

**NASAR Board of Director's Meeting Agenda
September 16-17
Charlotte, NC**

General Session – September 16, 2006, 1500

Agenda Item 1

Subject: Opening Administrative Business

- a. Call to Order (President -- Randy Servis)
- b. Roll Call (Secretary – Randy Servis)
 - Randy Servis – Present
 - Jim Stumpf – Present
 - Dan Hourihan – Present
 - Dion Petaros – Present
 - Art Wolff – Present
 - Kathy Miller – Absent
 - Scott Morgan – Absent
 - Dave Meek – Absent
 - Cole Brown – Absent

Other Attendees

 - Megan Bartlett – Present
 - Ross Robinson – Present
 - Janet Yatchak - Present
- c. Welcome of guests and introductions
- d. Review and approval of prior minutes (May General Membership meeting and July Phone conference) Attachment I
 1. Art made motion to approve July conference call minutes, Dion seconded. All in favor. Jim Stumpf abstained.
 2. Jim made motion to approve May General Membership meeting minutes. Dion seconded. All in favor. Art Wolf abstained.
- e. President's remarks
 1. Resume was received for Legal Advisor. Stephen Tropp is clearly qualified and President would like concurrence of the Board to appoint Mr. Tropp as Legal Advisor. All present agreed.
 2. NASAR has been named as a steak holder in regards to the MASTF project coordinated by IAFC and a representative is needed to participate in the meeting 10/30-10/31. Howard Paul is the first

- representative of choice and if he is unable to attend, Dan Hourihan has indicated he is available to attend.
3. L3 is continuing to move forward with the NIMS typing.
- f. Treasure's report- Attachment II
1. Currently staff is \$5000 below budgeted for expenses and they should be commended for their hard work. Bookstore is continuing to do well as well as SARTECH Certifications. Courses are behind budget and the 2006 Conference attrition charges have hurt us. Preliminary 2007 budget processes have begun and as an organization we need to focus on REVENUE!
- g. Randy announced 2006 Election winners. Congratulations to Ken Lesperance, Norma Snelling and Vicki Wooters. Randy will make phone calls to all candidates to inform them of the election results. Megan to post results with vote counts per candidate.

Conference call availability ended 3:25 as no participants called in.

Agenda Item 2

Subject: By law update Attachment III

- a. Public Comments – Kathy
- b. Membership Category Criteria – Scott (Attachment IV)
 - a. Special interest groups (on project tracker as a part of membership)

Action needed: Approval of by law changes

Cost incurred: None

Impact: Aligns the by laws with the strategic plan and new organizational structure

- a. Art motioned that By Law update be tabled to November conference call so Board can receive what occurred during public comment period. Jim seconded. All in favor.
- b. Discussion regarding membership categories: Professional member; what defines “professional” and does it bring status; Should SARTECH II be included ; should ON Memberships be tiered; need to develop incentives to the membership; definitions need to be worked on. Art made motion to table this to November conference call. Dion seconded. All in favor.

Agenda Item 3

Subject: SAR 2007 update – Megan

- a. Report on meeting taking place 9/16 with NC SAR Council in Asheboro – The meeting went well and the NC SAR Council will support the conference if all team members of the council will be given a discount to the conference. All agreed and NASAR will also offer the NC SAR

Council the opportunity to sell exhibit space and receive 20% of the revenue (approx \$120 per booth). Megan to work logistics and enter into negotiations with the Council.

Have Instructor Workshops run in conjunction with conference. The \$50 fee should be waived for conference attendees. Megan to work with Dion.

- b. 2008 Conference update – NM site selection update – Megan indicated she is waiting for Kathryn Marshall's report on the NM hotels as well as James Newberry with the NM State Police on his location search.

Agenda Item 4

Subject: Instructor/evaluator certification program – Kathy (Attachment V)

- a. Program description and purpose
- b. Forms

Action needed: Approval and implementation of program

Cost: unknown, Criteria could be posted on web as part of a comprehensive Instructor/Evaluator program

Impact:

1. Instructor Certification process would be **transparent**, achievable, and available.
2. Program would improve creditability among other first response agencies because it includes re-certification processes.
3. All instructors/evaluators across all programs would certify/re-certify using the same process, the subject matter would differ, but the process is essentially the same for each discipline.
 - a. This could reduce staff time as all paperwork is the same across all disciplines
 - b. Instructor workshops could be scheduled regularly to help meet demand

Dion made motion for this agenda item to be tabled until the November conference call; Art seconded. All in favor.

Agenda Item 5

Subject: Committee reports – SAR Dog (Attachment VI)

MOTION (submitted by Art): That the Board approve the SARDOG Section allocating \$750.00 from the Special Projects Budget for the attached SARDOG Coordinator/Evaluator upgrade program.

Jim seconded the above motion. During discussion, Dion recommends to take the full \$1250 out of Special Projects. Art agrees to the amendment. Jim seconds. All in favor.

Subject: Committee reports -Water – Norm will be supplying a brief on the status/progress of the DHS Water Rescue group meetings

Report was not turned in.

Agenda Item 7

Subject: Committee reports -Education

- a. MLPI Update – The review committee has until Oct 13th to review the book. The group would also like to see an instructors CD. We should do a pre-publication mailing; ad in ART about pre-publication. Work to get NSARC logo and NCMEC logo on book; can we get list of Sheriff offices from NCMEC to mail marketing piece.
- b. SAR TECH
 - a. Translations – Megan has sent the MOU to Eric Cintron from PR to work on the translations. The project should be completed by Dec 8th.
 - b. SARTECH II review – Craig Bannerman is working on the update.

Agenda Item 8

Subject: Committee reports - Hug-A-Tree – Update
9/12/06 submitted by Don Cooper

1. About ten inquiries are being responded to each month answering questions like “how do I become a presenter?” and “who can present the program?”
2. Due to the challenges of qualifying and maintaining a list of “certified” presenters, not to mention the legal liability related to certifying individuals to deal with children, the approach currently favored is not to approve presenters in any way. The goal is to develop the material (e.g., handouts, presenter manual, A/Vs, etc.) and offer it for sale to anyone who will buy it. This would leave it to a course’s sponsor to determine the acceptability of a presenter. NASAR (and others) could still provide the program as a service when requested, but NASAR would not have to “certify” all presenters as has been done in the past by the Hug-a-Tree Corporation.
3. Although several short term goals have been set for developing the web site, a logo, the handout materials, and presenter manual, no one has stepped up to actually get the work done. Several have said they would be willing to help, but after being presented with the options of what exactly is needed, no one has followed through.

