

APPALACHIAN SEARCH AND RESCUE CONFERENCE



~~ADMINISTRATION~~ ~~ADMINISTRATIVE~~ MANUAL

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Comment [f1]: Administration is a noun or verb. To say "Administration Manual" measure that this is a manual about how to administer (give) something like ...administer a vaccine. This is an Administrative Manual which means it is a manual for the Administration (noun).

This needs to be changed throughout the document.

Edition 4.0
May 2013

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DRAFT

ASRC Administration Manual

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Version 4.0 May 2013

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Appalachian Search and Rescue Conference, Inc.

P.O. Box 400440

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Charlottesville, VA 22904

Revision 2013

May be reproduced as needed by ASRC members

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14. General Information on ASRC Processes and Documentation

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

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

Taken together, these documents provides a framework outlining describing resource interaction and functional expectations how to interact both within the ASRC and with external agencies/entities.

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A.1.1 General Information about the General ASRC Administration Manual

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1.1.1. 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 General Administration procedures.

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1.1.2. 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 either the ASRC Board of Directors or the ASRC General Membership, the ASRC Board of Directors or 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 Administration rules, procedures and policies (unless explicitly stated herein). This document supersedes all previous ASRC administrative rules, procedures, and policies.

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Comment [f2]: Which one??? BOD or General Membership? It should be the general membership as it is the general membership that selected the BOD.

1.1.3. Purpose -- This General Administration Manual is intended to disseminate the General Administration Administrative policy of the ASRC to all Groups, Conference Members and other interested parties.

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1.1.4. Types of Regulations and Policies -- These regulations and procedures can be grouped into the following categories, and policies are divided into various policies: (a) ASRC General Administration Policies, (b) Group General Administration Policies, and (c) Membership General Administration Policies.

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a) ASRC General Administration Administrative Policies -- The ASRC General 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.

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These ASRC ~~General~~ Administration Policies include several of the duties and responsibilities of the:

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

ASRC ~~General~~ Administration Policies explicitly exclude: (1) ~~Local Individual Member Group Group~~ business, personnel, and administration policies; (2) ASRC operational policies; and (3) ASRC ~~t~~ Training requirements.

~~b) G~~ ~~Group~~ ~~General~~ Administration Policies -- Group ~~General~~ Administration Policies provide the framework needed to perform administrative functions that are related to ASRC ~~General~~ Administration needs, including the conference duties and responsibilities of the Group's Chair~~man~~ and the minimal group operational ~~Conference~~ record keeping requirements. These ~~General~~ Administration Policies explicitly exclude all other internal, ~~local member~~ Group operational processes, ~~and all local Group~~ business, personnel, and administration policies.

~~c) G~~ ~~Membership~~ ~~General~~ Administration Policies -- Membership ~~General~~ Administration Policies ~~establish the framework of~~ outline the administrative ~~expectations~~ of the membership of the ASRC, at the individual level.

4.1.1.5 **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.1.2 Responsibility for the ~~General~~ Administration Manual

1.1.2.1 **General Maintenance of the ~~General~~ Administration Manuals** -- The ASRC Secretary is responsible for the accuracy, maintenance, configuration control, publication and dissemination of all ASRC ~~General~~ Administration Manual(s).

1.2.22 **Change Pages** -- The ASRC Secretary is responsible for preparation, publication, and dissemination of change pages to the ASRC ~~General~~ Administration Manual(s). The change pages shall be issued to the ASRC Chair, ~~the Chairmans~~ of ~~each~~ ~~G~~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 ~~General~~ Administration Manual(s).

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4. **New Versions** -- The ASRC Secretary is responsible for periodically publishing a new version of the ~~General~~ Administration Manual(s) that has all prior changes incorporated into the manual(s). The new manual(s) shall be published under a new version number.

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5. **Authority for Changes and Updates** -- The information in this ~~General~~ Administration ~~Manual and its annexes~~ 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 ~~envisio~~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 ~~or any of its annexes~~. Changes shall take effect following the Board of Directors approval, or ~~at such later on a predetermined~~ date as ~~agreed to specified~~ at the time of approval.

