

# MAINE ASSOCIATION FOR SEARCH AND RESCUE

## Bylaws

Enacted: 7 May 2006

Revised: 6 December 2009, 2 September 2010, 6 March 2011

Current revision accepted: December 3, 2023

### ARTICLE I: NAME

- a. The name of this organization shall be the Maine Association for Search and Rescue, hereafter referred to as "MASAR".

### ARTICLE II: PURPOSES

- a. MASAR is organized exclusively for charitable, religious, educational, and/or scientific purposes, under section 501 (c) (3) of the Internal Revenue Code, for the promotion and development of search and rescue (SAR) capabilities and resources in the State of Maine with the underlying principle of saving lives. It shall provide a forum for the volunteer SAR organizations in the State of Maine to express their concerns and exchange ideas in the furtherance of SAR in Maine. It shall also provide the needed liaison between the individual member organizations and the Maine Department of Inland Fisheries and Wildlife, the National Association for Search and Rescue (NASAR), and any other similar agencies.
- b. No part of the net earnings of MASAR shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that MASAR shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of MASAR shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, MASAR shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

- c. Upon the dissolution of MASAR, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government for public purpose, as chosen by majority vote of the Board of Directors.

### **ARTICLE III: MEMBERSHIP**

- a. Membership shall be open to all individuals and organizations involved in search and rescue operations, or supporting such operations. The Board of Directors shall determine whether organizations and individuals applying for membership satisfy membership requirements.
- b. The membership of MASAR shall be divided into the following Member categories:
  - 1. Unit Member - Any organization or association, separately governed, whether operating under the auspices of a paid entity or governmental agency or not, involved directly in ground search and rescue activities in the State of Maine, which meets the current MASAR unit certification standard, and two-thirds (2/3) of whose membership is comprised of Maine residents. Unit Members shall have the right to vote.
  - 2. Associate Member - Any unit, agency, or individual involved directly or indirectly inside or outside the State of Maine in search and rescue activities, which does not qualify as a Unit Member, may be an Associate Member.
  - 3. Sustaining Member - Any individual, organization, or agency that wishes to contribute monetary, material, or moral support to the organization.
- c. Each Unit Member is responsible for providing a representative at all General and Special Meetings. This Unit representative shall be identified to the Secretary in advance of a meeting. No person may represent two or more Unit Members at any time.
- d. Associate and Sustaining Members have no responsibility to provide a representative at meetings.
- e. A Unit Member may be represented by a proxy at any meeting. The Unit Representative must inform the Secretary who the proxy will be and the effective date and duration of representation. If written, the proxy identification must be presented to the Secretary before the meeting commences. If sent by email, the proxy identification must be received by the Secretary at least 24

hours, or such other period that the Secretary deems reasonable and acceptable, in advance of the meeting.

#### **ARTICLE IV: MEETINGS**

- a. Meetings of the Members shall take place on a regular basis. The meeting schedule shall be set by the Unit Members.
- b. An Annual Meeting shall be held each year, per Maine law.
- c. Annual and Special Meetings shall be called by the President. Notice of an Annual or Special Meeting shall be provided to the Members, Officers, Appointees, and agency representatives at least 30 days in advance. The first notification shall be by email, with reply requested. If no reply is received, a second notification shall be sent by first class mail.
- d. At all meetings, representation by at least one half of the Unit Members in good standing shall constitute a quorum, which shall be necessary to conduct the business of the organization.
- e. All meetings are open to Members, Officers, Appointees, and representatives of agencies directly, or indirectly, involved in SAR in Maine. Rights to the floor for others attending shall be determined by majority vote of the Unit Members present.
- f. All Members, Officers, and Appointees shall have the privilege of presenting on the floor, making motions, making nominations, and any other business.
- g. All meetings shall operate under the "Democratic Rules of Order".

#### **ARTICLE V: VOTING**

- a. Voting shall be limited to Unit Members whose dues are paid for the current year.
- b. Each Unit Member shall have a single vote.
- c. Written proxy votes shall not be allowed.
- d. Except as otherwise expressly stated in these bylaws, a majority vote at a Board or General Meeting shall carry on all issues.
- e. Decisions on the following are exceptions to the above:

1. Dissolution of the corporation shall require the agreement of two-thirds (2/3) of the Unit Members. This vote shall require a written ballot;
2. Expenditure in the amount of \$1,000 or more shall require a two-thirds (2/3) majority vote of the Board of Directors.

## **ARTICLE VI: OFFICERS**

- a. The MASAR officers shall be the President, Vice President, Secretary, and Treasurer.
- b. Each Officer must be a member of a MASAR member Unit or an Associate Member in good standing at the time of nomination.
- c. All nominees must have their dues paid up to date prior to the election. Such dues status will be verified by the Secretary and/or Treasurer.
- d. The Officers shall conduct the routine business and operations of MASAR.
- e. The Officers' duties and responsibilities shall be defined by written Board of Directors' procedure.
- f. Officers shall be elected by the organization's membership at the Annual Meeting. Officers shall serve a term of two (2) years and shall assume their positions immediately following their election.
- g. The President shall preside at all general meeting functions. The Vice President will preside if the President is absent or unable to do so.
- h. In the event that an Officer cannot serve their entire term, that position shall be temporarily filled by an individual selected by a majority vote of the Board of Directors. This individual shall serve until the next regular election
- i. The offices of Secretary and Treasurer may be simultaneously filled by one individual.

