

# APPALACHIAN SEARCH AND RESCUE CONFERENCE



# ADMINISTRATIVE MANUAL

Edition 4.0  
July 13, 2013

# **ASRC Administrative Manual**

Version 4.0 July 13, 2013

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Revision 2013

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## I. General Information on ASRC Processes and Documentation

The ASRC maintains a series of documents to aid in managing and monitoring ASRC activities, both administrative and operational. These documents include:

- ASRC Articles of Incorporation
- ASRC Bylaws
- ASRC Operations Manual
- ASRC Training Standards
- ASRC Administrative Manual

Taken together, these documents provide a framework outlining resource interaction and functional expectations both within the ASRC and with external entities.

### A. General Information about the ASRC Administrative Manual

1. **Authority** -- Article I, Section 2.1.2.7 of the Bylaws of the Appalachian Search and Rescue Conference, Inc. (ASRC), grants the Board of Directors (Board) the power to establish and publish procedures and policies for the ASRC, including these Administrative procedures.
2. **Precedence** -- In cases of conflict, the ASRC Articles of Incorporation and ASRC Bylaws have precedence over this document. In the event that there are conflicts between this document and either (1) the ASRC Training Standards, or (2) the ASRC Operations Manual, the ASRC Board of Directors shall arbitrate the conflict. In the event that there is a conflict between this document and the ASRC Board of Directors, the ASRC Board of Directors shall have precedence over this document. In the event that there is a conflict between this document and the ASRC General Membership, the ASRC General Membership shall have precedence over this document. This document shall have authority over all other ASRC administration documents and procedures, excluding internal Group Administrative rules, procedures and policies (unless explicitly stated herein). This document supersedes all previous ASRC administrative rules, procedures, and policies.
3. **Purpose** -- This Administrative Manual is intended to disseminate the Administrative policy of the ASRC to all Groups, Conference Members and other interested parties.
4. **Types of Regulations and Policies** -- These regulations and procedures can be grouped into the following categories: (a) ASRC Administrative Policies, (b) Group Administrative Policies, and (c) Membership Administrative Policies.
  - a) **ASRC Administrative Policies** -- The ASRC Administrative Policies provide the framework needed at the Conference Level to perform the necessary administrative functions that are needed to conduct day-to-day business.

These ASRC Administrative Policies include several of the duties and responsibilities of the:

- (1) ASRC Chair
- (2) ASRC Vice Chair
- (3) ASRC Secretary
- (4) ASRC Treasurer

ASRC Administrative Policies explicitly exclude: (1) Local Group business, personnel, and administration policies; (2) ASRC operational policies; and (3) ASRC training requirements.

- b) **Group Administrative Policies** -- Group Administrative Policies provide the framework needed to perform administrative functions that are related to ASRC Administrative needs, including the conference duties and responsibilities of the Group's Chairman and the minimal group operational record keeping requirements. These Administrative Policies explicitly exclude all other internal, local Group operational processes and local Group business, personnel, and administration policies.
  - c) **Membership Administrative Policies** -- Membership Administrative Policies outline the administrative expectations of the membership of the ASRC, at the individual level.
4. **Application of Regulations** -- These regulations, procedures, and policies will be in effect whenever (1) members of the ASRC represent themselves as such, or act or respond as an agent of the ASRC; or (2) as appropriate with respect to internal ASRC administrative protocols.

## B. Responsibility for the Administrative Manual

1. **General Maintenance of the Administrative Manual** -- The ASRC Secretary is responsible for the accuracy, maintenance, configuration control, publication and dissemination of all ASRC Administrative Manual(s).
2. **Change Pages** -- The ASRC Secretary is responsible for preparation, publication, and dissemination of change pages to the ASRC Administrative Manual(s). The change pages shall be issued to the ASRC Chair, the Chairman of each Group, and Members of the ASRC Board of Directors by the next regularly scheduled Board of Directors meeting.
3. **Change Page Master List** -- The ASRC Secretary is responsible for maintaining and disseminating, as necessary, a master list of all change pages to the ASRC Administrative Manual(s).
4. **New Versions** -- The ASRC Secretary is responsible for periodically publishing a new version of the Administrative Manual(s) that has all prior changes incorporated into the manual(s). The new manual(s) shall be published under a new version number.

5. **Authority for Changes and Updates** -- The information in this Administrative Manual may be changed under the direction of the ASRC Board of Directors, or ASRC General Membership. The majority of the changes to this document are expected to be made in a routine fashion via the Board of Directors. The ASRC Board of Directors or General Membership may recommend and must approve changes to this manual. Changes shall take effect following the Board of Directors approval, or on a predetermined date as specified at the time of approval.
  - a) ASRC General Membership is asked to relay manual change requests to [secretary@asrc.net](mailto:secretary@asrc.net). It is recommended that members also discuss and share recommended changes with their Group Chairman and Board Representative(s).
6. **Annual Review** -- The ASRC Secretary will conduct an annual review of this manual and will present suggested changes to the ASRC General Membership at the Annual General Membership Meeting, having first presented suggested changes to the Board Officers and the Board of Directors. The ASRC Board of Directors must approve changes that result from the annual review process.
7. **Emergency Changes and Updates** -- The information in this manual may be changed under the authority of the ASRC Chair. Such changes take effect immediately. All Emergency Changes and Updates must be approved by the ASRC Board of Directors or General Membership at the next meeting in order to remain in effect, at which time the Board of Directors shall review any administrative actions in the intervening period which may have been effected by such changes.