September 16-17,2006

Charlotte, North Carolina

4. We are still waiting for that “sugar daddy” to bequest his lottery winnings so everything we need can be developed in world-class fashion. However, until something similar happens, progress is at the speed of volunteers.
5. We now have possession of what is believed to be all the archival documents in existence for Hug-a-Tree. Most are too old to be of much value, but at least we have them. The question is now what do we do with them?
6. An email list has been developed (hugatree@yahoogroups.com) to disseminate and exchange information to interested parties, most of who are old presenters. This list has been used to find available presenters when someone wants a program presented, and to exchange information about the status of the program.
7. We are still waiting for the new slides promised by LA County SO. They were scheduled to be finished by Sept 2005, but are not done, yet. Several follow ups have not helped. So, we wait.
8. For over a year, we have been pursuing an agreement with the RCMP to allow NASAR to use what they have developed for Hug-a-Tree and to continue to allow the RCMP to use the Hug-a-Tree name. Earlier this year, the RCMP assigned a new Ground SAR Coordinator (Sgt. Bob Lajoie) who was reviewing the (potential) Hug-a-Tree agreement between the RCMP and NASAR. But, in August, the RCMP legal folks came to the conclusion that we do not need a MOU, we need a licensing agreement (LA), like the one the RCMP had with Ab. So, a draft LA was sent to Sgt. Lajoie on 8/17/06 and we are awaiting its review and approval by the RCMP.

Megan to contact NCMEC (National Center for Missing and Exploited Children) to see if they would be interested in sponsoring this project.

Agenda Item 9

Subject: Items due or past due on project tracker

- a. Redesign our traditional educational delivery methods
- b. Redesign our licensing program delivery methods
- c. Engage the general public in preventative SAR marketing plan

General discussion occurred on how to move education/certification forward. Key points discussed: How do we handle the delivery of our products when the delivery directly reflects the rise and fall of revenue. What other delivery methods can we look at such as distance learning via the web. Should the focus be on getting certifications out there and letting state/local agencies sign off on the certifications. Should membership be separated from Certifications (not requiring that instructors/evaluators/coordinators be members).

Meeting ended at 6:30pm for dinner.

Meeting began at 8am on Sunday, September 17th.

Preliminary Budget Discussion

Dion indicated that all Committee Chairs received template for 2007 budget. Expenses have been cut to a minimum and the focus needs to be on Revenue. Staff is to set up FUNSAR courses throughout the end of 2006 and into 2007 to try and drive more courses.

Meeting concluded at 11:30am.

Attachment I

1. Roll call
 - a. BOD
 - i. Randy Servis- P
 - ii. Kathy Miller- P
 - iii. Dion Petaros- P
 - iv. Cole Brown- A
 - v. Art Wolff- P
 - vi. Dave Meek- P
 - vii. Jim Stumpf- A
 - viii. Dan Hourihan- P
 - ix. Scott Morgan- P
 - b. Staff
 - i. Megan Bartlet
 - ii. Ross Robinson
2. President's Report – DHS has asked NSARC to form a water SAR committee and NASAR may have a seat on the committee. Will know more 7/27/06
3. Treasure's report (Dion)
 - a. Move NASAR Accounts to Alliance Bank- After first ½ of the year we have spent \$8000 in service charges with Bank of America. That will go away with moving to a new bank saving approx \$15,000 per year.
Attachment I
Dion Petaros moved to approve moving NASAR accounts from Bank of America to Alliance Bank, Seconded by Dan Houihan, motion carries unanimously.
 - b. Estimated loss on SAR 2006 is 20-25,000, will try to negotiate liability down with Marriott
4. Committee reports
 - a. Conference
 - i. SAR 2007 update - Megan has requested that we change the name of the conference to the “National Search and Rescue Conference” and run the conference from Thursday through Saturday rather than starting on Wed. This request was approved with out a motion.
 - b. Education
 - i. MLPI Update – President Servis reports that a peer review committee has been established to look at the re-write draft. Committee members include: Randy Servis, Chris Long, representatives from the National Center for Missing and Exploited Children, and Matt Sharper
 - c. NASAR sponsored courses and certification issues
 - i. Re-format page describing certifications (Table with NIMS typing categories and certs that meet them) Sample in Attachment II
 - ii. SARTECH II TM update – Craig Bannerman has been requested to chair the SARTECH II update. Would like to hear if he is

available to do so within 30 days aiming for a January 2007 completion date.

5. K9
 - a. Addition of omitted sentence in K9 changes approved in May. (Attachment III) Art
 - b. Motion to approve the addition of the omitted sentence, Dave Meek seconded the motion, motion carried unanimously.
6. Strategic Plan Update –revisions of completion dates – Excel attachment to email-Kathy

Meeting adjourned at approximately 1430 hours. Motion to adjourn made by Dave Meek, seconded by Art Wolfe, motion carried unanimously.

