................................................................................................................... 10
3.2 Certified Group ........................................................................................................................... 10
3.3 Probationary to Certified status .................................................................................................. 11
3.4 Standing and Consequences of Violation .................................................................................. 11
4. Association With Other Organizations ........................................................................................... 11
5. Parliamentary Authority ................................................................................................................ 12

Article IV. Finances .................................................................................................................................... 12
1. Sources ............................................................................................................................................. 12

Article V. Amendments ............................................................................................................................. 12
By-Laws of the Appalachian Search and Rescue Conference, Inc.

Major Revision April 2004
May 2016

Preamble

1. ASRC Governance

1.1 The ASRC shall maintain a series of governing documents to aid in managing and monitoring ASRC activities, both administrative and operational. The ASRC governing documents may also include appendices or annexes, as deemed appropriate. These governing documents may include, but are not limited to:

   ASRC Articles of Incorporation

   ASRC Bylaws

   ASRC Administrative Manual: An enduring document that further defines board actions and enacted policy that affects ASRC administrative procedures. The Administrative Manual may include annexes or appendices that provide guidelines for implementing policies in the manual.

   ASRC Operational Guidance Manual: ASRC doctrine with appendices or annexes that constitute supporting guidelines for implementation of conference operational expectations.

   ASRC Credentialing Policy Manual: Guides the system of credentialing, to include ASRC Training Standards, specific performance requirements to be achieved, and governance of issuance of credentials for each personnel credential that ASRC may issue.

   ASRC Training Standards: A set of training standards for the various credentialing levels established by the ASRC Board.

1.2 Copies of the Articles of Incorporation, Bylaws and any special rules of order of the ASRC shall be made available upon request to every member of the ASRC and will be posted on the ASRC website.

1.3 Parliamentary Authority: 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 not superseded by ASRC Governance Documents.

Article I. Organization and Roles

1. Certified Groups.

1.1 The Appalachian Search & Rescue Conference, Inc. (ASRC) shall be divided into
consist of organizations called "Certified Groups".
1.2 Each Certified Group shall provide for itself whatever name, organization, operating procedures, and training it deems appropriate, provided it adheres to the Articles of Incorporation, Bylaws, Administration, Operations, and Training Credentialing procedures specified by the ASRC.

1.3 Each Certified Group will have a leader elected who, for the purposes of this document, shall be called 'the Group Chair'.

2. Board of Directors

2.1 The ASRC Board

2.1.1 The administrative and executive authority of the ASRC shall be vested in a Board of Directors (hereinafter referred to as the "ASRC Board").

2.1.2 The responsibilities of the ASRC Board shall be:

2.1.2.1 To coordinate the efforts of the various Groups and to provide liaison among them.

2.1.2.2 To review and approve an annual budget.

2.1.2.3 To delegate authority to pay expenses.

2.1.2.4 To establish, publish, and enforce standards of procedures and promote best practices for search and rescue operations in the form of an ASRC Operational Guidance Manual.

2.1.2.5 To maintain the ASRC Governance Documents and supporting materials.

2.1.2.6 To establish and maintain a credentialing system and oversee its implementation by Certified Groups.

2.1.2.7 To intervene and to take the necessary action, including disciplinary procedures when there has been a violation of ASRC policies, procedures or directives by a group or by a member of an ASRC Group.

2.1.2.8 To solicit monetary and material contributions for the support of the ASRC, and to draft and administer its budget.

2.1.2.9 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.
2.1.2.10 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.

2.1.2.11 To fulfill other incidental duties specified in these Bylaws.

2.1.2.12 To fulfill the requirements of the Articles of Incorporation.

2.2 The Board and the Groups

The Group governance is expected to be consistent with ASRC governance documents, although the ASRC Board shall have no direct power over the conduct of Group business, except for enforcing the Articles of Incorporation, Bylaws, operational procedures specified in.

2.2.2 The ASRC Board shall promote and support a collaborative and innovative conference culture where the ASRC Operations Manual, training requirements and standards specified in the ASRC Training Standards and administration procedures set out in the Administration Manual governance documents provide a desirable framework.