### C. Responsibility for Document Maintenance

1. **General Maintenance of Administrative Documents** -- The responsibility for the configuration, maintenance, control, publication, and dissemination of ASRC administrative documents, shall rest primarily with the ASRC Secretary, unless determined otherwise by the ASRC Board of Directors.
2. **General Maintenance of Operational Documents** -- Officers Supporting the Board (Conference Training Officer, Conference Operations Officer, etc.) shall have primary responsibility to manage the other ASRC framework documents, such as the ASRC Operations Manual and the ASRC Training Standards. The ASRC Secretary may assist, as needed or requested, with document maintenance, control, publication and dissemination.

The Conference Training Officer shall be responsible for periodically reviewing and updating the ASRC Training Standards for review and approval by the ASRC Board of Directors. The Conference Training Officer may make minor changes to the Training Standards and must present all changes made at the next regularly scheduled Board of Directors Meeting. Any changes to the ASRC Training Standards must be approved by the ASRC Board of Directors before they take effect. Approved changes to the ASRC Training Standards must be transmitted in writing (either via email or postal mail) to the Training Officers, or

equivalent, of each member team of the ASRC no later than 30 days following the ASRC Board of Directors meeting in which those changes were approved.

The Conference Operations Officer shall be responsible for periodically reviewing and updating the ASRC Operations Manual for review and approval by the ASRC Board of Directors. The Conference Operations Officer may make minor changes to the Operations Manual and must present all changes made at the next regularly scheduled Board of Directors Meeting. Any changes to the ASRC Operations Manual must be approved by the ASRC Board of Directors before they take effect. Approved changes to the ASRC Operations Manual must be transmitted in writing (either via email or postal mail) to the Operations Officers, or equivalent, of each member team of the ASRC no later than 30 days following the ASRC Board of Directors meeting in which those changes were approved.

**II. ASRC Administrative Policies** - These policies shall be administered by the following:

**Chair of the ASRC Board of Directors** - The Chair of the ASRC Board of Directors shall serve as the ASRC President and Chief Executive Officer of the corporation when the Board of Directors is not in session. The Chair of the ASRC Board of Directors is responsible for ensuring ASRC-wide compliance with ASRC policies and procedures, including those in this manual. (ASRC Bylaws, Article I, Section 2.3)

**Vice Chair of the ASRC Board of Directors** -- The Vice Chair of the ASRC Board of Directors shall serve as the internal and external liaison for ASRC member groups and other SAR units which interact with the ASRC. In addition, the Vice Chair shall serve as Chair in the absence or incapacitation of the Chair. (ASRC Bylaws, Article I, Section 2.4)

**Group Chairman** -- The ASRC is comprised of organizations called Groups. The Group Chairman (Chief Executive Officer, President, Director) is responsible for ensuring Group compliance with ASRC Administrative policies and procedures.

**A. Meetings, Notices and Proxies**

1. **Meetings** – In accordance with the ASRC Bylaws, Article III, Section 1 and Section 2, the Board of Directors shall meet from time to time and will also call for a General Meeting of the membership at least once each year. The Board and the membership may also call for extraordinary meetings as outlined in the Bylaws.
2. **Notices** -- Provided each Group has supplied contact information for each member, each member may be given notice of forthcoming meetings by electronic means within the prescribed time periods. It is the responsibility of each Group Chairman (or designee) to relay to the Secretary of the ASRC accurate email and postal mailing addresses of group members, specifically for use in issuing ASRC meeting and informational notices to the general ASRC membership. In lieu of the Secretary having contact information for each member of a group, it shall be the responsibility of the representatives of that group to disseminate all notices to the group's membership.

- a) **Board Meetings** – The ASRC Secretary shall initiate electronic notification to all ASRC Board of Directors 30 days prior to the meeting date. The notification will include a request for agenda items, solicit an RSVP and include at a minimum the date and time of the meeting. Seven days prior to the meeting, the ASRC Secretary will issue a formal meeting agenda and will confirm the date, time, location and any connectivity information associated with teleconference participation. (ASRC Bylaws, Article III, Section 1)
  - b) **Membership Meetings** – The ASRC Secretary will issue notices as outlined in the ASRC Bylaws, Article III, Section 2, provided that Group Rosters supplied by each Group contain contact information for each Certified Member. ASRC representatives are also authorized to issue additional informational notices about ASRC events associated with membership meetings for the purposes of promoting conference-wide participation and fellowship.
3. **Proxies** -- Proxies for voting at meetings may be sent to the Secretary of the ASRC, to be received before the meeting within a reasonable time period that the Secretary may declare from time to time. The Secretary may also provide additional clarification regarding proxy submissions within a meeting notice. Content of the proxy should comply with the detail outlined in the ASRC Bylaws, Article I, Section 2.10. Please see Appendix F for a proxy sample.

## B. ASRC Financial Policy

1. **Fiscal Year** -- The ASRC fiscal year shall be from January 1 to December 31.
2. **Annual ASRC Dues** -- Each year, each ASRC Group, ASRC At-Large Member and ASRC Sustaining Member are responsible for submitting dues to the ASRC. Group dues are assessed based upon membership, as defined on the Group's roster, as of the final quarter of the calendar year. Dues rates are as follows:

**ASRC Group Dues:** \$100.00 per team and \$17.00 per active member

**ASRC At-Large Member Dues:** \$25.00

**ASRC Sustaining Member Dues:** As defined by the ASRC Board of Directors

Dues are payable to the ASRC as of January 31st each year, or immediately upon receipt of the annual dues invoice issued by the ASRC Treasurer.