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Comment [f3]: You need to spell out how the General Membership can change the manual. If I was an individual member I would not know how to go about making a change.

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6. **Annual Review** -- The ASRC Secretary will conduct an annual review of this manual ~~and its annexes~~ 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 Operations Chair and the Board of Directors ~~at the last Board of Directors meeting of the ASRC calendar year prior to presentation to the ASRC General Membership.~~

Comment [f4]: Does this general membership vote on these changes? If so is it a simple majority? It is my preference that changes be made through the BOD and not the general membership. A change should be suggested by a member to their BOD rep.

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7. **Emergency Changes and Updates** -- The information in this manual ~~and its annexes~~ 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 ~~ee~~ffected by such changes.

C.1.3 Responsibility for ~~other Administration~~ Document Maintenances

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1.1.3.1 **General Maintenance of ~~the Administrative~~ Documents** -- The responsibility for the configuration, ~~accuracy,~~ maintenance, control, publication, and dissemination of ~~other~~ ASRC ~~a~~Administrative ~~d~~Documents, shall rest primarily with the ASRC Secretary, unless be determined otherwise by under the direction of the ASRC Board of Directors. For example, annual budgets, monthly financial status, etc. are all maintained by the ASRC Treasurer, but such documents must be accepted by the 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.

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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

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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.

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II.2. ASRC Administration of General Administration Policies - These policies shall be administered by the following:

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2.1 Chair of the ASRC Board of Directors - The Chair of the ASRC Board of Directors shall serve as the ASRC President and Chief ~~Executive~~~~Operating~~ 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 ~~all~~ policies and procedures, including those in this manual. (ASRC Bylaws, Article I, Section 2.3)

2.2 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 in the Chair in the absence or incapacitation of the Chair is incapacitated or otherwise unable to fulfill his or her duties. (ASRC Bylaws, Article I, Section 2.4)

Comment [f5]: I think the Vice-Chair should have greater responsibility. Maybe lead the effort for outreach with support from the Chair. Since the Chair is busy with "day-to-day" operations.

2.3 Group Chairman -- The ASRC is comprised of organizations called Groups. The Group Chairman ~~(or other Chief Executive Officer, President, Director)~~ is responsible for ensuring Group compliance with ASRC ~~General~~ Administration policies and procedures.

A.2.4 Meetings, Notices and Proxies

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2.4.11 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 ~~laid out~~ outlined in the Bylaws.

2.2.4.2 Notices -- Provided each Group has supplied contact information for each member has so indicated his or her willingness to receive notification of such meetings by electronic means, 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. keep a record, in writing, of those members who have given their consent to be notified by electronic means of ASRC meetings and it is each member's responsibility to keep the Secretary of the ASRC informed of the correct mailing address to be used. 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.

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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

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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.

3.2.4.3 Proxies -- Furthermore, proxies for voting at such 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.

B3. ASRC Financial Policy

1.3.4 Fiscal Year -- The ASRC fiscal year shall be from January 1 to December 31.

2.3.2 Annual group ASRC Dues -- Each year, each ASRC Group, ASRC -At-Large Member and ASRC Sustaining Member is responsible for submitting dues to the ASRC. These 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

Upon joining the ASRC, a new group (either new probationary certified or new probationary affiliate group), owes \$75 plus \$1 per member. All member groups of the ASRC, regardless of status or group type, owe yearly dues assessed at \$45 plus \$5 per member; such 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.

3.3.3 ASRC Treasurer Job Description -- The following items are the duties of the ASRC Treasurer. These items are duties are in addition to or provide further clarification to those outlined called out in the Articles of Incorporation and the ASRC Bylaws, Article I, Section 2.6.