2.3 The ASRC Chair

The Chair’s responsibilities of the ASRC Chair shall be:

2.3.1 To serve as President of the ASRC and to serve as the Chief Executive Officer of the corporation when the ASRC Board is not in session.

2.3.2 To call and conduct meetings of the ASRC in accordance with the provisions of Article III of these bylaws.

2.3.3 To call and conduct meetings of the Membership in accordance with the provisions of Article III of these bylaws.

2.3.4 To oversee the administration of the ASRC and to ensure that the provisions of these Bylaws are met.

2.3.5 To serve as President of the ASRC and to serve as the Chief Executive Officer of the corporation when the Board is not in session.

2.4 The Vice Chair

The responsibilities of the ASRC Vice Chair shall be:

2.4.1 To serve as the ASRC Chair in the absence or incapacitation of the ASRC Chair.

2.4.2 To serve as the point of contact between the ASRC and other groups/entities, institutions and organizations.
2.4.3 To fulfill other duties as designated by the ASRC Chair.

2.5 The ASRC Secretary

The responsibilities of the ASRC Secretary shall be:

2.5.1 To publish agendas and record the proceedings of the meetings of the ASRC Board and of any ASRC Membership Meetings and to ensure these agendas and minutes are published in accordance with Article III of these bylaws. The ASRC Chair may assign recording to a Recording Secretary; any Certified Member may serve as Recording Secretary.

2.5.2 To maintain the Conference Roster a repository of Group Rosters.

2.5.3 To maintain the records, historical documents and correspondence of the ASRC.

2.5.4 To serve as Chairman in the absence or incapacitation of both the ASRC Chair and ASRC Vice Chair.

2.5.5 To ensure the accuracy, maintenance, configuration, control and publication of all the ASRC Manuals suite of guiding documentation.
2.5.6 To conduct periodic reviews of the manuals guiding documentation to ensure their relevance in the light of changes to the rules and standards of the ASRC.

2.5.2 To maintain the records and historical documents of the ASRC.

2.6 The ASRC Treasurer

The responsibilities of the ASRC Treasurer shall be:

2.6.1 To create and maintain the necessary checking, savings and other financial accounts.

2.6.2 To keep manage and maintain the financial records and accounts of the ASRC in a diligent responsible manner.

2.6.3 To make proper payments on any account held by the ASRC, obtaining, where ever possible, supporting documentation. Disbursements larger than $1000.00 shall require the signature of two of the following officers; the Treasurer, Secretary, Chair or Vice-Chair, at least one of whom will be the Chair or Vice-Chair.

2.6.4 To have the discretion to pay up to $50 for unbudgeted expenses without further approval and to make payments on all Board approved or budgeted expenditures.

2.6.5 To accept donations and other financial resources and property on behalf of the ASRC, issuing a properly constructed receipt as necessary.

2.6.6 To issue annual invoices to Probationary and Certified Groups for the collection of dues and to supervise the collection from each Certified Group invoiced.

2.6.7 To prepare and submit any financial information that may be properly required by federal, state or local government.

2.6.8 To prepare an annual budget for the ASRC Board to approve.

2.6.9 To submit a financial status report at each meeting.

2.6.10 To submit a financial status report at the Annual General Membership meeting.

2.6.11 To make the ASRC financial records available to any ASRC Certified Member upon reasonable request.

2.6.12 To ensure that periodic financial reviews of the ASRC finances are undertaken by an external independent reviewer no less than once every three years.

2.6.13 To ensure that a financial review is undertaken of any group seeking Certified status and that financial reviews are undertaken of all Certified Groups as required for each group’s 36 month review.

2.7 Board membership
2.7.1 The ASRC Board of Directors shall consist of Voting Members and, as may be deemed appropriate, Non-Voting Members.

2.7.2 All Voting Members of the ASRC Board will be elected either by Certified members at the Group level or by Certified members at a general meeting, as set forth in the Articles of Incorporation.