NASAR
May 24, 2006
General Membership Meeting Minutes
1030 hours

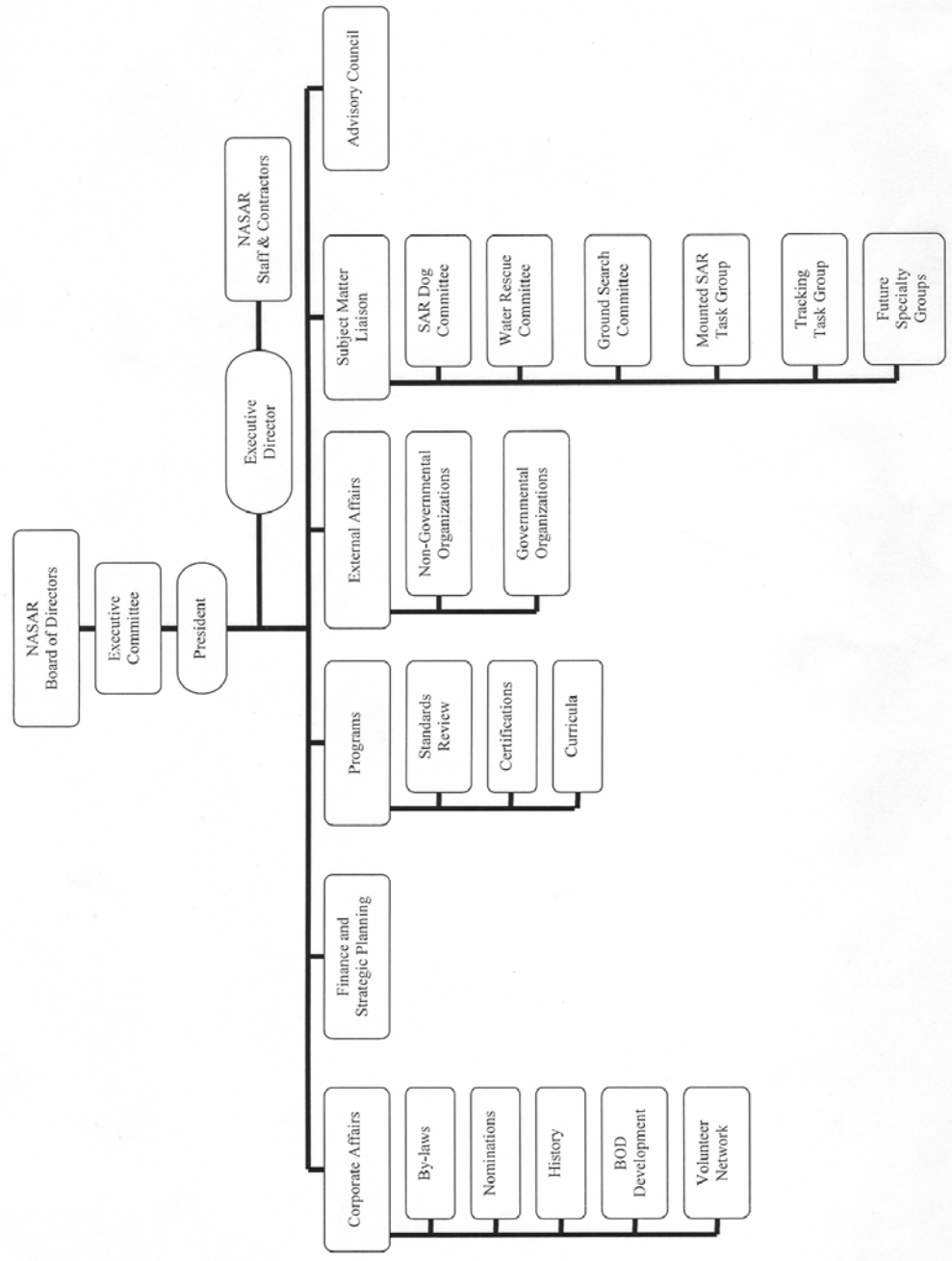
Meeting called to order at 1035 hours

7. Roll call
 - a. BOD
 - i. Randy Servis – P
 - ii. Kathy Miller –P
 - iii. Dion Petaros - P
 - iv. Cole Brown -P
 - v. Art Wolff -A
 - vi. Dave Meek -P
 - vii. Jim Stumpf -P
 - viii. ~~Jacki Golike~~ –resigned
 - ix. Scott Morgan –P
 - b. General members present – 106
 - c. Staff present
 - i. Megan Bartlet
 - ii. Ross Robinson
 - iii. Ellen Wingerd
 - iv. Janet Adere
 8. President's Report
- Old Business**
9. Approval of minutes (attachment I)

- a. March phone conference minutes - Motion to accept minutes as written made by Cole Brown, Seconded by Scott Morgan, motion carried unanimously.
 - b. January BOD meeting - Motion to accept by Cole Brown, second by Scott Morgan, discussion ensued, motion amended to table Item 10 at the request of Jim Stumpf, but otherwise accept minutes as written; Cole Brown amended motion to accept minutes excluding, Scott Morgan accepts amendment, motion carried unanimously.
10. Jackie Golike resigned from the BOD effective May 5, 2006
11. SAR dog – Attachment VII
- a. Avalanche Responder – Motion to accept recommendations of the K9 committee regarding the Avalanche K9 evaluation criteria made by Cole Brown, seconded by Dave Meek: motion carried unanimously.
 - b. Canine Sar Tech Update – Motion to accept the K9 committee recommendation regarding the updating of the K9 SAR Tech evaluation criteria to make same NIMS compliant made by Dave Meek, Seconded by Cole Brown; motion carried unanimously.

Finance

12. Treasure's report Attachments II-V
- 13. Strategic Plan Presentation – President Servis – presentation available at : [http://www.nasar.org/nasar/about us.php](http://www.nasar.org/nasar/about_us.php).**
- 14. NASAR Re- Organization – President Servis**



15. Product Development updates

a. MLPI update

16. Committee reports

a. Conference

- i. SAR 2007 –Charlotte, NC
- ii. SAR 2008 – Undecided
- iii. SAR 2009 – Portland, Or

17. Member comment Period

Adjournment- Motion to adjourn made by Cole Brown, seconded by Dave Meek; motion carried unanimously, meeting adjourned at 1136 hours.

Attachment II
Financials

Attachment III

OFFICIAL AS OF 03/17/2004

CORPORATE BY LAWS OF THE NATIONAL ASSOCIATION FOR SEARCH AND RESCUE, INC.

ARTICLE I - LEGAL FORM

Section 1. Corporate Entity

A. The National Association for Search and Rescue (NASAR) is a non-profit corporation existing and organized under the Virginia Non-stock Corporation Act and the laws of the Commonwealth of Virginia. NASAR is exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

Section 2. Purpose

A. The Corporation is organized as a charitable and educational organization, which supports, coordinates, develops, informs, promotes, implements and evaluates search, rescue and all risk emergency response resources with the underlying principle of saving lives. It provides media for liaison and the exchange of information among international, federal, state, local and volunteer search, rescue and all risk emergency response agencies and organizations. The corporation is dedicated to the advancement of preparedness and skills; the development of improved equipment; the standardization of equipment, skills and procedures; the continued improvement of coordination between international, federal, state, and local and volunteer search, rescue and all risk emergency organizations and to the general support of volunteer search, rescue, and all emergency response organizations. The underlying purpose of all NASAR activities is to improve the quality and responsiveness of all search, rescue and other all risk emergency organizations during emergency operations.

ARTICLE II - INSTRUMENTS OF CONTROL

Section 1. Written Instruments

A. The Association shall be controlled through written instruments each defining authority and responsibility of appropriate groups. These shall be in order of precedence: Articles of Incorporation, By Laws, Resolutions of the Board of Directors, Board of Directors' Policies, Administrative Policies and Procedures.

Section 2. Governing Bodies

A. The governing bodies of the Association shall be the following, in order of precedence:

1. Board of Directors
2. Executive Committee
3. Elected Officers (in order of succession)

ARTICLE III- MEMBERSHIP

Section 1. General

A. Membership shall be open to all individuals and organizations involved in search and rescue operations, emergency response, disaster response, or emergency preparedness education activities or those supporting those operations or activities, subject to the standards of membership set forth in this Article.