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~~a)3.3.1 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.~~

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~~3.3.2 Board of Directors review of the Budget -- The ASRC Board of Directors is responsible for reviewing and approving the annual budget.~~

~~b)3.3.3 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.~~

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~~3.3.4 Annual ASRC Financial Report -- The ASRC Treasurer shall submit an annual financial status report at the annual general membership meeting.~~

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~~3.3.5 Periodic Financial Reviews -- The ASRC Treasurer shall ensure that periodic external, independent reviews of the ASRC finances are conducted. These should occur not less than once every three years. The complete results of the review should be presented to the ASRC Board of Directors in timely fashion. The ASRC Treasurer is also responsible for ensuring that adequate reviews of Group finances take place, as required for each Group's 36 month review.~~

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~~c)3.3.6 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.~~

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~~d)3.3.7 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.~~

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~~3.3.8 Authority to write checks -- The Treasurer, Secretary, Chair, and Vice-Chair shall all have the authority to write checks on any account held by the ASRC. Checks or payments larger than \$1000.00 shall require the signature of two of the above individuals, at least one of who shall be the Chair or Vice-Chair.~~

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~~3.3.9 Unbudgeted minor expenses -- If an unbudgeted expense of less than or equal to \$50.00 occurs, the Treasurer shall have the discretion to pay the unbudgeted expense. The unbudgeted expense shall be reported to the Board of Directors at the next Board of Directors meeting.~~

e) ~~3.3.10~~ **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.

~~3.3.11 Authority to accept finances -- The Treasurer shall accept donations and other financial resources and properly integrate such resources into the ASRC financial system. The Treasurer is responsible for replying to the financial source as necessary (such as sending a thank you note).~~

~~3.3.12 Authority to submit financial statements -- The Treasurer shall prepare and submit all necessary financial statements to financial institutions, the federal, state, and local Governments. This includes any and all financial statements for tax purposes, the procuring of Tax ID numbers, the opening and closing of accounts, etc.~~

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C4. ASRC Records

1.4.1 ASRC Secretary Job Description – The following items are the duties of the ASRC Secretary. These ~~items~~~~duties~~ are in addition to ~~or provide further clarification to~~ those ~~called out~~~~outlined~~ in the ~~Articles of Incorporation and the ASRC Bylaws, Article I, Section 2.5.~~

a)4.1.1 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 ~~e~~Each Board of Directors delegate, ASRC ~~O~~fficer, and Group Chair~~man~~.

b)4.1.2 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)4.1.2.1~~ ~~Conference Level Administrative Record Keeping Requirements Policy Protocols~~ – This policy is contained in ~~Appendix D~~~~Annex C~~: ASRC Record Keeping. ~~Conference level operations and/or mission-related record keeping protocols are addressed in the ASRC Operations Manual.~~

~~(2)4.1.2.2~~ ~~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 ~~G~~roup ~~shall provide to the ASRC Secretary an~~ ~~quarterly~~ update of the current standing of their members. Membership, as of the final quarter of ~~each~~~~the~~ year, shall be ~~utilized~~ for determining dues owed to the ASRC by the ~~G~~roup. ~~Other procedures for reporting and content are contained in Annex C: ASRC Record Keeping. 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.~~

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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.

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E. Criminal Activities

In the event that a Group or individual member is convicted of violating any applicable state or federal law (other than traffic related laws), 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.

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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.

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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.

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III.5. ASRC Group Administration Policiesive Policy for Individuals and Groups

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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.

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1. A Certified Group may only sponsor one Probationary Group at a time.

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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.

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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.

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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.

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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.

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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 Administration Policies

A.5.4 Policies for Members -- Upon becoming a member of the ASRC, an individual commits to the following expectations:

- 1. Abiding 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 Administration Manual;
- 2. Abide by local administrative constraints and regulations as defined by the individual's Group procedures and policies;
- 3. Submit the possibility of to a background check, as requested, as appropriate to an EMS agency in the Commonwealth of Virginia;
- 4. The possibility of having to undergo a periodic medical exam to ensure that the member is in reasonable health to respond to incidents/missions, as requested;
- 5. The possibility of being asked to sign a standard of conduct form which outlines the standards of conduct expected of an ASRC member, as requested;
- 6. Membership in the ASRC does not provide any special immunity from any local, state, or federal laws.

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7. ASRC personnel are also members of Groups, with the exception of those granted ASRC Aat-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 Aat-Large Membership by the ASRC Board of Directors.