ASRC Groups, ASRC At-Large Members and ASRC Sustaining Members that do not remit annual dues in a timely manner may be subject to punitive action at the discretion of the ASRC Board of Directors.

3. **ASRC Treasurer Job Description** -- The following items are the duties of the ASRC Treasurer. These items are in addition to or provide further clarification to those outlined in the ASRC Bylaws, Article I, Section 2.6.
  - a) **Annual ASRC Budget** -- The ASRC Treasurer shall coordinate an annual budget for the ASRC. This effort should be completed, where possible, with input from the ASRC Officers and Committees.



- b) **Periodic ASRC Financial Reports** --The ASRC Treasurer shall submit a financial status report at each regularly scheduled Board of Directors meeting. This report should include any changes to the accounts, the status of the budget, authorized spending, and moneys received. In addition, the ASRC books shall be made available to any ASRC member at least twice per year, at a regularly scheduled Board of Directors meeting. There is no obligation for the Treasurer to make the books available to the membership of the ASRC at other intervals, although the ASRC Treasurer may honor such requests at his or her discretion.
- c) **Maintenance of the Financial Accounts** -- The ASRC Treasurer shall create and maintain the necessary checking, savings, and other associated financial accounts. The Treasurer has the authority to move money between accounts as necessary.
- d) **Authority to Pay Bills** -- The ASRC Treasurer shall be responsible for the payment and reimbursement of expenses as budgeted by the General Membership or the ASRC Board of Directors. The Treasurer shall ensure that appropriate authority to spend ASRC financial resources has been allocated by the General Membership or the ASRC Board of Directors prior to paying any bills or charges. This authority may be delegated by the Board of Directors to another member or office, as in the use of an annual budget with specific line items. In the event that a conflict arises, the Treasurer is responsible for bringing the issue to the attention of the Board of Directors.
- e) **Financial Emergency** -- If a financial emergency arises, the ASRC Treasurer, upon consultation with the ASRC Chair or ASRC Vice Chair, is authorized to pay the bill. However, at the next regularly scheduled Board of Directors meeting, the issue should be brought to the attention of the Board of Directors for any appropriate action.

### C. ASRC Records

- 1. **ASRC Secretary Job Description** – The following items are the duties of the ASRC Secretary. These items are in addition to or provide further clarification to those outlined in the ASRC Bylaws, Article I, Section 2.5.
  - a) **ASRC Minutes Dissemination** -- The ASRC Secretary shall ensure that the minutes for each ASRC Board of Directors and General Membership meeting are published and sent to each Board of Directors delegate, ASRC Officer, and Group Chairman.
  - b) **ASRC Record Keeping** -- The ASRC Secretary is responsible for maintaining the administrative records and historical documents of the ASRC. The ASRC Secretary shall ensure records are maintained in a fashion which will preserve the records and allow for ease of access.
    - (1) **Conference Level Administrative Record Keeping Protocols** – This policy is contained in Appendix D: ASRC Record Keeping.

Conference level operations and/or mission-related record keeping protocols are addressed in the ASRC Operations Manual.

- (2) **Membership records** -- Each Group is required to maintain an accurate and timely record of each member of that group, regardless of that individual's call out availability. Each Group shall provide to the ASRC Secretary an update of the current standing of their members. Membership, as of the final quarter of each year, shall be utilized for determining dues owed to the ASRC by the Group. Details regarding reporting membership information are contained in Appendix B: Group Rosters.

#### **D. ASRC Officers Supporting the Board**

As outlined in the ASRC Bylaws, Article I, Section 2.9, there are several Officer and Committee positions which are not elected at the Annual General Membership Meeting, but are considered critical in supporting the Board of Directors. Individuals considered for appointment to these positions should possess the knowledge and skills necessary to effectively carry out these specialized functions in support of the Conference and the Board of Directors.

1. **Appointment of ASRC Officers supporting the Board** -- The ASRC Chair shall nominate from the pool of Certified ASRC members an ASRC Officer supporting the Board. The Board of Directors shall, by a simple majority, vote to approve or reject each proposed nominee.
2. **Removal of ASRC Officers supporting the Board** -- The Chair shall be authorized to remove any ASRC Officer supporting the Board, as the Chair deems necessary.

#### **E. Criminal Activities**

In the event that a Group or individual member is convicted of a felony, the ASRC Board of Directors shall immediately place the Group or individual in a probationary status, until such time as the matter has been investigated by the Board of Directors. At such time, the Board of Directors shall make a recommendation on any further action which may be taken relative to the Group or member status with the ASRC.

1. Teams should establish a process for screening and adjudicating member background investigation results.
2. The ASRC recommends a standard background investigation level of Criminal Justice Information System (CJIS) or Federal Bureau of Investigation (FBI).
3. If an applicant with a felony conviction is accepted into a Group, the Group Chairman must notify the Board of Directors by remitting the applicant's name, conviction details and the date of the conviction to the ASRC Chair at [chair@asrc.net](mailto:chair@asrc.net). The Group Chairman must notify the Board within 30 days of application acceptance.