Section 2. Membership Designations

A. The Board of Directors shall identify membership categories as they deem appropriate.

B. The membership of the Association may be divided into the following classes:

1. Organizational Member - An organization or association involved directly or indirectly in search, rescue, emergency response or emergency preparedness education. The rights of membership, including voting and holding office in the name of the organizational member will be exercised by an officially designated representative of the organization.
2. Certified Member - A person involved and/or interested in search, rescue, emergency response or emergency preparedness education; or, affiliated with or employed by a recognized search, rescue, emergency response or emergency preparedness education organization or agency, and who has obtained a NASAR SAR Tech II or I rating.
3. Non-certified member - A person involved and/or interested in search, rescue, emergency response or emergency preparedness education; or, affiliated with or employed by a recognized search, rescue, emergency response or emergency preparedness education organization or agency
4. Corporate Member - An individual, organization, business entity or activity interested in the promotion and financial support of NASAR objectives, but who is not eligible or does not wish to join in another category.
5. Roster Member - A person affiliated with an organization which is, in its own right, a member in good standing of NASAR. The "parent" organization must petition NASAR to accept affiliated persons into membership on its behalf and

meet such other requirements as may be specified by the Board of Directors.

5

6. Individual Life Member - An Individual Member who pays a special fee, as set by the Board of Directors, and thereafter is exempt from paying annual dues.

7. Organizational Life Member – An Organizational Member who pays a special fee, as set by the Board of Directors, and thereafter is exempt from paying annual dues.

8. Honorary Member - An outstanding person or organization, as designated by the Board of Directors.

Section 3. Voting Membership

The voting membership of the Association shall consist of Organizational Members, 1 Certified Members, Non-certified Members, Individual Life Members, and any category designated by the Board of Directors in addition to those specifically listed in Article III, Section 2(B) above. Voting members have the privilege of attending meetings, speaking at meetings, voting, nominating, resigning, having a hearing before expulsion or other punitive actions, presenting motions, resolutions or other business, inspecting official records of the Association in accordance with Va. Code 13.1-933, and insisting upon enforcement of the rules of the Association. Voting members will receive all official Association publications, may attend official functions of the Association at the voting member rate, will be eligible for member discounts on NASAR goods and services, and may receive such other benefits of membership as may be established by the Board of Directors.

Section 4. Non-Voting Membership

The non-voting membership of the Association shall consist of Corporate Members, Roster Members, Student Members, Honorary Members, and any category designated by the Board of Directors in addition to those specifically listed in Article III, Section 2(B) above. Non-voting members will receive certain non-voting official Association publications, may attend official functions of the Association at the member rate, will be eligible for non-voting member discounts on NASAR goods and services, and may receive such other benefits of membership as may be established by the Board of Directors.

Section 5. Membership Approval

A. Organizational, Organizational Life, Individual, Individual Life, Corporate, or other designated memberships will be approved on the basis of a completed application and the payment of required dues, as set by the Board of Directors.

B. Roster memberships will be approved on the completion of a petition and

payment of dues by the "parent" agency, organization or association and verification of their status by the Executive Director.

C. Membership applications by non-United States citizens will be approved only to the extent that the total voting membership of the Association held by non-United States citizens does not exceed 49 percent of the total voting membership of the Association.

D. The Executive Director may, on behalf of the Association, reject an application for membership if he or she is in possession of information that indicates:

1. That the applicant does not meet the requirements of the membership being sought, or
2. That the applicant has conducted him or herself in a manner contrary to the purposes and objectives of NASAR, as specified in the Articles of Incorporation, or
3. That the applicant has made false or misleading statements in applying for membership.

Section 6. Membership Forfeiture

A. All memberships automatically expire at the conclusion of the twelve-month term for which dues were paid and must be reapplied for through either a new application or completion of an authorized renewal application.

B. Roster memberships automatically expire under any condition whereby the membership of the "parent" agency, organization or association expires or is forfeited or abandoned.

C. Any member who shall be guilty of any act or acts reflecting discredit upon this Association may be expelled by the Board of Directors, provided that no voting member shall be so expelled without a hearing, if so requested. A requested hearing shall be added to the agenda of the duly-called meeting of the Board of Directors which most closely follows the date of the request and conforms to notice requirements in Article XV, Section 2, Item C.

ARTICLE IV - DUES

Section 1. Establishment

A. Dues for the various classes of membership will be set by the Board of Directors and announced to the membership. The dues rate may be changed by two-thirds vote of a quorum of the Board at any duly-called meeting or by a majority vote at a duly-called membership meeting.

Section 1. Composition

A. The governing body of the Association shall be comprised of nine (9) members elected at large by the voting membership of the Association.

Section 2. Term of Office

A. One-third of the Board shall be elected annually for a term of three years each, or until a successor is elected or appointed. The term of office shall begin on January 1, following the election, with the member being seated at the first in-person board meeting of the calendar year.

B. Elected members of the Board of Directors may not serve more than three consecutive terms of three (3) years each.

C. Any member duly appointed by the President to fill a vacancy on the Board may complete the term of office of the vacated position. If elected, that individual may serve not more than two additional consecutive terms of three (3) years each.

Section 3. Authority

A. The Board of Directors shall have the same rights, powers, privileges and duties which are generally conferred upon Boards of Directors, and in addition thereto, as enumerated in the Articles of Incorporation.

Section 4. Officers

A. The following positions, in order of succession, will comprise the Officers of the Association:

1. President
2. Secretary
3. Treasurer

B. The Executive Committee of the Association will be comprised of the elected officers stated above. The President shall serve as the Chair of the Executive Committee. The Executive Director shall be an invitee at all Executive Committee meetings and shall have the right to participate in such meetings without a vote and may be excluded at Executive Sessions.

Section 5. Election of Officers

A. Officers shall be members of the Board of Directors.

B. Officers shall be elected by a majority vote of the Board of Directors.

C. Officer elections shall be held at the first in-person Board meeting of the calendar year. Elections shall be conducted only after the incoming board members have been officially seated at the meeting.

D. The Executive Director shall be a non-voting Officer for the duration of his or her employment and shall be an invited participant at all Board meetings.

Section 6. Terms of Office

A. Terms of office shall be one year or until a successor is elected.

B. No Board Member shall seek election to an office unless the unexpired term of his election to the Board is equal to or greater than the term of the office he is seeking.

Section 7. Vacancy

A. In the event that a member of the Board of Directors is unable to complete a full three-year term of office, a voting member may be selected to serve out the term.

B. The full Board must be notified within two weeks of receipt of any vacancy.

C. The President shall fill by appointment vacancies on the Board. If the unexpired term is longer than one year, the President should select and the Board should confirm, by a majority vote, a candidate for replacement.

Section 8. Removal

A. By seeking and accepting election, individuals serving as members of the Board of Directors, acknowledge a responsibility to the membership of the Association to attend duly-called meetings and conduct the business of the Association. An individual shall forfeit his or her position as director, and be deemed to have resigned from the Board of Directors, if he or she has failed to attend four duly-called meetings at any time during his or her three-year term of office, without regard to whether an excuse has been sought or granted.