2.7.3 Selection of Group members to serve on the ASRC Board of Directors shall be as follows:

2.7.3.1 Each Class A Certified Group, as defined in Article III of these Bylaws, shall elect, for two-year terms, from its Certified Membership, two.
delegates to sit as Board Members, one to be installed 1 April of each year. There shall be no term limit.

2.7.1 Each Class B Certified Group, as defined in Article III of these by-laws, shall elect one delegate to sit as a Board member of the Corporation for a term of two years. There shall be no term limit.

2.7.2 Probationary Groups, as defined in Article III of these by-laws, shall not elect delegates to sit as a non-voting delegate to the ASRC Board members. However, Certified Members of Probationary Groups may vote at General Membership meetings.

2.7.3 Immediately following the Annual General Membership meeting, as soon as is practical, the ASRC Board shall convene and elect the Officers of the Board. The ASRC Chair and the ASRC Vice Chair shall be Certified Members and elected from among all the ASRC Board delegates. They shall be elected for a term not exceeding two years. The Secretary and Treasurer shall be Certified Members and elected from the general membership of the Conference.

2.7.4 In the event an ASRC Board Director's position becomes vacant, that Director's Group shall hold a special election to fill that vacancy from among its Certified Membership. If the Secretary or Treasurer's position becomes vacant, a replacement shall be elected by the Board from the General Membership.

2.7.5 In the event an ASRC Board Member is unable to fulfill their role at a single, scheduled ASRC Board Meeting, the Certified Group may designate an alternate Board Representative to ensure full representation of the Group at the meeting. Each Board Member, elected or designated, shall be authorized to cast only one vote on a question.

2.7.6 The ASRC Chair may submit the name of proposed voting members of the ASRC Board who are not Certified Members but who may meet some exceptional need of the Corporation. Such elected board members are to serve for two years before requiring re-election by the membership. The retirement from the ASRC Board of such members will not create an automatic need for replacement.

2.8 Non-Voting Board Members

2.8.1 The ASRC Board may elect anyone to be a non-voting member of the Board.

2.8.2 In the event that the Registered Agent of the ASRC is not a voting member, then...
the Registered Agent is automatically appointed to be a non-voting member of the ASRC Board of Directors.

2.8.3 In the event that the Secretary and/or the Treasurer are not members of the ASRC Board of Directors, then they are automatically appointed to be non-voting members of the ASRC Board.

2.9 Other ASRC Officers supporting the Board

2.9.1 The individuals fulfilling the following positions: the ASRC Board may name officers necessary to serve the needs of the Board. Positions may include: ASRC Risk Management Officer, ASRC Operations Officer, the ASRC Communications Officer, the ASRC Safety Officer, the ASRC Medical Officer, the ASRC ASRC Training Officer, and any other standing committee chair, Committee Chair or liaison, or Conference officers (excluding the ASRC Vice-Chair, Secretary and Treasurer). Such officers or committee chairs shall be nominated by the ASRC Chair and approved by a simple majority vote of the ASRC Board.

2.9.2 ASRC Board delegates Officers may appoint additional officers to support execution of their duties.

2.10 Proxies

2.10.1 The proxy must specify the effective date, duration of the proxy. The proxy need not state specific issues to be discussed at the meeting. Proxy forms can either be in written form and presented to the Secretary before the meeting commences or may be in email form, in which case the Secretary must have received such form at least 24 hours in advance of the meeting or such other reasonable period that the Secretary will promulgate.

3. ASRC Credentialing

The authority for issuing ASRC credentials lies in the ASRC Board supported by ASRC Examiners and Qualified Evaluators.
3.1 Responsibilities, appointment duration and recertification requirements will be outlined in the ASRC Credentialing Policy Manual.

4. ASRC Examiners

An ASRC Certified Member that is selected by the ASRC Board to review candidates for field certification.

4.1 ASRC Examiners will be selected and certified as outlined in the ASRC Credentialing Policy Manual.

4.2 Responsibilities, appointment duration and recertification requirements will be outlined in the ASRC Credentialing Policy Manual.