4. If an existing member is convicted of a felony and is authorized to remain a member of the Group, the Group Chairman must notify the Board of Directors by remitting the member's name, conviction details and the date of the conviction to the ASRC Chair at [chair@asrc.net](mailto:chair@asrc.net). The Group Chairman must notify the Board within 30 days of becoming aware of the conviction.

#### F. Disciplinary Action

The Board of Directors can initiate disciplinary action against members or Groups who have violated ASRC policies, procedures, or Board Directives. As prescribed in the ASRC Bylaws, Article II, Section 6 and Section 7, ASRC investigative and disciplinary measures are outlined in Appendix A: Due Process.

1. **Legal Actions** -- In the case of disciplinary action, such action shall not prevent the Board of Directors from filing criminal charges for the violation of law(s) of a Commonwealth/State where such activity took place. Nor will the disciplinary action limit or prevent the filing of Civil Suits, should such action be deemed necessary at the advice of the Conference's legal advisor.

### III. ASRC Group Administrative Policies

#### A. Probationary Group – To become an ASRC Probationary Group, an organization must comply with the procedures as outlined in the ASRC Bylaws, Article III, Section 3.1.

1. A Certified Group may only sponsor one Probationary Group at a time.
2. Once the Sponsoring Group is assured that all prerequisites have been met, they will request in writing, a vote at the next Board of Directors meeting for certification of the sponsored group as a formal ASRC Probationary Group.

#### B. Probationary to Certified Group Status - Certification requires compliance with procedures as outlined in the ASRC Operations Manual and the ASRC Bylaws, Article III, Section 3.3.

1. Upon a successful vote for acceptance by the ASRC Board and ASRC Certified Members, the Conference Operations Officer will record the date of the vote in the list maintained for the purposes of review. A letter will be prepared within thirty days by the Conference Secretary advising the Group of its Certified Group status.
2. If a negative vote is obtained, the Conference Secretary will prepare, within thirty days, a letter advising the Group of the reasons for failure and what actions must be taken prior to reconsideration.

#### C. Certified Group – To become and remain an ASRC Certified Group (Class A or Class B), an organization must comply with the procedures as outlined in the ASRC Bylaws, Article III, Section 3.2.

1. **36 Month Review** - Each Group, after having attained certification, is expected to pass a review at a minimum of every 36 months, as outlined in the ASRC Operations Manual and the ASRC Bylaws, Article III, Section 3.2.3. Failure to

comply with the documented procedures may result in the Group being placed on probation, reduced to a Probationary Group, or being decertified. Members of groups which have been decertified will not be authorized to participate in ASRC Operations. Members of Groups which have been decertified may apply for membership in other ASRC Certified Groups to regain their ASRC membership.

- a) Six months prior to the expiration of the 36 month review period, the ASRC Operations Officer will provide written notice advising the Group Chairman of the impending review.

**D. ASRC Board of Directors Intervention** - The ASRC Board of Directors reserves the right to intervene in Group policy and operations in the case of major transgressions of ASRC policies, procedures, or Board Directives as outlined in the ASRC Bylaws, Article III, Section 3.4.

**E. Group Rosters** – Each Group is expected to remit Group rosters to the ASRC as outlined in Appendix B: Group Rosters.

#### **IV. ASRC Membership Administrative Policies**

**A. Policies for Members** -- Upon becoming a member of the ASRC, an individual commits to the following expectations:

1. Abide by ASRC operational constraints and regulations as defined in Article II of the ASRC Bylaws, ASRC Operations Manual, ASRC Training Standards and this ASRC Administrative Manual;
2. Abide by local administrative constraints and regulations as defined by the individual's Group procedures and policies;
3. Submit to a background check, as requested. [The ASRC recommends a standard background investigation level of Criminal Justice Information System (CJIS) or Federal Bureau of Investigation (FBI)];
4. Membership in the ASRC does not provide any special immunity from any local, state, or federal laws.
5. ASRC personnel are also members of Groups, with the exception of those granted ASRC At-Large Membership as outlined in the ASRC Bylaws, Article II. In order for members to participate in ASRC Operations, they must, at the time of a mission, hold membership in a Group or have been granted At-Large Membership by the ASRC Board of Directors.
6. Any member may choose not to comply with these requirements, with the understanding that the member may then be restricted from participating in ASRC activities, search incidents and missions.

**B. Policies for Sustaining Members** -- The ASRC as a whole, and its constituent Groups, shall have the authority to offer sustaining membership to individuals who desire such membership (ASRC Bylaws, Article II, Section 5).

1. Sustaining Members may not respond to missions.
2. ASRC Sustaining Members shall have no vote in ASRC Board of Directors meetings or General Membership meetings, but may be recognized by the ASRC Chair at such meetings.
3. Annual dues for ASRC Sustaining Members shall be set by the Board of Directors.
4. Sustaining Members of individual groups shall be subject to the same rules as ASRC Sustaining Members.
5. Groups shall not consider Group Sustaining Members when counting members for the purpose of paying ASRC dues. Groups may set Group dues for Sustaining Members.

#### **V. Situations Not Covered**

In the event a situation is not addressed in this document, the ASRC Chair may contact appropriate members of the Conference. The ASRC Chair may then confer with other members of the Conference and take action as required by the situation, but within the intent and scope of the Administrative Manual policies and procedures. Such actions shall be brought before the Board of Directors for review at the next Board of Directors meeting.