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8. 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, and search incidents and missions.

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B.5.1.4 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).

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1. Sustaining Members may not respond to missions.

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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 sSustaining Members shall be set by the Board of Directors.

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4. Sustaining Members of individual groups shall be subject to the same rules as ASRC Ssustaining Members.

5. Groups shall not consider Group Ssustaining Members when counting members for the purpose of paying ASRC dues. Groups may set Group dues for Ssustaining Members.

5.2 Policies for Groups

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~~5.2.1 A Certified Group may only sponsor one Probationary Group at a time. Group Certification -- Certification requires the meeting of procedures outlined in the ASRC Operations Manual, and in Annex A: Procedure and Requirements for Group Certification.~~

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~~5.2.2 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 in Annex B: Group Review and Re-certification. Failure to comply with the procedures in the ASRC Operations Manual and in Annex B: Group Review and Re-certification 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 allowed to participate in ASRC~~

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~~Operations. Members of groups which have been decertified may apply for membership in other groups to regain their ASRC membership.~~

~~5.2.3 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.~~

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~~5.3 Criminal Activities -- In the event that a Group or individual member is convicted of any applicable state or federal laws (other than traffic related laws), the ASRC Board of Directors shall immediately place the Group or individual on 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.~~

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~~5.4 Disciplinary Action -- The Board of Directors can take, by following the due process procedure outlined in Section 11 below, disciplinary action against members or Groups who have violated ASRC policies, procedures, or Board Directives.~~

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~~5.4.1 Legal Actions -- In the case of disciplinary action, such action shall not prevent the Board of Directors from filing criminal charges for violation of laws of 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.~~

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V. Situations Not Covered

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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 Administration Manual policies and procedures. Such actions shall be brought before the Board of Directors for review at the next Board of Directors meeting.

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Appendix A: 6-D Due Process

Members of the Appalachian Search & Rescue Conference (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 take place:

A.6.1 Filing Charges -- All ASRC members are responsible for bringing charges against a member of the ASRC believed to be in serious violation of the 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, supervisor in reference to minor infractions of policy or procedure, which will not result in disciplinary action.

1.6.1.1 During a Mission Incident -- During a mission incident, charges should be brought to the ASRC Agency Representative (AR) or contact should be made with an Area Commander (ACA) should be contacted if the charge involves the ASRC Agency Representative or if the ASRC Agency Representative does not hold the ASRC training level of Incident Commander 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 an incident 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.

2.6.1.2 Non-Mission Incident -- Charges must be brought to the Group Chairman or ASRC Chair, if no incident mission is ongoing. Charges must be in writing, and must be initiated filed within 30 days of the discovery of the alleged offense or the charge will not be accepted.

B.6.2 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 interrogation 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

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should be dropped. The investigator's ~~determination~~-recommendation will be forwarded to the ASRC Chair.

C.6.3 Pre-Hearing -- If the investigator recommends and the ASRC Chair decides-~~determines~~ sufficient evidence is available that warrants a hearing, the following procedures will occur:

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~~1.1.~~ The ASRC Chair will notify the accused individual(s) in writing of the time and place of the Hhearing. The notice will include:

- ~~A.a)~~ Details of the charges filed against the accused person
- ~~B.b)~~ Who presented the charges.
- ~~C.c)~~ The evidence against the accused individual(s) in the forms of documents and identification of witnesses.

~~2.2.~~ The Hhearing 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.

~~3.3.~~ The ASRC Chair shall call the Hhearing 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 ~~select~~-appoint a member of the ASRC Board of Directors to preside.

~~4.4.~~ Disciplinary Hhearings will be closed meetings. The accused individual(s) may elect to hold an open Hhearing.

D.6.4 Hearing

~~1.1.~~ 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.

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~~2.~~ Witnesses and the accuser shall only be present during their testimony.

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~~2.3.~~ Hearings shall be flexible enough not to restrict the gathering of all facts related to the Hearing and may utilize the following format.

~~A.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.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

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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-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-d)~~ Closing statement by the investigator and/or the accuser.