B. In addition, individuals may be removed with or without cause from the Board of Directors if a majority of the voting membership voting in-person or by written proxy ballot at a special meeting, shall determine that the individual shall be removed. The question of removal shall be so placed before the voting membership if, at any time, the number of voting members required under Article VI, Section 2C to place an individual's name on the ballot for election should petition the Board of Directors, in writing, for an election on the question of removal. All such petitions must, at a minimum, contain the information required

C. The Board of Directors, upon a two-thirds vote of the Board establishing a finding of "no confidence", can direct the President to replace any Committee Chair.

D. The Executive Director may be removed from office pursuant to Article IX, Section 3.

Section 9. Advisors

- A. The voting members of the Board of Directors may approve by simple majority vote the addition or removal of advisors as non-voting members of the Board at any time they deem this action to be in the best interests of the corporation. Such advisory seats shall be designated by organization, rather than individual.
- B. There is a limit of one advisor per organization and the representative shall be named by the organization to which the Advisory seat is assigned.
- C. The organization shall be required to maintain active membership as an Organizational Member as a condition for filling an advisory seat on the Board of Directors.
- D. Advisors shall not be eligible to hold Officer Positions nor may they chair Standing Committees on the Board of Directors.

ARTICLE VI - ELECTIONS

Section 1. Nominating Committee

- A. The President shall appoint a Nominating Committee Chair from the Board. The Chair will appoint a committee including, at a minimum, a past president and two voting members. No member of the nominating committee may be up for election.
- B. The Nominating Committee shall seek qualified voting members to run for election to the Board of Directors.

Section 2. Nomination by Petition

- A. Any voting member in good standing desiring to have his/her name placed on the ballot may do so by way of petition.
- B. At the same time the Nominating Committee's finalized candidates are announced to the membership the petition process will be open. This date will be

established at the close of business of the first scheduled day of the annual conference.

C. To be eligible for the ballot a voting member in good standing must obtain the signatures or electronic endorsements of not less the one (1) percent of the current voting membership, as of the first day of the petition period. The petition process will end on the 15th day of June each year.

D. At a minimum, all valid petitions must contain:

1. The name of the candidate
2. A clear statement that the petitioner is seeking to run for the Board of Directors of NASAR.
3. The legible name, signature / electronic endorsement, address, and member number of the candidate's endorsers so that the endorser's current membership status can be verified against the official membership roles of the Association.
4. The date of each signature.

Section 3. Ballot Announcement

A. The entire slate of candidates will be announced to the membership in a publication immediately prior to the election.

B. If at the conclusion of the petition period, one or more positions for Board member remains without a qualified candidate, the position(s) will be removed from the ballot and filled for a period of one (1) year by appointment, made by the incoming President under the authority for appointments contained in Article VII. The remainder of the term will be filled through election in the subsequent year.

Section 4. Election Procedures

- A. All candidates seeking election either through nomination via the nominations committee or through petition must be qualified
- a. A qualified candidate must:
 - i. Be a voting member in good standing
 1. Dues current
 2. Is not the subject of an ongoing membership forfeiture action as described in Article III, section 6, paragraph C
 - b. Former employees or contractors of the corporation are eligible to seek office **if**:
 - i. Their separation from the corporation is not the result of termination for cause
 - ii. Employees or contractors whose contracts have not been renewed for cause

B. All candidates for election must provide a photograph and a two-hundred and fifty (250) word biographical summary and candidate statement. This information must be to the Executive Director and/or the Association office no later then the close of business on the 15th day of June each year.

B. Ballots for the election of Board members shall be prepared and provided to the voting members of the Association by the 15th day of July each year. Ballots shall provide space for write-in candidates.

C. All ballots will be returned to the Association office no later then the 15th day of September each year.

D. Election to the Board of Directors positions will be by a plurality of votes cast, with each voting member having the right to one vote for each position to be filled.

E. Votes will be tabulated and results announced by the President within 7 days of the close of the election. Votes will be tabulated by an objective third party not employed by NASAR and results announced by the President within 7 days of the close of the election. Ballots will remain the property of NASAR until a Board motion (usually at the first in-person meeting) is made for the destruction of the ballots.

F. In the event of a tie, the candidates will be submitted to the membership in a run-off election to be held at the earliest practical date.

G. The newly elected Board members shall assume their seats at the first in-person board meeting of the calendar year immediately following the election.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. General

A. The duties of the officers shall be such as are implied by their respective titles and which usually pertain to their respective offices, those which are specifically set forth in these By Laws, and those which may be delegated to them by the Board of Directors.

Section 2. President

A. The President shall be Chair of the Board of Directors and shall preside at all meetings of the Board, Special and Membership meetings.

B. The President shall serve as the Chief Executive Officer (CEO) of the Corporation.

Section 3. Secretary

- A. The Secretary shall assist the President and shall act in the place of the President in his or her absence; and during the President's absence shall have all of his or her powers and duties.
- B. The Secretary will serve as the:
 - i. Director of the Corporate Affairs Section
 - ii. Chair of the By Laws Committee.
 - iii. Chair of the Nominations Committee
- C. The Secretary shall assume the office of the President in the event of death or incapacitation of the President.
- D. In the event that the position of the Secretary is vacant for any reason, the President shall immediately appoint a Secretary from among the members of the Board and the Secretary shall be confirmed at the next duly-called meeting of the Board of Directors.

Section 4. Treasurer

- A. The Treasurer shall serve as the Chief Financial Officer of the Corporation and assist the President and shall perform the usual duties devolving upon the office of Treasurer of the Corporation, except as otherwise provided by the Board of Directors.
- B. The Treasurer shall serve as the:
 - i. Director of the Finance and Strategic Planning Section
 - ii. Chair of the Finance Committee.
- C. The Treasurer shall assume the office of the President in the event of the death or incapacitation of the President and the Secretary or in the event that those offices are concurrently vacated for any reason.
- D. In the event that the position of the Treasurer is vacant for any reason, the President shall immediately appoint a Treasurer from among the members of the Board and the Treasurer shall be confirmed at the next duly-called meeting of the Board of Directors.

Section 5. Executive Director

- A. The Executive Director shall perform such duties as are delegated under Article IX and the Policies of the Association and will be the administrator of the Administration Section.
- B. The Executive Director shall be a non-voting member of all Association committees, with the exception of committees convened for the purpose of

interviewing and selecting a new Executive Director.