## **ARTICLE VII: BOARD OF DIRECTORS**

- a. MASAR shall be managed by a Board of Directors, hereafter referred to as "Board". The Board shall provide overall guidance to the organization in general policy matters, but shall not interfere with normal daily operations or routine functions. It shall ensure that the organization follows all applicable laws and regulations.

- b. There shall be seven (7) members on the Board. The Officers shall be members of the Board. The balance of the Board membership shall be made up of Members at Large. No Unit Member shall have more than two of its members on the Board.
- c. Members at Large shall be elected by majority vote of the voting membership in attendance at the MASAR Annual Meeting. The members of the Board shall serve terms of two (2) years, or until an election is held to select a person to fill a vacancy on the Board. Election of the Board shall take place immediately after the Officer's election. Members shall assume their positions immediately after their election.
- d. The Chair of the Board of Directors shall be elected by the Board at its first meeting. The Chairperson shall preside at all Board and Annual Meetings and shall vote at Board meetings only in the event of a tie.
- e. In the event that a member of the Board cannot serve their entire term, that position shall be temporarily filled by an individual selected by a majority vote of the remaining Board members. This individual shall serve until the next regular election, or until a special election is called by the Board.
- f. Meetings of the Board may be called by the President, or if the President is absent or is unable to act, the Vice President, or by any two (2) directors. At least twenty-four (24) hours advance notice shall be provided to the members of the Board.
  - 1. Notification shall be by email, with reply requested.
  - 2. If no reply is received, notification shall be sent by first class mail.
- g. The Board shall develop written policies where necessary for the operation of MASAR.
- h. At all Board meetings, representation by at least four (4) Board members shall constitute a quorum, which shall be necessary to conduct the business of the organization.

## **ARTICLE VIII: DUES**

- a. Dues shall be payable upon acceptance as a Unit or Associate Member and, thereafter, are payable annually at the first of the year.
- b. The amount of dues shall be recommended by the Board and approved by a majority vote of the Members at any meeting. Current dues are reflected in Appendix A of this document.

- c. In the event that a Member takes a leave of absence from the organization, payment of annual dues is still required.
- d. If any Member fails to pay its dues for a period of three (3) months or more, the Board shall attempt to determine the Member's intention towards MASAR.
  - 1. The Board shall send a request for payment to the Member. This request shall be sent by registered mail.
  - 2. The Member has one month, from receipt of the notice, to pay the amount owed.
  - 3. If payment is not made, the Board shall determine the action to be taken, which may include removal of the Member from the organization, as defined in Article XI.
- e. Any Member removed for non-payment of dues will be reinstated following payment of all dues owed.
- f. Alterations or amendments to Appendix A shall be proposed in writing, and receive a favorable vote during a general meeting.

## **ARTICLE IX: COMMITTEES**

- a. MASAR shall have the following standing committees:
  - 1. Education
  - 2. Resource
  - 3. Standards
- b. The President may establish other committees.
- c. The President shall appoint a chairperson for each committee, who will be known as an Appointee. Appointee responsibilities shall be defined by the Board in a written procedure.

## **ARTICLE X: SCOPE OF OPERATION**

- a. Upon request, MASAR may act as liaison between Maine volunteer SAR organizations and any other organization or agency, on any aspect of search and rescue. MASAR shall otherwise limit its scope of operation to the following four-season exurban SAR activities:
  - 1. Search by trained personnel on foot;

2. Search by trained K-9 teams;
  3. Search by trained mounted teams;
  4. Rescue and transport by trained personnel;
  5. Support of general SAR operations.
- b. Units that provide other services may do so outside of the coordination or oversight of MASAR, but not when dispatched by or through the MASAR Duty Officer.

## **ARTICLE XI: REMOVAL FROM MEMBERSHIP**

- a. Membership in MASAR, and certification by MASAR, shall be deemed a privilege.
- b. Each MASAR member shall be held responsible for the conduct of its individual members.
- c. A MASAR member of any type can face disciplinary action by the Board, up to and including removal. Due cause for disciplinary action may include, but is not limited to, illegal acts, an act that brings discredit to MASAR, a failure to abide by MASAR's bylaws and standards, or conflict created by differences between Member operations and the standards or purpose of MASAR.
- d. The Board may at any time remove a Member from the organization by an affirmative vote of two-thirds (2/3) of its members. This vote must be confirmed by two-thirds (2/3) of MASAR's voting membership at the meeting immediately following the Board's vote.
- e. Following a vote of removal by the Board, a member shall be under suspension until the confirmation vote of the general membership. Once a member has been removed, a request for reinstatement of membership may be made to the Board no sooner than two years after removal.
- f. Suspended members will not be dispatched or otherwise utilized by MASAR until all related issues are resolved.

## **ARTICLE XII: AMENDMENTS TO BYLAWS**

- a. These bylaws may be amended at any meeting of the membership by a two-thirds (2/3) majority of the voting membership present at that meeting. A proposed bylaw amendment shall be distributed to the membership 30 days prior to the meeting.

- b. These bylaws, and any amendments made thereto, shall become effective immediately upon acceptance by the voting members present at a duly convened meeting.

**ARTICLE XIII: LEGAL COUNSEL**

- a. MASAR shall have the option to be represented by a Board-approved legal counsel in an advisory capacity.

**AS AMENDED ON DECEMBER 3, 2023**

President Kylie Coons \_\_\_\_\_

Vice President Mathew Lint \_\_\_\_\_

**APPENDIX A: DUES & FEES**

Unit Member	\$45.00
Associate Member	\$15.00
BASAR Online (Unaffiliated)	\$35.00
BASAR Online (Affiliated member with coupon)	\$10.72