5. Qualified Evaluator (QE)

An individual who is approved to assess skills/abilities/knowledge and endorse Position Task Books ("Group checkoffs").

5.1 Qualified Evaluators will be selected and certified as outlined in the ASRC Credentialing Policy Manual.

5.2 Responsibilities, appointment duration and recertification requirements will be outlined in the ASRC Credentialing Policy Manual.

5.3 Every Group Training Officer (GTO) shall be recognized as a Qualified Evaluator.
Article II. ASRC Membership

1. Applications and Rosters

1.1 Each Group may accept applications for, and grant memberships to, applicants for all types of ASRC membership, in accordance with. Individual Group members shall be recognized as ASRC Members upon compliance with the procedures specified in the Articles of Incorporation and in these Bylaws and in accordance with the requirements and standards as specified in the ASRC Training Standards governing documents.

1.2 The ASRC Membership or the Board may accept applications for, and grant memberships to, applicants for an At-Large ASRC membership in all types of ASRC membership, and may revoke such memberships when doing so is in the best interest of the conference. At-Large ASRC membership shall be utilized sparingly and will be primarily reserved for those individuals that are distant from a Certified or Probationary ASRC Group and where participation in Group activities and recurring Group training events is not physically feasible.

1.3 Each Group shall primarily maintain its own personnel records. Each Group shall supply the ASRC Secretary with a Roster of its members, which shall include required information as set out as defined in the ASRC Administrative Manual.

1.4 Changes to the Conference Group’s Roster shall be reported to the ASRC Secretary within 40 days of the time changes are effective. Such changes may include member certification level changes, new members, departing members, Group Officer and Board Representative changes.

2. Group Training Officers (GTO)

2.1 Each Group shall appoint a Group Training Officer. For a Certified Group, or a Probationary Group with Field Team Leaders, the Group Training Officer must hold the ASRC Field Team Leader (FTL) certification, or higher status. The standard for this certification is set forth in the ASRC Training Standards, and ASRC Credentialing Policy Manual. The Group Training Officer shall be charged with:

2.1.1 Enforcing the procedures, standards, and requirements of the ASRC Training Standards, Operations Manual and Administration Credentialing Policy Manual, and training-related matters that may also be set forth in the ASRC Operational Guidance Manual and ASRC Administrative Manual.

2.1.2 Evaluating member applications for training certification for compliance with the ASRC Training Standards Credentialing Policy Manual, in accordance with the procedures specified therein; proposing to the Group for a vote all applicants for Active Membership.

2.1.3 The GTO of the Board of all membership actions taken by an ASRC Certified Group, charged by the Group Training Officer, within 40 days of such action; and working ASRC Board with sponsoring an ASRC Probationary Group shall work
closely with a Training Coordinator in any sponsored Probationary Group to mentor and oversee compliance with the ASRC credentialing system.

2.2 In the case of applicants for at-large Probationary or Certified Membership, the At-Large membership, the ASRC Board shall charge a Group Training Officer from one of the Certified Groups with examining the applicant and with reporting to the Board regarding the suitability of the applicant overseeing the Position Task Book process for that membership category the At-Large member. Further, this Group Training Officer or his/her successors shall be responsible for continued monitoring of the At-Large individual’s compliance with the provisions of the ASRC Training Standards and these Bylaws once credentialing system after At-Large membership has been granted by the ASRC Board.
3. Probationary Members

3.1 Probationary Membership may be offered by a Certified Group to applicants who wish to become Certified Members, but who have not yet met the requirements for Certified Membership.

3.2 Probationary Membership shall be granted to any applicant who secures a simple majority of the votes cast in a scheduled membership meeting of the Group as deemed appropriate by the Group to which he or she applies.

3.3 All members of an ASRC Probationary Group shall be recognized as Probationary Members until such time as the Group becomes Certified as referenced in Article III. Member qualifications or certifications attained (CQ, FTM, FTL) while a Group is considered an ASRC Probationary Group shall be fully recognized by the conference when the Board considers the Group for ASRC Certified Group status.