ARTICLE VIII – SECTIONS

Section 1. Designation

- A. Seven sections are established for the purpose of creating functional working groups of the corporation. Each section will be lead by a Director selected by the president from the Board of Directors.
- B. Sections
 - a. Administration Section
 - b. Advisory Council Section
 - c. Corporate Affairs Section
 - d. External Affairs Section
 - e. Finance and Strategic Planning Section
 - f. Programs Section
 - g. Subject Matter Section

Section 2. Section Directors

- A. All section Directors shall be appointed and can be removed by the President except as follows:
 - 1. Corporate Affairs Section Director
 - 2. Finance and Strategic Planning Section Director
 - 3. Administrative Section Director
 - 4. Advisory Council Section Director

Section 3. Section Membership

- A. Any member of NASAR, in good standing, may serve on the committees of the Corporation; only Directors may serve on committees of the Board

C.

Section 4. Committee Reports

- A. All committee chairs shall submit electronically a typed report of their committee activities to the Executive Director within two weeks following any committee meeting.

Section 5. Standing Committees

A. The following standing committee shall be maintained by the Association1. Executive (Committee of the Board)

Section 6 : Section Descriptions:

- A. Administration Section – The Executive Director of NASAR will administer the Administration Section. The section will consist of those administrative functions of the organization such as Membership, Bookstore, Certification / Education Product Delivery, Conference and Symposia, Research and Development of Text, and Staff & Contract-Tenured personnel (Instructors, Coordinators, Evaluators). The Executive Director shall be responsible for the daily operation of the corporation including the supervision, discipline, hiring, and firing of staff and contract tenured personnel of the corporation.
- B. Advisory Council Section - The Advisory Council Director will be the immediate Past-President. The Council will be composed of Past-Presidents and others from inside and outside the SAR community (Need not be members of NASAR). They will be responsible in assisting the Board of Directors in fund raising activities and other governance issues.
- C. Corporate Affairs Section - The Director of Corporate Affairs will be the Secretary of the Corporation and will be responsible for the following functions: By-Laws, Nominations, History, BOD Development, and Volunteer Network. The Secretary will serve as the chair of the By-laws Committee and Nomination Committee (unless up for election to board – where a past president will serve as chair).
- D. External Affairs Section- The President annually, from the Board of Directors, will appoint the Director of External Affairs. There will be two (2) units in the section. The Director of External Affairs may appoint Unit Managers for each unit. The unit managers serve at the confidence of Board of Directors. Each unit manager may appoint task groups to assist in the liaison duties of these unit
 - 1. The Non-Governmental Organization Unit
 - i. The Government Organization Unit will be responsible in the maintenance of relationships with Government Organizations such as but not limited to: NSARC, State SAR Coordinators, FEMA, NIC, Local SAR Coordinators, US Forest Service, NPS.
 - 2. Governmental Organization Unit. .
 - i. The Non-Governmental Organization Unit will be responsible in the maintenance of relationships with Non-Governmental

Organizations such as but not limited to: Civil Air Patrol, Mountain Rescue Association, American Red Cross, WMS, Non-Profits, Local Non-Government SAR Units.

- E. Finance and Strategic Planning Section - The Director of Finance and Strategic Planning will be the Treasurer of the Corporation. The Treasurer will serve as the Chair of the Finance Committee, which is a committee of the board. This section will be responsible for development of the annual budget with assistance of the corporate accountant (CFO), the annual review of the strategic plan, and annual audit of the corporation.

- F. Programs Section - The President annually, from the Board of Directors, will appoint the Director of the Programs Section. The section will consist of three (3) units. Each Unit Manager will be selected via a RFQ (Request for Qualifications) process from the association membership. The unit manager will serve at the confidence of the Board of Directors. ;
 1. Certifications Unit –
 - i. The Certifications Unit Manager will:
 1. be responsible to manage NASAR Certifications.
 2. The Unit Manager will insure that NASAR certifications meet various industry standards, the NASAR certification peer review process, and assist subject matter committees in proposing, development, review, beta testing, and approval of NASAR certifications.
 3. The Unit Manager will approve NASAR certifications as to form: that the certification development process has been followed, including beta testing, and the certification process is consistent with other NASAR Certifications, and then forward to the Board of Directors for final approval.
 4. May empanel task groups as needed to review, recommend, propose, develop and implement certifications.
 5. Will develop for approval any policy and procedures needed for the unit by May 2006.
 6. Will not supervise the delivery of certifications by coordinators and evaluators, this function will be part of the Administration Section.

 2. Curricula Unit –
 - i. The Curricula Unit Manager will:
 1. Be responsible to manage NASAR Curricula.
 2. The Unit Manager will periodically review NASAR curricula to address any updates or issues with the

- curricula and assist subject matter committees in proposing, development, review and beta testing and approval of NASAR curricula.
3. The Unit Manager will approve NASAR curricula as to form: the curriculum meets NASAR quality, peer review, and consistent with other NASAR curricula and then forward to the Board of Directors for final approval.
 4. May empanel task groups as need to review, recommend, propose, develop and implement certifications.
 5. Will develop for approval any policy and procedures needed for the unit by May 2006.
 6. Will not supervise the delivery of curricula by instructors, this function will be part of the Administration Section.
3. Standards Review Unit-
- i. The Standards Review Unit Manager will:
 1. Serve as the NASAR representative to the ASTM F-32 committee.
 2. Be responsible to keep subject matter committees up-to-date on possible standards in review, obtain from the subject matter committees a recommendation on a NASAR position on the standard, and assist in the development of any proposed standard sponsored by NASAR.
 3. The Unit Manager will also monitor the industry for possible other standards being developed and represent NASAR during those developments.
 4. May empanel task groups as needed to review, recommend, propose, and implement standards

G. Subject Matter Section

1. The president annually, from the Board of Directors, will appoint the Director of Subject Matter Committees. The president may appoint Committee Liaisons from the Board of Directors based upon the size and functionality of a Subject Matter Committee; these Committee Liaisons will assist the Director of Subject Matter Committees in responsibility of these committees. If no Committee Liaison is appointed for a committee the Director will serve as liaison. The Director or Liaison will serve as a liaison for the committee to the Board of Directors. They will represent the committee at Board Meeting when the Committee Chair is not present.
2. This section may have committees based upon charter in the by-laws or interest of the membership. With approval of the Board of Directors, the committees can determine their structure, the

recommendation of the appointment of the chair, and necessary policies or procedures for the governance of the committee. The committees are required to submit within two weeks to the Executive Director a report detailing any activities following any committee meeting.

