Pine Tree Search and Rescue
(PTSAR)

BYLAWS

Enacted 9/4/12
Revised 11/07/2025

Pine Tree Search and Rescue (hereinafter referred to as PTSAR) declares itself a volunteer, non-profit, service organization, dedicated to the search and rescue of the populace in the State of Maine and surrounding areas.

ARTICLE I - OBJECTIVES

SECTION 1 PTSAR will assist in all forms of search and/or rescue in the State of Maine and surrounding areas, to the best of its abilities and within MASAR standards.

SECTION 2 PTSAR will cooperate with all requesting agencies, pursuant to MASAR standards.

SECTION 3 PTSAR is organized and operated exclusively for educational and charitable purposes under 501(C)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

ARTICLE II - MEMBERSHIP

SECTION 1 Membership will be open to any resident or non-resident, 18 years of age or older. Every member shall complete a membership application. The Board of Directors shall determine whether individuals applying for membership satisfy membership requirements.

SECTION 2 Membership dues, in an amount determined by the Board of Directors, will be submitted at the time of application and will be paid annually based on the current dues policy.

SECTION 3 Membership is divided into the following categories: Voting Member and Probationary Member:

Voting Member: Any Member who has paid their dues and is not probationary is considered a Voting Member. All Voting Members shall further be classified as Operational Members or Support Members, as defined by Policies and Procedures enacted by the Board of Directors.

Probationary Member: Any Member who is within their first 6 months of membership, including returning members whose membership has lapsed, is considered a Probationary Member. Probationary members may not vote or hold an elected office. They shall be evaluated by the Board of Directors at the end of their probationary period

to determine whether they shall be considered Voting Members, whether their membership shall be terminated, or whether their probationary status shall be extended, and under what conditions.

SECTION 4 Membership may be terminated for the nonpayment of dues, as set forth in Dues policy, or by a majority vote of the Board of Directors for noncompliance with PTSAR policies, as established by the Board of Directors.

ARTICLE III – ELECTED POSITIONS

SECTION 1 Only Voting Members may fill elected positions (Officers and Directors) in PTSAR.

SECTION 2 Election of Officers and Directors shall take place at the annual meeting, as established by Article V, Section 3. At least one month before the annual meeting, the membership shall propose nominations for Officers and Directors and the slate of officers shall be sent to the membership. At the annual meeting, the floor will be open to nomination of any eligible member.

SECTION 3 Newly elected Officers and Directors will assume their duties immediately. Officers and Directors shall serve terms of two (2) years.

SECTION 4 The Board of Directors shall consist of all elected Officers and Directors.

SECTION 5 The Board of Directors has the authority to govern PTSAR in a manner that is consistent with Maine's Nonprofit Corporation Act or another law and these bylaws, reserving to the Membership only that authority that is required by Maine's Nonprofit Corporation Act or another law, or these bylaws.

SECTION 6 The Board of Directors shall not dispose of PTSAR-owned gear or equipment without first giving notice to the Membership of the intention to do so. Disposal shall not be made to any Officer or Director without a 2/3 majority vote of the Board of Directors.

SECTION 7 The elected Officers shall be:

President
Vice President
Secretary
Treasurer

1. The President shall:
   a) Act as the public representative of the group.
   b) Preside at all Regular Meetings, Special Meetings, and the Annual Meeting.
   c) Ensure that Meetings take place and that goals are accomplished.

d) Oversee the entire PTSAR operation and advise and counsel subordinate Officers as needed.
e) Bring relevant ideas, issues, and concerns forward for response and action.
f) Be the deciding vote in case of a tie vote.
g) Maintain or cause to be maintained a website for the organization.
h) Approve expenditures up to $1,000, without Board approval, in a manner that is consistent with the yearly budget.

2. The Vice President shall:
a) Assist the President and assume the President's duties as needed.
b) Be responsible for implementation of training schedules.
c) Chair training planning meetings.
d) Maintain or cause to be maintained training records for each member.
e) Assume the role of President in their absence.

