

BYLAWS

APRIL 2004



SEARCH & RESCUE

MAY 2016

SEARCH & RESCUE

That Others May Live

By-Laws

Bylaws
of the
Appalachian Search and& Rescue -Conference, Inc.
Major Revision
~~2004~~2016

Appalachian Search and& Rescue Conference, Inc.
P.O. Box 400440-
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By-Laws of the Appalachian Search ~~and~~ Rescue -Conference, Inc.

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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.

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of Robert's Rules of Order Newly Revised, shall govern the ASRC in all cases to which they are applicable and not superseded by ASRC Governance Documents.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~~Administrative, 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 procedure~~promote best practices for search and rescue operations in the form of an ASRC ~~Operations~~Operational Guidance Manual.

~~2.1.1.1 To establish, publish, and enforce standards of competence for ASRC members in the form of ASRC Training Standards.~~

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~~Group.

~~2.1.1.2 To set out administration procedures in the form of an Administration Manual.~~

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~~

2.2.1 ~~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 ~~by-laws~~ Bylaws.

2.3.3 To call and conduct meetings of the Membership in accordance with the provisions of Article III of these ~~by-laws~~ Bylaws.

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

~~2.3.1 — 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~~

2.4 The ASRC 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~~ 2.5.1 To publish agendas and ~~a~~ 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 ~~by laws~~ Bylaws. The ASRC Chair may assign recording to a Recording Secretary; any Certified Member may serve as Recording Secretary.

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

~~2.5.3~~ 2.5.3 To maintain the records, historical documents and correspondence of the ASRC.

~~2.5.4~~ 2.5.4 To serve as ~~Chairman~~ ASRC Chair in the absence or incapacitation of both the ASRC Chair

~~2.5.5~~ 2.5.5 and ASRC Vice Chair.

~~2.5.6~~ 2.5.6 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~~establish 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 ~~expenditure~~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~~ 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.

~~2.6.1 — 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~~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~~ Members at ~~group~~ the Group level ~~or by Certified members at a general meeting~~, as set ~~out~~ 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 ~~by-laws~~ 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.
- ~~2.7.1.1~~ ~~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.~~
- 2.7.3.2 Probationary Groups, as defined in Article III of these ~~by laws~~Bylaws, shall ~~not~~ elect ~~delegates~~one member to sit as a non-voting delegate to the ASRC Board ~~members. However, Certified Members of Probationary Groups may vote at General Membership meetings.~~
- 2.7.4 Immediately following the Annual General Membership meeting, as soon as is practical, the ASRC Board shall convene and elect the ~~officers~~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.
- 2.7.5 In the event ~~an~~ an ASRC Board Director's position ~~becoming~~becomes vacant, that Director's Group shall hold a special election to fill that vacancy from among its Certified Membership. ~~In~~ in the case of a retiring member being an electee of the General Membership, then a replacement shall be elected by the General Membership.
- ~~2.7.2~~ 2.7.6 In the event of ~~an~~ an ASRC Board ~~officer's~~Officer's position becoming vacant, the ASRC Board shall elect a replacement from the ASRC Board membership. If the Secretary or ~~Treasurer's~~Treasurer position becomes vacant, a replacement shall be elected by the Board from the General Membership.
- 2.7.7 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.
- 2.7.8 The ASRC Chair may submit the name (s) to the General Membership 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.

2.10— Proxies

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

3. ASRC Credentialing Board

The authority for issuing ASRC credentials will be represented by a proxy at vested in the ASRC Credentialing Board meetings, supported by ASRC Examiners and Qualified Evaluators. The ASRC Credentialing Board is a group of ASRC certified members chosen by the ASRC Board of Directors to administer the ASRC credentialing system.

~~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.~~

3.1 Members of the ASRC Credentialing Board will be selected and certified as outlined in the ASRC Credentialing Policy Manual.

3.2 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 Credentialing 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 that is approved to assess skills/abilities/knowledge and endorse Position Task Books.

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 ~~Roster~~Rosters

- 1.1 Each Group may accept applications for, and grant memberships to, applicants for all types of ASRC Group 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~~ASRC Board may accept applications for, and grant memberships to, applicants for ~~at-large~~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 member information ~~required from time to time as set out as defined~~ in the ~~Administration~~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~~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, ~~as 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 ~~applicants~~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.~~

Informing the Secretary

- 2.1.3 The GTO of ~~the Board of all membership actions taken~~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~~training contact in ~~any~~the sponsored Probationary ~~Groups~~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 categorythe At-Large member. Further, this Group Training Officer or

his/her successors shall be responsible for continued monitoring of ~~this 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 membership~~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 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 Board.~~

6.2 The ASRC Board shall publish in the ~~Administration~~ASRC Administrative Manual disciplinary measures including procedures for investigations into and 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~~the ASRC governance documents.

~~1.1~~ 6.3 The ~~Group Training Officer (or of the Secretary of the Board for at large members)~~ASRC Board may commence termination of membership procedures if ~~an~~ At-Large member or Group has shown ~~neither~~no interest in or 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. The Group Training Officer or~~ 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 member utilizing contact information in the possession of the ASRC Secretary, that the ~~Member's~~Member's or Group's status is under review and that it will be revoked in six months unless the ~~member~~Member or Group demonstrates to the satisfaction of the ~~Group Training Officer or to the Secretary~~ASRC Board a commitment to fulfill the obligations of membership. If, within six months after the notice, the ~~member~~Member or Group has not satisfied the ~~Training Officer or Secretary~~ASRC Board of ~~his~~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 should be reserved for confirmed, serious breaches of ASRC ~~or Group rules, regulations or procedures~~ governance documents.

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.~~

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~~.

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 three fourths 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 ~~Administration~~ Administrative Manual.

2. Membership Meetings

2.1 General Membership meetings of the ASRC shall be at least once per calendar year, or 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 than fifty days before the meeting.

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 (~~BD~~) 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.

~~Secretary shall distribute the notice within thirty days of receipt of the petition at the expense of the ASRC.~~

3. Groups

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

- ~~i) — j)~~ _____ Probationary
- ~~Class A Certified~~ Groups
- ~~Class B ii)~~ _____ 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 ~~the~~ 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 ~~such~~an ASRC Probationary Group by the ASRC Board.

3.2 Certified Group

To become a Certified Group an organization must:

- ~~3.2.1 —~~ 3.2.1 Be voted in as ~~such by the Board of the ASRC~~
~~Have at least 16~~an ASRC Certified ~~Members~~Group 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~~Roster in the possession of the ASRC Secretary at that time.

3.2.3 Be ~~ofin~~ in good standing ~~in terms of meeting with~~ the ASRC ~~Operational and Administrative requirements and in particular meeting the requirements of the 36 month review as defined in the Operations Manual.~~, 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 adas defined by the IRS.

~~3.2.2~~ ~~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~~ 3.3 Probationary to Certified status:
~~Pass a comprehensive Group to Certified Group review, as specified in the ASRC Operations Manual. Group status~~

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~~ conference activities.

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 ~~in~~ 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 ~~as, 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~~ Administrative Manual may be cause for the Group's status to be suspended, lowered or revoked by the ASRC

Board. 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 conference wide 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~~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 ~~victimssubjects~~ or search and rescue personnel.

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

~~1. Parliamentary Authority~~

~~1.1 — 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.~~

~~1.2 — 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.~~

~~1.3 — 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.~~

~~1.4 — 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, ~~nor 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 ~~By-laws~~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~~may be admissible according to arrangements the ASRC Secretary might reasonably make to ensure a safe, secure and timely vote.

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