3. The committees will be delineated based upon subject matter.
 - i. With approval from the Board of Directors, they may:
 1. Propose, develop, implement fund raising activities for NASAR general funds earmarked for committee or task group activities.
 2. Assist in the review, recommend, propose, develop and implement certifications, curricula, and standard review.
 3. Assist in the development of annual budget for NASAR including all committee or activities.
 4. Assist in the maintenance of external affairs activities with groups with like interests.
 5. Develop and implement forums, conferences, and symposia within their specialty field.
 6. Assist with the Annual NASAR Conference and Membership meeting by identifying, developing and managing specialty field track sessions.
 7. Assist in the development of policies for identifying, recruiting, training, maintaining and credentialing of instructors, coordinators, and evaluators.
4. Supervision and the administration of the instructors, coordinators, and evaluators would be the function of the Administration Section.
5. The Board of Directors, based upon the request of the membership or directors, may create or dissolve Subject Matter Committees.

Section 7. Ad hoc Committees

- A. Other ad hoc Committees may be established by the President or the Board as required.

ARTICLE IX – EXECUTIVE DIRECTOR

Section 1. Employment Procedure

- A. The Executive Director shall be employed upon a recommendation by the President and approval by a two-thirds confirmation vote of the Board of Directors.
- B. The Executive Director shall be the highest ranking, highest paid employee in the corporation.

C. The salary of the Executive Director shall be determined by the Executive Committee and established by means of an employment contract.

Section 2. Supervision

A. The supervision of the Executive Director shall be the responsibility of the President, as he or she may deem appropriate, and in the best interests of the Association.

Section 3. Removal

A. The Executive Director may not be removed from office, or his or her funds impounded, or his or her office abolished, except by a two-thirds vote of the entire Board of Directors, in a manner which is in keeping with the terms of the contract between the Executive Director and the Association. Moreover, any such removal shall not negate any rights granted to the Executive Director under his or her contract with the Association.

Section 4. Duties

A. The Executive Director shall serve as the Chief Operating Officer of the Association.

B. The Executive Director shall be responsible for the daily operation of the corporation including supervision, discipline, hiring and firing of staff.

C. The Executive Director shall perform such other duties as may be delegated by the President.

ARTICLE X - BUSINESS OFFICE

Section 1. Location and Function

A. The Association shall maintain business offices as necessary to handle the day-to-day business of the Association. The business offices shall be located at the places best suited to the national interests of the Association.

B. The business offices, its employees, and contractors shall function under the direction of the Executive Director.

Section 2. National Headquarters

The National Headquarters of NASAR may be located either at the business office, or at a location other than the primary business address of the Association, as determined by the President and approved by the Board of Directors.

ARTICLE XI - FINANCIAL

Section 1. Fiscal Year

The fiscal year of the association shall be designated as January 1 – December 31.

Section 2. Operating Funds

As a non-profit corporation, the Association is authorized to raise operating funds by such means as are consistent with the purposes of the corporation and are approved by the Board of Directors.

Section 3. Bonds

Bonds of sufficient value to protect the Association will be given by the officers, agents and employees of the Association, as determined by the Board of Directors. The cost of Bonds will be borne by the Association.

Section 4. Application for Funds

The President of NASAR, or any member designated by the President, may make application to philanthropic organizations, corporations, agencies and groups or persons for grants or contributions of funds or property for carrying out general or specific purposes of NASAR.

Section 5. Acceptance of Grants or Contributions

Any member who may be offered a grant or contribution for this Association shall immediately notify the President, but no grant or contribution shall be finally accepted by the Association except upon the approval of the Executive Committee or the Board of Directors. The terms of any such grant or contribution shall be set forth in writing and signed both on behalf of the Association and the donor.

Section 6. Administration of Funds

Any grant or contribution to NASAR shall be credited to its general fund unless under the terms thereof a special fund is prescribed. The budgeting, receipt, custody and disbursement of any such grant or contribution shall follow the procedure defined for general funds of the Association unless provided otherwise in the terms of the grant or contribution and agreed to by the Board of Directors.

ARTICLE XII - INDEMNIFICATION OF BOARD MEMBERS, OFFICERS AND AGENTS

Section 1. Conditions

A. Indemnification of Board members, officers and agents of the Association is intended to be covered by the full extent of Virginia law.

B. Article XIII and Article XIV of the Articles of Incorporation of the National Association for Search and Rescue, Inc. shall serve as the stated indemnification of Board Members, Officers and Agents.

ARTICLE XIII - RULES OF ORDER

Section 1. Parliamentary Procedure

A. Robert's Rules of Order shall govern all parliamentary matters.

ARTICLE XIV - AMENDMENTS

Section 1. By Laws

A. The By Laws of NASAR may be amended by a two-thirds vote of the Board of Directors present at a duly-called meeting or by electronic means.

Section 2. Board of Directors' Policy

A. Board Policy may be amended by a majority vote of a quorum of board members at a duly-called meeting.

Section 3. Notice of Amendments

A. The sponsors, other than the Board of Directors or Bylaws Committee, of any amendment to the By Laws must give written notice of the proposed amendment at least sixty (60) days prior to the meeting at which it is to be considered, recognizing that germane amendments may be made to such proposals at the meeting.

ARTICLE XV - MEETINGS

Section 1. Membership Meetings

A. An Annual meeting of the membership shall be held each year on such date and at a place as shall be determined by the Board of Directors.

B. Special membership meetings shall be held if called for by a majority vote of the entire Board of Directors or by a majority vote of at least 1/10th of the voting members of the Association.

C. In order to ensure adequate notice to the membership of the date, time and place of membership meetings and to ensure the ability of members to vote by

proxy on any item of member business, the President shall provide a published notice of the date, time, place and agenda for all membership meetings. Notice for annual or special membership meetings shall be 60 days prior to the date of the meeting.

D. A quorum for all annual or special membership meetings shall be 1/10th of the voting membership of the Association, present or voting by proxy.

Section 2. Board of Directors' Meetings

A. Duly-called Board of Directors' meetings may be conducted telephonically, electronically, or in-person.

B. Board of Directors' Meetings shall be held at such times and places as the Board of Directors may direct, but must include an annual minimum of two in-person meetings.

C. In order to assure the presence of a quorum at all duly-called meetings of the Board of Directors, the President shall provide written notice of the time and place at least 30 days prior to any proposed meeting, and the Secretary shall provide a proposed agenda to all Board members, no later than 14 days prior to the date of that proposed meeting.

D. A quorum of the Board of Directors for any duly-called meeting shall be defined as the presence of a majority of the then entire Board. Official business may not be conducted in the absence of a quorum.

E. Board members, once elected, may not further delegate their responsibility of representation to alternates or other members.

F. The Executive Director shall cause to be published and made available to the general membership a record of attendance of all Board members for duly-called meetings of the Board of Directors.

ARTICLE XVI - AFFILIATED ORGANIZATIONS

Section 1. Authority

A. The Board of Directors shall have the authority to establish affiliations with other organizations external to the Association.