~~E-e)~~ Closing statement by the accused individual(s) or advisor.

E.6.5 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, ~~that might be available~~, the ~~Board of Directors~~ ~~they~~ may reopen the Hearing.

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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 allowed 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.6.6 Penalty -- If the accused individual is found guilty, ~~then~~ 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.

A.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.

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B-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.

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C-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 incidentsmissions, events, meetings, or representing themselves as a member of the ASRC during the suspension period.

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D-4. Expulsion from the ASRC: ~~Expulsion is a permanent separation from the ASRC. This penalty will be imposed~~ when the individual has been judged guilty of a very serious infraction of ~~the~~ ASRC policies or procedures as outlined in the ASRC Bylaws, Article II, Section 7. ~~An individual who has been expelled may, after a period of five years, request that the Board of Directors permit him/her to reapply for admission to the ASRC. A person so permitted to reapply must meet all other conference requirements for admission and training.~~

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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.

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G.6-7 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 judgement~~judgment~~ within 10 days of reaching a~~the~~ decision.

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~~7. ASRC officers not elected at the Annual Meeting -- The ASRC contains numerous positions not described in the ASRC Articles of Incorporation or Bylaws. The Operations Officer, Training Officer, and Communications Officer are elected from the membership of each Committee they represent. These individuals must be appointed or elected officers in their individual Groups for the offices they hold. The Medical Officer, the Dispatch Coordinator, and others are appointed by the Operations Officer. These positions are described in the Operations Manual.~~

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~~7.1 Approval of Non-Elected ASRC Officers -- The Chair may submit the names of proposed individuals for appointment Non-elected ASRC officers to the Board of Directors, at which time the Board of Directors shall vote to accept or reject each proposed nominee.~~

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~~7.2 Removal of Non-elected ASRC officers -- The Chair shall be allowed to remove any Non-elected ASRC officer as the chair deems necessary.8. Situations Not Covered -- In the event of a situation not addressed in this document or any of its annexes, the ASRC Chair may contact appropriate members of the Conference. The 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 General Administration Manual policy and procedure. Such actions shall be brought before the Board of Directors for review at the next Board meeting.~~

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Appendix B: Group Rosters

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A. Purpose – Group rosters contain critical information about conference-wide assets. 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.

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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.

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1. 4th 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.

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Groups that fail to provide 4th 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.

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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

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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).

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

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- 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.

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Annex A. Procedure and Requirements for Group Certification

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A.1— Certification as a Probationary Certified Group

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~~To be considered as a Probationary Certified Group an organization must: obtain a letter of sponsorship from a Certified Group. A Certified Group may only sponsor one Probationary Group at a time.~~

A.1.1 The applying organization must

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- ~~1. agree to meet and maintain the standards and requirements of an ASRC Group as specified in the Articles of Incorporation, Bylaws, Training Standards and Operations Manual.~~
- ~~2. have at least ten ASRC Active members including: two with FTL or higher certification and six with FTM or higher certification, as determined by the sponsoring Group's Training Officer, as defined by the ASRC Training Standards.~~
- ~~3. Possess the minimum certified Group equipment, as set forth below in A1.1.3.~~
- ~~4. Have it's members certifications endorsed by the sponsoring Certified Groups Training Officer.~~
- ~~5. Provide proof they paid the ASRC Group dues, and have opened a bank account in the Group name with a minimum balance of \$100.00.~~
- ~~6. Have received IRS 501 (c) 3 tax exempt status.~~
- ~~7. Have written and published a set of Group By Laws.~~

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~~8. Have written and publish group call-out procedures.~~

~~9. Elect two Active Members to become non-voting delegates to the ASRC Board of Directors.~~

~~A.1.2 Once the Sponsoring Group is assured that the above requirements in A.1.1 have been met, they will request in writing, with documentation of all items identified above, a vote at the next Board of Directors meeting for certification of the sponsored group as a Probationary Certified Group.~~

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~~A.2 Certification as a Certified Group~~

~~A.2.1 Once a Probationary certified Group has served as a Probationary Group for a period of eighteen months, they may be considered for Certified Group status providing the following has been met:~~