## Appendix A: Due Process

Members of the ASRC are expected to follow the policies and procedures of the ASRC, as set forth in the documents of the ASRC, while representing themselves as members of the ASRC. Violation of these policies and procedures may result in the initiation of Disciplinary Action. In all cases, where accusations are made against a member or a group, the following process will be administered:

- A. Filing Charges** -- All ASRC members are responsible for bringing charges against a member of the ASRC believed to be in serious violation of Conference policies and procedures. Non-ASRC members may file charges against an ASRC member. Nothing in this section shall be construed to prohibit the informal counseling of an ASRC member by an authoritative representative of the Conference in reference to minor infractions of policy or procedure, which will not result in disciplinary action.
- 1. During a Mission** -- During a mission, charges should be brought to the ASRC Agency Representative (AR) or contact should be made with an Area Commander (ACA) if the charge involves the ASRC Agency Representative or if the ASRC Agency Representative does not hold the ASRC training level of Search Manager. The ASRC AR or ACA must inform the accused individual of the charge, discuss the charge with the accused person, decide if further investigation is warranted, and render a decision. The ASRC AR or ASRC ACA may dismiss the individual from a mission per standard Incident Command System (ICS) protocol. A follow-up report placed in the unit log will be forwarded to the ASRC Chair within 48 hours of the conclusion of the mission.
  - 2. Non-Mission** -- Charges must be brought to the Group Chairman or ASRC Chair, if no mission is ongoing. Charges must be in writing, and must be filed within 30 days of the discovery of the alleged offense or the charge will not be accepted.
- B. Appointment of an Investigator** -- Upon receipt of written charges from an AR, ACA, Group Chairman, or directly from an ASRC member, the ASRC Chair will appoint an investigator who was not involved in the incident. The investigator, when questioning the accused individual(s), will provide written notice in sufficient detail as to the nature of the investigation, conduct the inquiry at a reasonable time of day, interview for a reasonable duration, give the accused individual(s) periods for rest and personal necessities, and will not use offensive language or offer any incentive as an inducement to answer any questions.
- 1.** If a recording of any inquiry is made, and if a transcript of such inquiry is made, the accused individual(s) shall be entitled to a copy without charge.
  - 2.** The investigator shall interview the accused person, the accusers, and collect information from others that are pertinent to the charges. The investigator shall determine whether sufficient evidence is available to proceed or if the charges should be dropped. The investigator's recommendation will be forwarded to the ASRC Chair.

**C. Pre-Hearing** -- If the investigator recommends and the ASRC Chair determines sufficient evidence is available that warrants a hearing, the following procedures will occur:

1. The ASRC Chair will notify the accused individual(s) in writing of the time and place of the Hearing. The notice will include:
  - a) Details of the charges filed against the accused person
  - b) Who presented the charges
  - c) The evidence against the accused individual(s) in the form of documents and identification of witnesses
2. The Hearing may be held no sooner than 7 days and no later than 62 days from the date of receipt by the accused individual(s) of written notification. The ASRC Chair or Board of Directors may make an exception to these time limits with the consent of the accused.
3. The ASRC Chair shall call the Hearing to order and preside over the hearing. If the Conference Chair is the accused individual, the accuser, or a witness the ASRC Vice Chair will preside. If both Officers are involved, the Board of Directors will appoint a member of the ASRC Board of Directors to preside.
4. Disciplinary Hearings will be closed meetings. The accused individual(s) may elect to hold an open Hearing.

**D. Hearing**

1. The accused individual(s) may choose an advisor to be present, and may consult with the advisor during the Hearing. The advisor may participate in the Hearing. The accused individual(s) shall be given the opportunity to hear all evidence presented and cross-examine all witnesses who testify. The accused individual(s) may present witnesses and evidence. The accused may reserve the right to remain silent.
2. Hearings shall be flexible enough not to restrict the gathering of all facts related to the Hearing and may utilize the following format.
  - a) Opening statement by the Hearing Chair; which may include general welcome, introduction of the principles in the case, brief summary of the charges, a review of the format for the hearing, and how the final decision will be reached.
  - b) Presentation by the investigator of the allegations and evidence/ Presentation and questioning of witnesses by the investigator. Members of the Board of Directors may raise questions at any time during presentations by the investigator, accused individual(s), or witnesses. The accused individual(s) or advisor may ask any witness questions at the conclusion of their testimony with the investigator.
  - c) Testimony by the accused individual(s) (or advisor), including witnesses. The Board of Directors may ask questions at any time during presentations by the accused individual(s) or their witnesses.

- d) Closing statement by the investigator and/or the accuser.
- e) Closing statement by the accused individual(s) or advisor.

**E. Deliberations** -- The Board of Directors will then go into a closed session. During the closed session, only Board members may be present.

1. If the Board of Directors believes that additional testimony or additional questions of the accused individual(s), accuser, investigator, or a witness is required, the Board of Directors may reopen the Hearing.
2. While in closed session, the Board of Directors may deliberate freely. The Board will determine the guilt or innocence of the accused individual(s) first. Guilt will be determined by a 2/3 majority.
3. Each Board member will have one vote. The Hearing Chair will be allowed to vote, if a member of the Board of Directors.
4. If the accused individual(s), accuser, or the investigator is a member of the Board of Directors they will not be included in deliberations and will not be authorized to vote. Instead, they may choose an individual to serve on the Board for the purposes of the disciplinary hearing. This selected person will be allowed to vote.