3. The Secretary shall:
a) Maintain records of membership and minutes of meetings.
b) Monitor insurance and liability.
c) Prepare and/or maintain memoranda of understanding with the Maine Warden Service, local police departments, and other agencies as necessary.
d) Handle group correspondence.
e) Ensure that files and documents of group actions and activities are kept current.
f) Keep the Board of Directors informed of the attendance of members at training activities and meetings to determine membership status.

4. The Treasurer shall:
a) Maintain accurate records of the financial status of PTSAR.
b) Prepare, or have prepared, the required tax forms, audits, etc. required of the group as a non-profit organization.
c) Collect annual dues from members and provide the appropriate officers with a current list of those members who have paid their dues.

SECTION 8 There shall be a minimum of three (3) and a maximum of ten (10) elected Directors.

SECTION 9 The Board of Directors has the authority to create roles and appoint individuals to serve in those roles in order to effectuate the mission and purpose of PTSAR. The description and term of each role shall be at the discretion of the Board. Individuals appointed to Board-established roles are not considered members of the Board of Directors unless so specified in the description of the role.

SECTION 10 Standing Roles: The following two roles shall be considered standing roles:

Communications Officer

MASAR Representative

1. The Communications Officer shall:
   a) Be a member of the Board of Directors.
   b) Dispatch members on SAR missions according to standards established by PTSAR, MASAR, and Department of Inland Fisheries, Wardens Service.
   c) Serve as the Captain of the Comms Team

2. The MASAR Representative shall:
   a) Be a member of the Board of Directors.
   b) Represent the interests of PTSAR at MASAR meetings.
   c) Keep the PTSAR membership informed of MASAR activities, proposed policies, and standards.

ARTICLE IV - COMMITTEES

SECTION 1 Standing Committees shall be made up of Voting Members. All Standing Committees shall meet as needed at their Chairperson's discretion, but at least once in a calendar year.

SECTION 2 Standing Committees:

Training

3. The Training Committee shall be led by the Vice President and:
   a) Plan regular training schedules.
   b) Notify the membership via email of upcoming training activities, including the location and type of training planned.
   c) Inform the Maine Warden Service Search and Rescue Liaison of all Unit Training exercise dedicated to achieving or maintaining MASAR certification for a unit's members by sending notice, as required by the Maine Warden Service, to the Maine Warden Service Search and Rescue Liaison listing:
      i. The training exercise date.
      ii. Training exercise topic(s).
      iii. The instructor(s) name(s)
   d) Following completion of each Unit Training exercise, send a report on the Unit Training exercise, as required by the Maine Warden Service, to the Maine Warden Service Search and Rescue Liaison listing:
      i. The Unit or Unit's involved.
      ii. The actual date of the exercise.
      iii. The names of those who received training as part of the exercise.

iv. A brief description of the training provided.

SECTION 3 Other Committees or sub groups may be formed at the direction of the President. These Committees shall be made up of Voting Members. Should the President wish to form a Committee that includes Probationary Members or individuals who are not members, the membership of that Committee must be approved by a 2/3 vote of the Board of Directors at a Regular, Special, or Annual Meeting.

ARTICLE V – POLICIES AND PROCEDURES

SECTION 1 The Board of Directors retains the authority to develop, implement, and maintain Policies and Procedures for the operation of PTSAR.

SECTION 2 The adoption of Policies and Procedures, or the amendment thereof, shall be done at a Regular Meeting, Special Meeting, or Annual Meeting, only.

SECTION 3 Any topic not specifically governed by a provision of these bylaws may be addressed in the Policies and Procedures. If there is a conflict between the Policies and Procedures and these bylaws, the bylaws shall control.

ARTICLE VI – MEETINGS

SECTION 1 The Board of Directors shall hold Regular Meetings as needed. Notice of a Regular Meeting shall be provided to the full membership via email at least two weeks prior to the Regular Meeting. Notice shall include the proposed agenda for the Regular Meeting. Regular Meetings may be held in-person or via an electronic medium such as, but not limited to, Zoom or Google Meet, as required in order to allow all Members to attend.