~~A.2.1.1 The Group has a minimum of sixteen ASRC Active Members, including six with FTL or higher certification, and ten with FTM or higher certification as determined by the sponsoring Group's Training Officer, and as defined by the ASRC Training Standards.~~

~~A.2.1.2 At least five Group members have attended each of nine Conference events (incidents, simulations, Board of Directors meetings, etc.)~~

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~~A.2.1.3 The Group has selected a Group Training Officer (GTO), with an ASRC FTL rating, who is confirmed by the Board of Directors.~~

~~A.2.1.4 Passed a comprehensive Certified Group Review as defined in Annex A of the ASRC Operations Manual.~~

~~A.2.2 Once the Sponsoring Group is assured that the above has been met, they will recommend in writing, with documentation of all required items described above in A.2.1 for a 2/3 vote of Active Members attending at the next General Membership Meeting for certification of the sponsored group as a Certified Group.~~

~~A.2.3 Upon a successful vote for acceptance by the Group, the Conference Training Officer will record the date of the vote in the list maintained for the purposes of review. And, a letter will be prepared within thirty days by the Conference Secretary advising the Group of its status.~~

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~~A.2.4 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 is to be done to correct the situation.~~

~~A.2.5 Appeals - All groups hold the right to appeal any decision made by the Board of Directors regarding their groups status. To make an appeal the Group in~~

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~~question shall provide written notification to the Board of Directors within thirty days of the notification of the Boards decision in question. At that time, the Board of Directors will choose two Active Members, at random, from all ASRC Groups, except the Group in question. The panel shall hear all evidence regarding the decision and return an opinion to the Board of Directors within sixty days of being convened.~~

~~A.3 — Certification as an Affiliate Group~~

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~~This section reserved for future use in designating requirements for established, freestanding search and rescue organizations wishing to become Affiliate Groups of the ASRC.~~

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Annex B. Procedures and Requirements for Group Review and Re-certification

B.1 Notification – Six months before the expiration of the 36 month review period the ASRC Training Officer will write a letter advising the Group Chairman of the impending review.

B.2 – The Group will provide written documentation of the items listed below to the ASRC Training Officer who will evaluate for compliance with the listed procedures. The ASRC Training Officer will make a recommendation regarding compliance with this policy to the Board of Directors. He/she will bring the material to present to the Board of Directors meeting which falls before the end of the review period.

B.2.1 Minimum equipment – Certified Groups shall maintain equipment requirements set forth in the Operations Manual, and be prepared to show physical evidence of such equipment.

B.2.2 Minimum Membership – A certified group shall meet the requirements as specified in the ASRC Bylaws, Article III, Sections 3.4 and 3.6.

B.2.2.1 – Group membership shall not drop below this figure for more than four months of any year.

B.2.2.2 – Members maybe tested by the Board of Directors to determine if they meet the standards for the stated level of training.

B.2.3 Financial Solvency – Certified Groups shall provide their books and financial papers for a complete audit by the Conference Treasurer.

B.2.4 Conference Involvement – Certified Groups shall attend twelve or more conference events (Incidents, simulations, Board of Directors meetings, et cetera) with a minimum of two active members at each event.

B.2.5 Compliance with Conference – Certified Groups shall show evidence of meeting and maintaining the standards of ASRC. These include the Articles of Incorporation, Bylaws, Training Standards, and this manual.

B.3 Deficiencies Found During the Review – For any deficiencies found during the review the Group by a simple majority vote of the Board of Directors may be placed on probation for an eighteen month period, during which time they must correct the problem.

B.3.1 – If by the Board of Directors meeting prior to the end of the eighteenth month of the probationary period, they have not given written proof of correction of the problem, then the Group can be reduced by a simple majority vote of the Board of Directors to a probationary Certified Group status.

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~~B.3.2 If the Group wishes to apply for again for Certified status then they must meet all of the requirements for a new group requesting certification status.~~

~~B.4 Groups on Probation – If any offenses are noted during the time a Group is placed on probationary status, Article III, Section 3.8 of the ASRC bylaws shall be invoked, with the possible consequences of removal of the Group charter.~~

Appendix C: Electronic Voting

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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.