3.4 Probationary Members shall have no automatic rights of voting or of holding office in the Group or the Conference ASRC.

4. Certified Members

4.1 Certified Membership shall be conferred upon those applicants who are certified by the Group Training Officer (qualified as ASRC Call-Out Qualified (CQ) or the Board itself, for applicants for at-large memberships) to have satisfied who hold a higher level of ASRC certification, in accordance with the requirements for such ASRC qualification and who have secured a simple majority of the votes cast in a scheduled membership meeting of the Group to which he or she applies certification procedures.

4.2 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.

4.3 Certified Members who are Group members of more than one Certified Group must state to the Conference ASRC Secretary, if requested, the Certified Group in which they wish to hold their primary membership.

5. Sustaining Members

5.1 Sustaining Membership may be offered by Certified Groups or by the ASRC and by each of its Groups to those organizations and individuals who wish to contribute monetary, material or moral support to the ASRC or to one of the Groups.

5.2 Sustaining members shall have no voting rights in the ASRC or in Certified Groups.

6. Termination Of Membership and Disciplinary Measures

6.1 Any At-Large member may resign his or her ASRC membership upon notice by him or her to the Group Training Officer of his/her Group or to the ASRC Secretary, of the
6.2 The ASRC Board shall publish in the Administration Manual disciplinary measures including procedures for investigations into actions associated with:

6.2.1 alleged activity that may have brought the ASRC or a Certified Group or a member into disrepute.

6.2.2. alleged violations of ASRC or Group rules, regulations and procedures.

6.3 The Group Training Officer (or of the Secretary of the Board for at-large members) may commence termination of membership procedures if an At-Large member or Group member has shown neither interest in nor significant involvement with the activities of the ASRC nor significant activity with the Group over a period of one year and has failed to maintain recertification standards as set out from time to time in ASRC manuals. Upon ASRC Board instruction, the ASRC Secretary shall provide written formal notice at the address listed for him on the Conference Roster to the Group or At-Large member utilizing contact information in the possession of the ASRC Secretary, that the Member’s At-Large Member’s or Group’s status is under review and that it will be revoked in six months unless the Member or Group demonstrates to the satisfaction of the Group Training Officer or to the Secretary of the ASRC Board a commitment to fulfill the obligations of membership. If, within six months after the notice, the Member or Group has not satisfied the Training Officer or Secretary of the ASRC Board of his commitment to fulfilling the obligations of
membership, the Group or ASRC Board may revoke said member's membership by the vote of a simple majority of those present and entitled to vote.

7. Expulsion:

7.1 Expulsion by the ASRC should be reserved for confirmed, serious breaches of ASRC or Group rules, regulations or procedures.

7.2 Pending an investigation and disciplinary procedure, a member may be suspended (and forbidden any ASRC operational activity) by the GTO, the Group Chair or the ASRC Chair.

1.2 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 such expulsion. Keep intact.

7.3 Voting on questions of expulsion shall be by written ballot, with vote by proxy accepted.

7.4 A record of the number of votes shall be made at the request of any member with the right to vote in Group elections. Keep intact.

7.5 Any member expelled from a Group shall also lose all Conference ASRC membership; any member expelled from a Group may apply for at-large Membership as set forth in these by-laws.

Members at large

7.6 At Large members may be expelled by the ASRC Board after by a three-fourths vote of the ASRC Board, or by a majority vote of the membership, of the members of the ASRC Board with a right to vote, vote for such expulsion.

Article III. Board and Group Requirements

1. Board Meetings

1.1 Meetings of the ASRC Board shall be held at least twice per calendar year and shall be open to all Certified Members.

1.2 The Secretary shall publish the date, time, and place of Board Meetings in accordance with procedures set out in the Administrative Manual.

2. Membership Meetings

2.1 General Membership meetings of the ASRC shall be at least once per calendar year, and may be called when deemed appropriate by the ASRC Board or by petition of twenty-five percent of the Certified Membership.