SECTION 2 Special Meetings may be called by the Board of Directors. The reason for the Special Meeting must be stated in advance and no other business may be conducted at that meeting. The date, hour, place, and purpose of the Special Meeting shall be publicized via email to all Probationary and Voting Members at least three (3) and no more than fourteen (14) days in advance of the Meeting. Special Meetings may be held in-person or via an electronic medium, such as, but not limited to, Zoom or Google Meets, as necessary in order to permit all Members to attend.

SECTION 3 Unless invited, or unless an agenda item requires a Membership Vote, Members shall not participate at Regular or Special Meetings. If an item requires a Membership Vote, an opportunity for Membership discussion at the meeting shall be provided. An opportunity for discussion of any Policy or Procedure adoption or amendment shall be provided at a meeting prior to the Board's vote on the Policy or Procedure.

SECTION 4 The Annual Meeting shall take place between September 1 and the December 31. The Annual Meeting may be held in-person or via an electronic medium, such as, but not limited to, Zoom or Google Meets, as necessary in order to permit all Members to attend.

SECTION 5 A simple majority of the Board of Directors shall constitute a quorum at any Meeting other than the Annual Meeting. A simple majority of the Voting Membership shall constitute a quorum at the Annual Meeting.

SECTION 6 The order of business at the Annual Meeting will be:

a) Call to order by the President.
b) President's Report of the year's activities.
c) Treasurer's Report of the Unit's finances.
d) Membership approval of yearly budget.
e) Secretary's Report of suggested bylaw changes, if any.
f) Membership vote of bylaw changes, if any.
f) Membership Committee's presentation of new members' applications.
g) Ways and Means Committee's presentation of fundraising plans.
h) Training Committee's presentation of upcoming training activities, including location and type.
i) Election of Directors.
j) Election of Officers.
k) Presentation of old business items.
l) Presentation of new business items.

ARTICLE VII - VOTING

SECTION 1 Each Member shall have a single vote.

SECTION 2 Proxy votes shall be allowed.

SECTION 3 Members may cast votes via electronic transmission, if the motion is presented as one for which voting by electronic transmission is permitted.

SECTION 4 Except as otherwise expressly stated in these bylaws, a majority vote of those Voting Members present (or voting through proxy) at a Regular, Special, or Annual Meeting shall carry on all issues on which the Membership is required to vote.

SECTION 5 Dissolution of the corporation shall require the agreement of 2/3 of the Members. This vote shall require a written ballot.

SECTION 6 Expenditures in the amount of $1,000 or more shall require a 2/3 majority vote of the Board of Directors.

SECTION 7 Changes in bylaws shall require a 2/3 majority vote of the Membership present at the meeting at which the bylaw changes are presented for adoption. Proposed changes to the bylaws must be provided to the Membership via email fourteen (14) days prior to the Regular or Annual Meeting at which the bylaw changes will be considered. Bylaw changes may not be made at a Special Meeting.

SECTION 8 Encumbrance of PTSAR with any debt, or binding/obligating the organization to a contract for a period in excess of 16 months, shall require a majority vote of the Membership present (or voting through proxy) at the Meeting where the debt or contract is presented to the Membership.

SECTION 9 The requirement of membership dues, changes to membership dues, or the imposition of any financial assessments to the Membership requires a majority vote of the Membership present (or voting through proxy) at the Meeting where the issue is presented to the Membership.

SECTION 10 Acquisition of real property requires a majority vote of the Membership present (or voting through proxy) at the Meeting where the acquisition is presented to the Membership.

ARTICLE VIII – DISSOLUTION AND DISTRIBUTION OF ASSETS

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes within the meaning of Section 501©(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this State.

ARTICLE X – CONTRAVENTION OF LAW

SECTION 1 If any provision or section of these bylaws contravenes the laws or regulations of the United States or of the State of Maine, such provisions shall be superseded by the appropriate provisions of such law or regulations, so long as same is in force and effect. All other provisions or sections of these bylaws shall continue in full force and effect.

SECTION 2 Any provision or section of these bylaws found to be in contravention under Article X, Section 1 may be modified to correct the contravention by a majority vote of the Board of Directors. Any such modifications to these bylaws shall be to the minimum extent required to correct the contravention. Modifications made under this provision shall be communicated to the Voting Membership, in writing within ten (10) days, or at the next meeting, if that meeting is within ten (10) days.

{END}