**F. Penalty** -- If the accused individual is found guilty, the Board of Directors must determine the appropriate penalty. Selection of the penalty will occur by a simple majority vote. The Hearing Chair will not cast a vote except in the need to break a tie vote.

The Board of Directors may select from the following penalties.

1. **Probation:** A written warning indicating that the individual has been judged guilty of a violation of ASRC policies or procedures. Probation shall be for a specified period, not to exceed two years. An individual who has been placed on probation and is found guilty of an additional violation will be required to appear before the Board of Directors for consideration of further action including expulsion. Upon completion of the probationary period with no other infraction, the record of violation shall be permanently removed from the individual's file.
2. **Letter of Censure:** A letter of censure is a written confirmation that the individual has been judged guilty of a violation of ASRC policies or procedures. A letter of censure becomes a permanent part of the individual's file.
3. **Suspension:** Suspension from Search Activities and/or suspension from the ASRC. Suspension will be imposed for a specified period, not to exceed one year. The period will be set by the Board of Directors. Suspension from the ASRC will preclude the individual from participating in any ASRC missions, events, meetings, or representing themselves as a member of the ASRC during the suspension period.



4. **Expulsion from the ASRC:** This penalty will be imposed when the individual has been judged guilty of a very serious infraction of ASRC policies or procedures as outlined in the ASRC Bylaws, Article II, Section 7.
  5. **Other Relevant Sanctions:** In addition to the penalties described above, other sanctions may be imposed, such as, but not limited to; restitution, designated service or special projects, etc.
- G. Informing the accused** -- The accused (and the accused member's Group Chairman) will be informed of the Board of Directors decision of guilt or innocence and penalty following deliberations. If the accused has left the Hearing before a decision is reached, the Board of Directors will provide a written judgment within 10 days of reaching a decision.

## Appendix B: Group Rosters

**A. Purpose** – Rosters are utilized for a variety of reasons, including: member contact, tracking member certification/skill levels, ASRC annual dues assessment, identification of Group Officer appointments and identification of ASRC BOD Representative appointments.

**B. Submission Requirements** – All ASRC Groups (certified and probationary) shall submit annual Group rosters during the fourth quarter of each year. Group rosters should be submitted to the ASRC Secretary. The ASRC Secretary is authorized to request updated rosters from Group leadership throughout the year in order to effectively carry-out the administrative activities of the Conference.

1. **4<sup>th</sup> Quarter Rosters** – Group rosters submitted during the fourth quarter each year will be utilized by the ASRC Treasurer to calculate the Group's annual dues invoice. These rosters will also be utilized by the Board of Directors annually to assess each Group's compliance with basic group requirements as outlined in the ASRC Bylaws Article III, Section 3.

Groups that fail to provide 4<sup>th</sup> quarter rosters requested formally by the ASRC Secretary, will be invoiced for ASRC annual dues based upon the last Group roster in the custody of the ASRC Secretary at the time the ASRC Treasurer issues annual, conference-wide dues invoices.

2. **Changes** - Groups are asked to submit updated rosters more than once each year, if membership changes have occurred that impact the number of Search Managers, FTM's, FTL's or CQ's within the Group and/or if new Group Officers or new ASRC Board of Director Representatives are appointed. Changes shall be reported to the ASRC Secretary within 40 days of the time the changes are effective (ASRC Bylaws, Article II, Section 1.4).

3. **Roster Content** – Group rosters should contain the following information for each Group member:

- a) Last Name
- b) First Name
- c) ASRC certification level/Membership Type (inactive/probationary, CQ, FTM, FTL, SM)
- d) Street, City, State, ZIP
- e) Email address
- f) Date of Background Investigation
- g) Medical Level and expiration date
- h) CPR expiration date
- i) Specialized skills or resources (i.e. Man-tracking, K9-HRD, Equine)
- j) Group Officer Position (i.e. President, Group Training Officer, Operations Officer, ASRC Board of Directors Representative)
- k) NIMS/ICS, HAZMAT, Aircraft and Blood borne pathogens courses completed

4. The ASRC Secretary may create and maintain a roster specifically containing ASRC At-Large Member information.

## Appendix C: Electronic Voting

As outlined in the ASRC Articles of Incorporation, Article XI (B), action may be taken without a meeting. Electronic voting is intended primarily for non-controversial issues, but will be utilized in order to continue to conduct important conference business between formally scheduled Board of Director meetings. The overarching purpose to take action without a meeting will be to timely and effectively conduct the business of the conference.

- A. **Motion:** A formal proposal may be initiated by one of the Board of Directors via electronic mail to the current list of the Board of Directors. Another Board Member may second the motion by formally indicating such in a reply to the original, electronic correspondence. Unless otherwise formally specified by the ASRC Chair, the ASRC Chair automatically states the question on the motion.
- B. **Discussion/debate period:** Unless otherwise specified or extended by the ASRC Chair, a debate period of 7 calendar days will be allotted to ensure ample time for Board Members to formally debate all facets of the motion. If deemed necessary by the ASRC Chair, or specifically requested by a Board member, a special teleconference may be scheduled to further facilitate effective debate.
- C. **Putting the question:** After the 7 calendar day debate period, unless otherwise formally specified by the ASRC Chair, the ASRC Chair shall proceed to put the question in the form of a formal electronic notification to the current list of Board of Directors that voting will commence. The ASRC Chair may direct the ASRC Secretary to issue this notification.
  1. The electronic notification will include the motion, a summary of debate topics, a current list of ASRC Board of Director Representatives eligible to vote on the matter and any other relevant instruction specific to the vote.
- D. **Electronic response invitation:** The ASRC Secretary, or other designee as directed by the ASRC Chair, shall issue to each of the current ASRC Board of Directors a personalized, electronic ballot link in order to respond to the question and cast their vote.
  1. The personalized ballot will contain the Board member name, Group affiliation, date, time and exact wording of the motion. The ballot will also contain the Board member, Group affiliation, date and time of the second.
  2. The electronic ballot will allow the ASRC Board Member to respond (a) In Favor of Motion, (b) Opposed to Motion, (c) Abstained from Motion. In order to properly manage and confirm registered responses, the electronic record will also require that the Board Member enter First Name, Last Name, Team Name, Phone Number, Email Address and Home Zip Code.
  3. The format of the tracking number assigned to each electronic vote will adhere to the following parameters:

##-MMYYYY (eg: 01-022010 – First motion of February 2010)

## - This is the motion number, sequential starting at 01

MM – This is the month the motion was made in numerical digits

YYYY – This is the year the motion was made in numerical digits

- E. **Response Period:** The response period will be open until such time as at least 75% of those entitled to vote with respect to subject matter respond to the electronic invitation by formally registering In Favor, Opposed or Abstained or for at least 14 calendar days.
1. The ASRC Secretary will monitor the status of responses and will issue at least one formal reminder at the 7 calendar day mark, addressed personally to those Board Members that have not yet responded to the question. The reminder will contain basic information about the motion and will contain a personalized link for the Board Member to electronically register their response.
  2. If 75% of the Board Members do not respond to the electronic invitation within the 14 calendar day response period, the ASRC Chair shall consider it the absence of a quorum. At that time, the ASRC Chair may request that additional electronic or telephonic reminders are issued in order to obtain a quorum or the ASRC Chair may render the question null and void.
- F. **Voting Results:** A majority vote in the affirmative adopts any motion brought before the Board of Directors in an electronic vote format, unless otherwise specifically identified under parliamentary law or the rules of the organization.
- G. **Voting Summary:** At the conclusion of the 14 calendar day electronic voting period, the ASRC Secretary will provide to the ASRC Chair a summary of all responses to the question and at the direction of the ASRC Chair, the ASRC Secretary will prepare and disseminate a formal electronic notification to the Board of Directors regarding the voting result. The notification may include:
1. Declaration that the motion was adopted or lost
  2. Details of the motion and the second
  3. Details of the response cast by each of the ASRC Board of Director Representatives
  4. A summary of the response statistics and any pertinent details regarding the effect of the vote

## Appendix D: ASRC Record Keeping

- A. **Physical Administrative Records Storage:** A copy of official hard-copy communications, letters, FAXs, newsletters, memo's for record, minutes of meetings, bank statements after balancing the checkbook, copies of bills paid may be forward to the ASRC Official address Attn: Record Custodian.
1. Space will be allocated within the BRMRG "locker" for Corporate records and should consist of at least one file cabinet.
  2. An ASRC Records Administrator shall be appointed with the rest of the BRMRG officers at the annual BRMRG appointment date by the Chairman of Blue Ridge Mountain Group with approval of the ASRC Board of Directors.
  3. The ASRC Records Administrator will be responsible for receiving, filing and maintaining official ASRC administrative records that pertain to the operation of the Conference.
  4. Structure of the physical Record Keeping System
    - a) ASRC Conference files will be filed by Calendar Year.
    - b) The following files will be established for each calendar year:
      - (1) Correspondence
      - (2) Fiscal Records
      - (3) Incident Records
      - (4) Medical Records
      - (5) Board of Directors meeting minutes and Information from Board of Directors meetings.
      - (6) General or Special Membership Meeting minutes and associated documents.
- B. **Electronic Administrative Records Retention:** A copy of official electronic communications, letters, FAXs, newsletters, memo's for record, minutes of meetings, etc. shall be maintained on the ASRC website or a comparable electronic repository that is readily accessible by ASRC membership, ASRC Officers and the ASRC Board of Directors. If the information is not hosted on the ASRC website, a link to the electronic repository will be identified and maintained on the website.
- C. Every effort shall be made to either physically preserve ASRC administrative records in hard-copy form at the locker or in electronic form in the electronic repository.
- D. The ASRC Operations Manual shall provide further clarification regarding recommended protocols and best practices associated with the creation and retention of mission-related documentation.

## Appendix E: ASRC Uniform and Allowable Use of the ASRC Emblem / Logo

- A. Statement of intent** - The ASRC logo is used to meet several objectives. First and foremost, it serves as the organization's primary means of formally identifying the ASRC and its members.
- 1. Use of the ASRC Name, Patch, and Emblem/Logo** - The ASRC name, emblem or logo, whether incorporated in the ASRC patch or in some other form, is the most readily recognized symbol of the organization. Its use on missions or for official business purposes is encouraged. However, general personal use of the name/emblem/logo provides unacceptable opportunity for misrepresentation of the organization. The use of the ASRC name, patch and/or emblem/logo shall be limited to official, ASRC sponsored business (including, but not limited to, training and missions). This in no way prohibits the use of the name, patch or emblem/logo on personal items, provided those items are used solely while engaged in ASRC activities, or if any ASRC identification is removed or concealed when items are used for non-ASRC functions.
  - 2. Display of ASRC patches by Non-ASRC Organizations** - Non-ASRC organizations/individuals may receive patches for display in patch collections (or other appropriate displays) through request to the ASRC Board of Directors.
- B. The ASRC Uniform:** Group members may optionally wear their own standard group uniform. Use of the ASRC uniform is not mandatory.
- 1. General**

The ASRC Uniform consists primarily of a standard light blue work shirt with certain specified patches on it: the ASRC patch on the left shoulder, medical patch on the right shoulder, Group patch on the left breast, name on the right breast, and above the name, an optional Mountain Rescue Association or state SAR council patch. (Left and right refer to the left and right of the person wearing the uniform shirt.) No other patches or symbolic devices may be worn on the ASRC uniform shirt.