Revisions:

September 16, 1995

February 11, 1996

October 1, 1999

February 4, 2000

NASAR Board of Directors Meeting

Page 33 of 38

September 16-17, 2006

Charlotte, North Carolina

June 30, 2000

February 26, 2003

September 14, 2003

January 25, 2004

March 17, 2004

Attachment IV Membership Categories

What Types of Membership are Available?

Professional Member (Individual)

This member type carries voting privileges.

Any person affiliated with a recognized SAR or survival education organization or agency, or those persons employed by agencies and organizations of federal, state or local governments may join as a professional member.

Associate Member

This member type does not carry voting rights.

Any person interested in search, rescue or survival activities but not affiliated with a recognized SAR organization or agency.

Student Member

This member type does not carry voting rights.

Any student, in good standing, enrolled in a high school, college, or university who is interested in search, rescue or survival activities. Individual must provide proof of enrollment in the form of student ID.

Life Member

This member type carries voting privileges.

Lifetime memberships are available for individuals only. Each carries all the rights and privileges of Individual membership. An installment plan is available. Contact Member Services for information.

Organizational Member

The designated representative has voting privileges, but roster members do not.

Any organization/association involved directly or indirectly in search, rescue or survival activities. Each organizational membership designates one representative who is NASAR's contact for that group and carries the group's voting privileges. The designated representative receives all the benefits of an individual membership. A roster of up to 29 non-voting persons is allowed per organization.

Extended Organization

NASAR has 5- and 10-year extended organization memberships available which offer a cost savings over the yearly membership rate. Benefits are the same as a single year organization membership.

Corporate Member

This member type does not carry voting rights.

An individual, organization or company interested in the support and promotion of the objectives of NASAR. Though non-voting, has all other rights of a non-voting membership. Corporate members may also receive discounted exhibitor rates at NASAR conferences and meetings.

Extended Corporate

NASAR has 5- year extended corporate membership available which offer a cost savings over the yearly membership rate. Benefits are the same as a single year corporate membership.

What are the Benefits of Membership?

As a NASAR voting member you are eligible to receive:

- Membership Portfolio with NASAR lapel pin, NASAR patch, NASAR decal, and NASAR notepad
- Voting Rights
- AD&D Insurance - \$10,000 24/7 accidental death and dismemberment insurance (Beneficiary Form must be filled out and mailed to NASAR, PO Box 232020, Centreville, VA 20120)
- Discounts on NASAR Bookstore Merchandise
- NASAR \$5.00 off bookstore coupon (initial year)
- NASAR Training ~ \$10.00 credit applied after completion of course to use toward future Bookstore, Membership or Conference purchases
- Discounts on annual NASAR Conference Registration
- Discounts on annual International Technical Rescue Symposium (ITRS) Registration
- Advanced Rescue Technology Magazine subscription (6 issues per year)
- *SAR Professional: The Official Publication of the National Association for Search and Rescue* subscription (3 issues per year)
- Discounts on SAR-related Gear and Equipment from NASAR's Partners
- Information on Special Offers Exclusively for NASAR Members

As a NASAR non-voting member you are eligible to receive:

- Discounts on NASAR Bookstore Merchandise
- Discounts on annual NASAR Conference Registration
- Discounts on annual International Technical Rescue Symposium (ITRS) Registration

- Advanced Rescue Technology Magazine subscription (6 issues per year)*
- *SAR Professional: The Official Publication of the National Association for Search and Rescue* subscription (3 issues per year)*
- Discounts on SAR-related Gear and Equipment from NASAR's Partners
- Information on Special Offers Exclusively for NASAR Members

*For organization members: All copies are mailed to the organization's designated representative for distribution to roster members.

What are the Membership Fees?

Member Type	Initial Year	Renewal	Voting Rights
Professional (U.S.)	\$84	\$64	Yes
Professional (International)	\$101	\$81	Yes
Associate	\$74	\$54	No
Student	\$64	\$44	No
Organization (U.S.)	\$185	\$165	1 voting rep; all others non-voting
Organization (International)	\$212	\$192	1 voting rep; all others non-voting
Corporate (U.S.)	\$285	\$265	No
5-Year Extended Corporate	TBD	TBD	No
Corporate (International)	\$322	\$302	No
5-year Extended Organization (U.S.)	\$760	\$760	1 voting rep; all others non-voting
5-year Extended Organization (International)	\$787	\$787	1 voting rep; all others non-voting
Lifetime Individual	\$1250	\$0	Yes
10-year Extended Organization (U.S.)	\$1420	\$1420	1 voting rep; all others non-voting
10-year Extended Organization (International)	\$1447	\$1447	1 voting rep; all others non-voting

Attachment V
Instructor/Evaluator Certification Process

Attachment VI SAR Dog Committee

This item is being included in keeping with the board's request for oversight/approval for SARDOG Section spending of the SARDOG special projects funds.

With the realignment of the NASAR SARDOG Canine SARTECH certification programs to more closely mirror NIMS typing, the status of many of our Coordinators and Evaluators were upgraded from Canine SARTECH III's to Canine SARTECH II's. Each of these upgraded Canine SARTECH Coordinators and Evaluators who have not tested to the level that they are evaluating have until December 31, 2007 to certify to their testing level. This also includes Coordinators that were appointed by the previous Section Chairs.

To enable the continuation of the program, and in fairness to the Coordinators and Evaluators who are affected by this, the Section wishes to implement the following. The NASAR SAR Dog Section will pay the \$50 NASAR test fee to NASAR for the Canine Coordinator or Evaluator who take and pass their next level Canine SARTECH test prior to the December 31, 2007 deadline.

We have been working with Janet Adere, and have identified a list of Coordinators and Evaluators who need to test to be in compliance. There are currently 14 Canine SARTECH Coordinators who are non-compliant. There are currently 11 Canine SARTECH Evaluators who are non-compliant. This gives a total of 25 that are non-compliant. The NASAR SARDOG Section will need to use a total of \$1250.00 to pay the NASAR testing/certification fees. This would include three (3) Canine Coordinators/Evaluators who have successfully passed their tests since the June 1, 2006 implementation date. The Section would reimburse these people their \$50 testing fee.

COST: \$1,250.00

FUNDING: \$500.00 from currently available SARDOG SARTECH monies. (Spendable at Chairs discretion) \$750.00 from balance of \$4,036.36 remaining in 2006 SARDOG Special Projects Budget. (This is the \$10,000 that was included in the 2006 SARDOG budget)

MOTION: That the Board approve the SARDOG Section allocating \$750.00 from the Special Projects Budget for the attached SARDOG Coordinator/Evaluator upgrade program.