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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.

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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.

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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.

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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.

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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

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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

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Annex C Appendix D: ASRC Record Keeping

A.C.4 Physical Administrative Records Storage: A copy of all official hard-copy communications, letters, FAXs, newsletters, memo's for record, minutes of meetings, bank statements after balancing the checkbook, copies of bill's paid may will be forward to the ASRC Official address Attn: Record Custodian.

C.4.1 Space will be allocated within the BRMRG "locker" for Corporate records and should consist of at least one file cabinet.

2.C.4.2 An ASRC Rrecords 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.

C.4.3 The ASRC Rrecords Administrator will be responsible for receiving, filing and maintaining all official ASRC administrative records, mission files, correspondence, et cetera that that pertains to the operation of the Conference.

4.C.2 Structure of the physical Record Keeping System

a)C.2.1 ASRC Conference files will be filed by Calendar Year.

b)C.2.2 The following files will be established for each calendar year:

(1)4. Correspondence

(2)2. Fiscal Records

(3)3. Incident Records

(4)4. Medical Records

(5)5. Board of Directors meeting minutes and Information from Board of Directors meetings.

(6)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.

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Appendix E: ASRC Uniform and Annex D: Allowable Use of the ASRC Emblem & Logo

A.D.4 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. Therefore, we must guard against unreasonable use of the logo.

1.D.4.2 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 or Group business sponsored business (including, but not limited to, training and incidents/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.D.4.3 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 shirt¹, either long-sleeve or short-sleeve.

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¹ 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.

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The ASRC Uniform made simple

version 3.1 3/5/13

Mountain Rescue Association cap (small) patch (MRA Rescue members only) or state SAR council patch (optional)

VA SAR Council Patch

Right **Left**

ASRC Patch. May add rocker bars for FTM, FTL, Search Manager

Medical patch/rockers (e.g. Wilderness EMT over EMT)

KEITH CONOVER

Standard military style white on royal blue name tape, available from many military clothing suppliers such as uscav.com, 1800nametape.com, uniformnametape.com.
 May be last name or full name. If, for example, if you have a Polish or Ukrainian last name, there may be no choice.
 Best is to fold ends to size the width of pocket.
 It is possible to sew name tapes to Velcro and put Velcro on the uniform.

Group patch. As with MRA/State patch, may be centered over pocket OR centered over middle half of pocket to keep clear of packstraps.

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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.

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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:

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PROXY

Appalachian Search and Rescue Conference
(Name of Meeting)

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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.

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SIGNED: _____

PRINTED NAME: _____

GROUP NAME: _____

DATE: _____

~~D.1.4 Administrative Use of the uniform - The ASRC uniform may be used for administrative purposes, with the following constraints.~~

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~~D.1.4.1 The ASRC uniform is described in two configurations: (1) a long sleeve blue Chamberly work shirt, with appropriate patches, as seen in the following graphic, along with navy blue BD-type field pants; or, during warm weather a yellow t-shirt with an ASRC logo on the front and/or back of the t-shirt, along with navy blue BD-type field pants. The ASRC uniform is seen as an expendable garment subject to the rigors of wilderness search and rescue operations. There is no additional cold or inclimate weather uniform with regard to outer wear or headware.~~

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~~D.1.4.2 Any member, in good standing, of the ASRC may wear the ASRC uniform provided they have achieved the training level of Call-out Qualified. Trainees may dress in uniform-like apparel, but may not utilize the ASRC patch or emblem/logo. Trainees may utilize the ASRC name tag if authorized to do so by their group training officer.~~

~~D.1.4.3 Members are encouraged to wear the uniform when representing the ASRC on missions or other functions. Team leaders and incident staff are encouraged strongly to utilize easily visible ASRC identification (uniform or other) when serving in their respective functions.~~

~~D.1.4.4 Persons shall not wear the ASRC uniform, nor shall they display the ASRC name, patch, or emblem/logo, when engaging in non-ASRC activities.~~

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