    - a) A yellow T-shirt with a black ASRC logo on the left breast, and optionally a large black ASRC logo on the back, may be used. However, the standard blue uniform shirt is preferred wear at the Incident Command Post or Base.
    - b) Enforcement of uniform standards shall be the responsibility of the Group Training Officer.
    - c) The Vice-Chair of the ASRC Board of Directors shall be responsible for identifying and publishing sources of uniform shirts and patches as well as recommending preferred providers.
  - 2. Shirt specification**
    - a) The ASRC uniform shirt is a light blue shirt<sup>1</sup>, either long-sleeve or short-sleeve.

<sup>1</sup> Button-up shirt with collar (blue chambray, technical, or synthetic fabrics are acceptable).

- b) **Left Shoulder:** On the left sleeve, just below the shoulder, shall be a standard ASRC patch. Below the ASRC patch, rockers designating ASRC certification level may be worn, but are not required.
  - c) **Right Shoulder:** On the right sleeve, just below the shoulder, shall be a patch or patches indicating the member's medical qualifications, if any. As a general rule, if the member has multiple medical qualifications, the highest qualification shall be represented here. Rocker bars or other qualifying patches (e.g., instructor rocker, EMT or first aid level rocker, or Wilderness EMT patch) may be added.
  - d) **Left Breast:** On the left breast may be a Group patch. The Group patch shall be less than 4" in maximum dimension.
  - e) **Right Breast:** On the right breast, just above the pocket, shall be one of two name devices, and above this, an optional patch as described below. Groups may specify one of the two name options as required for Group members, and Groups may make policy as far as patches to be worn above the name.
    - (1) **Name Option 1 - Plastic Name Plate:** A 3/4" by 3" plastic engraved nameplate, white on blue, with the member's first and last name on top and "Appalachian Search & Rescue" below, may be used.
    - (2) **Name Option 2 - Sewn Name Tape:** An Air Force standard white-on-blue sewn name tape, with the member's name, may be used.
    - (3) **Optional Patch:** Above the name plate or name tape, members may wear, by Group policy, or if no Group policy has been established, by individual option, either a state search and rescue council patch, or for qualified members, a small ("cap") Mountain Rescue Association patch.
3. **Outer Garments:** There is no requirement for an ASRC uniform outer garment. However, members may place patches as specified for the ASRC uniform, and only such patches, on an outer garment to wear as an ASRC uniform outer garment. For a vest, members should place on the vest only those patches that would be worn on the left and right breast of the member's uniform shirt. There is no specification for color or material for outer uniform garments.
4. **Pants:** Jeans are not to be worn with the ASRC uniform shirt. Otherwise, there is no specification for pants. For formal occasions, navy blue pants may be worn.

# The ASRC Uniform made simple

version 3.1 3/5/13

The diagram shows a line drawing of a person's torso wearing a long-sleeved button-down shirt. Arrows point from various patches to descriptive text boxes:

- Top Left:** Mountain Rescue Association cap (small) patch (MRA Rescue members only) or state SAR council patch (optional). Includes icons for VA SAR Council Patch, a SAR vehicle, and a Mountain Rescue patch.
- Top Right:** ASRC Patch. May add rocker bars for FTM, FTL, Search Manager. Includes the ASRC logo.
- Bottom Left:** Medical patch/rockers (e.g., Wilderness EMT over EMT). Includes the WEMS logo and a medical patch.
- Bottom Center:** Name tape: **KEITH CONOVER**. Text describes standard military style white on royal blue name tape, available from suppliers like uscav.com, 1800nametape.com, and uniformnametape.com. It notes that the name may be last name or full name, and that it's best to fold ends to fit the pocket width. It also mentions the possibility of sewing name tapes to Velcro.
- Bottom Right:** Group patch. As with MRA/State patch, may be centered over pocket OR centered over middle half of pocket to keep clear of packstraps. Includes the Mountain Wilderness Rescue logo.



**Appendix F: Proxy Sample**

As outlined in the ASRC Articles of Incorporation (Articles X and XI) and Bylaws (Article I, Section 2.10 Proxies) proxies may be executed for both Membership Meetings and Board of Director Meetings by relaying details to the ASRC Secretary in advance of the meeting.

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.

**Sample:**

## PROXY

Appalachian Search and Rescue Conference  
*(Name of Meeting)*

The undersigned hereby appoints \_\_\_\_\_ *(Name and Group)*  
as my proxy, with full powers of substitution, for all matters to come before the *(Name of Meeting)* of the Appalachian Search and Rescue Conference to be held on *(Date and Location of Meeting)*, and any adjournment thereof.

SIGNED: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

DATE: \_\_\_\_\_