2.2 Written notice stating the place, day, and hour of a meeting, and in the case of a special meeting, the purpose or purposes for which it is called, shall be delivered, either personally, by postal mail or by email to each Group Chair and Board Director for further dissemination to all Certified Member Members of each Group. Notice shall be delivered not less than twenty-one nor more.
2.3 At least twenty-one 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 forty days of the meeting.

2.5 Membership meetings shall be open to all Certified and Probationary Group Members.

2.6 At the direction of the ASRC Board or by petition of ten percent of the Certified Membership, a motion may be distributed to the membership and voted upon in accordance with XI (B) of the Articles of Incorporation. In the event of a petition by the membership, the Secretary shall, within thirty days of receipt of the petition, distribute materials by email to each Group Chair and Board Director for further dissemination to all Certified Members of each Group.
3. Groups

The ASRC shall be comprised of the following classifications of Groups:

- Class A Certified Groups
- Class B-ll Certified Groups

3.1 Probationary Groups

To become a Probationary Group, an organization must:

3.1.1 Obtain a vote of two-thirds of the Group Membership voting on the question in a membership meeting.

3.1.2 Obtain a letter of sponsorship from a Certified Group.

3.1.3 Agree to meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards, Operations Manual and Administration Manual ASRC governing documents.

3.1.4 Have its members' qualifications endorsed by the sponsoring Certified Group's Group Training Officer and comply with the ASRC credentialing system.

3.1.5 Meet all Conference financial obligations as defined by the Board of Directors and in particular be financially solvent.

3.1.6 Meet the requirements of non-profit status as defined by the IRS.

3.1.7 Submit a membership roster to the Conference ASRC Secretary, and a guide to Group call-out procedures to the ASRC Operations Officer.

3.1.8 Provide the Group's Bylaws to the Conference ASRC Secretary.

3.1.9 Select one Member to become a non-voting delegate to the ASRC Board.

3.1.10 Be voted in as an ASRC Probationary Group by the ASRC Board.

3.2 Certified Group

To become a Certified Group an organization must:

3.2.1 Be voted in as such by the Board of the ASRC have at least 16 ASRC Certified Group members by the ASRC Board and ASRC Certified Membership.
A Class

3.2.2 Have at least 10 ASRC Certified Members

3.2.2.1 A Certified Group will have a GTO, at least 6 FTLs or higher and 10 FTMs or higher and will be entitled to two voting members on the ASRC Board of Directors, elected in accordance with Article I, 2.7.3

3.2.1.1 A Class B Certified Group will have a GTO, at least 10 FTMs and will be entitled to one voting member on the Board of Directors elected in accordance with Article I, 2.7.3.

Groups’ Each Group’s status will be determined during the first quarter of each January 1st calendar year by means of examination of the latest Group Rosters in the possession of the ASRC Secretary at that time.

Commented [CR6]: Teams only need CQ members now?? We are removing the requirements for any FTMs or FTLs?

There are essentially no additional requirements for Certified Group over an above an Probationary Group. Why would a team every be a Probationary Group under this system?
3.2.3 Be of good standing in terms of meeting the ASRC Operational and Administrative requirements, including roster submission and the annual conference dues payment.

3.2.4 Be financially solvent and be able to certify that the group meets the requirements of non-profit exempt status as defined by the IRS.

3.2.5 Maintain the minimum levels of operational equipment set out in the Operational Manual.

3.2.5 Remain active in ASRC affairs and demonstrate the ability to effectively carry out the mission of the ASRC to the satisfaction of the ASRC Board of Directors.

3.3 Probationary to Certified status: Pass a comprehensive Group to Certified Group review, as specified in the ASRC Operations Manual.

3.3.1 Demonstrate the ability to effectively carry-out the mission of the ASRC.

3.3.2 Present a written recommendation to move to full Certified Group status from the sponsoring Certified Group.

3.3.3 Select a Group Training Officer of FTL or higher status.

3.3.4 Play an active role in ASRC affairs and operations.

3.3.5 Be voted in as such by at least 75% of those entitled to vote on the ASRC Board.

3.3.6 Maintain an up-to-date version of the Group’s Bylaws with the ASRC Secretary.

3.3.7 Obtain an affirmative vote of two-thirds of the Certified Members voting on the question at an ASRC Membership meeting.

3.4 Standing and Consequences of Violation

3.4.1 Each Group will keep the reputation of the ASRC in good standing.

3.4.2 Each Group will maintain at all times, at a minimum, the standards of certification, operational readiness and capability specified in the ASRC Training Standards and Operations Manual governing documents.

3.4.3 Violations of a Group's responsibilities as designated in the Articles of Incorporation, Bylaws, Training Standards, Operations, Credentialing Policy Manual, Operational Guidance Manual or Administration Manual may be cause for the Group's status to be suspended, lowered or revoked by the ASRC.

Commented [CR7]: So now ASRC teams need no certified members and no equipment. They just need to pay money and send a roster.

Commented [CR8]: There are no minimum standards of certification, per the sections above.
A Group's status shall be altered by a vote of three-fourths of the ASRC Board, or by a vote of two-thirds of the conferencewide Certified Membership. All members of a Group which has had its status revoked, except Probationary Members, shall be granted the opportunity of application for Conference member-at-large status, or At-Large membership, or application for equivalent membership in another Group.

4. Association With Other Organizations

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

4.1.1 Such agreements are in the best interest of providing enhanced search and rescue or rescue-related service to the public.

4.1.2 Such agreements do not conflict with the Articles of Incorporation or Bylaws.

4.1.3 Such agreements do not impair the effectiveness of the ASRC in providing services to the public.

4.1.4 Such agreements do not make the ASRC, or its Groups or members, liable for prosecution.
4.1.5 Such agreements do not restrict ASRC officers or members in caring for the safety of victims or search and rescue personnel.

4.1.6 Such agreements do not place ASRC personnel involuntarily in situations such that the ASRC personnel cannot decline to follow directions they consider unnecessarily dangerous to victims or to search and rescue personnel, or deleterious to the goals of the mission.

4. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the ASRC and Groups 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.

1.1 Copies of the Articles of Incorporation, Bylaws, and any special rules of order of the ASRC shall be made available on request to every member of the ASRC and be posted on the ASRC web site.

1.2 Copies of any Group Constitution, Bylaws, special rules of order, or other governing rules shall be available to any Group member, and copies shall be made available on request to the Secretary of the ASRC.

1.3 Wherever the ASRC or a Group has a Group web site, copies of such constitutional documents shall be posted thereon and so made available to all Certified Members.

Article IV. Finances

1. Sources

1.1 ASRC funds may only be used to advance the purpose of the ASRC.

1.2 The ASRC Board shall provide for the financial needs of the ASRC by approving fund raising projects, soliciting donations of funds, equipment and services, charging membership dues and appropriate administrative fees.

Neither the

1.3 The ASRC, its Groups, and its members shall not 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.

1.4 All donations shall be acknowledged in writing.

Article V. Amendments

1. Amendments to these Bylaws shall be made in the following manner:

1.1 The ASRC Board shall adopt a resolution setting forth the proposed amendment, finding it to be in the best interests of the Corporation, and directing that it be submitted to a vote at a meeting of the General Membership.
1.2 The proposed amendment shall be adopted upon receiving more than two-thirds of the votes entitled to be cast by Certified Members present or represented by proxy at the meeting.
1.3 Written notice stating the place, day, and hour of the meeting where the proposed amendments shall be considered shall be delivered, either personally or by mail, by email to each Certified Member directly, or to each Group Chair and Board Director, for further dissemination to each Certified Member, not less than twenty-one nor more than fifty days before the date of the meeting, and this notice shall be accompanied by a copy of the proposed amendment, or a summary thereof.

1.4 Should a member be unable to attend such meeting, voting by email will be admissible according to arrangements the ASRC Secretary might reasonably make to ensure a safe, secure and timely vote.