

BYLAWS OF ELMORE COUNTY SEARCH AND RESCUE, INC. A NON-PROFIT CORPORATION

Article I. Organization

- Section 1. The name of the organization shall be Elmore County Search and Rescue Incorporated, hereafter called the Unit.
- Section 2. The Unit is incorporated under the laws of the State of Idaho as a 501(c) 3 organization.

Article II. Purpose

- Section 1. The purpose of this Unit is:
- A. Serve the public welfare in any disaster, catastrophe, or emergency.
 - B. Render aid and assist to persons in difficulties, distress, or when called upon for support of local Law Enforcement.
 - C. Conduct training that leads to techniques and applications that are exchanged and/or consolidated to strengthen the individuals and the capabilities of the Unit.
 - D. Advise and train resource groups who can assist during search and rescue operations.
 - E. Maintain professionalism during all aspects of search and rescue business.
- Section 2. The Unit receives authority to exist and operate from the Sheriff of Elmore County, by constitutional mandate and Idaho code 46-1026, 46-1027, 46-1009, HO 113-ch.132. No callout shall be initiated without approval of the Sheriff.

Article III. Membership

- Section 1. Membership of the unit shall be limited to a reasonable number of participating members as established by the Sheriff or designated representative. There will be no limit of active memberships, which includes the seven (7) Officer positions. Commander, Vice Commander, Secretary, Treasurer, and Training Officers will be voted on by the in good standing members of the organization. Team Liaison and Quarter Master will be appointed by the elected Officers.
- Section 2. Any person having an interest in the objectives of the organization shall be eligible for membership, provided the applicant meets the following:
- A. Must be eighteen (18) years of age or older.
 - B. Must be in good mental and physical condition.
 - C. Must be available for search and rescue operations.
 - D. Must be a resident of or own property in Elmore County.
 - E. Must comply with training requirements for Field or Support roles established in the Team Standard Operational Procedures (SOPs). Requirements for Field Roles (all teams excluding Communications), must complete FT1 (Foot Team 1) requirements within 90 days of completing ECSAR Newcomers training. Until FT1 requirements are met, members can only participate in Support roles. If training is not completed, the member can appeal to the Board of Directors for a continuance in 60 day increments.

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- F. Must attend at least 4 meetings, training sessions, operations, and/or public events each quarter to show members are active in participation and sincere about supporting Unit activities.

Section 3. Types of Memberships:

- A. General Membership -- Any person having active interest and will support the objectives of the unit.
- B. Auxiliary Membership -- To include tenant associations, i.e. Atlanta.
 - a. Auxiliary liaison will be appointed by the ECSAR board of directors.
 - b. Auxiliary members will be given an absentee ballot if they cannot attend, in person, to have voting privilege.
- C. All members must pay their dues on or before the Business meeting in February each year unless otherwise extended or for good cause established by the board of directors on a case by case basis.

Section 4. Applications for membership shall be in writing, on forms provided for that purpose, and signed by the applicant.

Section 5. The membership committee, which will be the same as the acting Board of Directors, will review all applications. Once applications are approved and processed, the steps are as follows:

- A. Conduct an interview during the first 3 months following the completed application. Applicants will be approved by a two-thirds vote by the Board of Directors' present.
- B. Applicants will be given an ECSAR In-processing Checklist at this time, in which they have 90 days to complete and return. If the applicants cannot complete within 90 days, the applicant must inform a member of the membership committee.
- C. Applicants must successfully complete Newcomer's Orientation.
- D. Applicants will become members upon payment of dues (as provided in Article VIII).
- E. Once all above requirements are completed, the member will receive an ECSAR number and can obtain an ECSAR identification card at the Elmore County Driver's License office.
- F. Returning members will follow the same process as a new member.

Section 6. All members of the Unit shall obey the code of conduct as established by the Unit.

- A. Yearly criminal background checks may be conducted on active, and auxiliary members.
- B. Any criminal activity must be reported to an Officer on the Board of Directors within 30 days of the incident.
- C. Public image must be upheld as a member of the Unit.
- D. No abuse of the affiliation.

Section 7. Termination of membership:

- A. Any member may resign from the Unit upon written notification to the Board of Directors.

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- B. Any member that resigned their position within the Unit will be given an Out-processing Checklist. Items must be completed within 14 days of resignation date.
- C. Members may be expelled for the following reasons:
 - a. Non-payment of dues after 30 days from the date due, unless otherwise extended or for good cause established by the Board of Directors on a case by case basis.
 - b. Mandatory attendance within the Unit, noted in Article III, Section 2, Item E.
 - c. Conduct unbecoming a member or prejudicial to the aim or repute of the Unit.
 - d. Members will be given written notice of potential termination. Members may be expelled with two-thirds vote of the Board of Directors present at any scheduled meeting. Notice and opportunity for hearing will be given to the member and a probationary period can be given by the Board of Directors on a case by case basis. The probationary period will last no more than 90 days and the member can, if granted by the Board of Directors, still be an active member of the Unit.
 - e. Requested by Sheriff/Under-Sheriff/or designated representative. Vote will also be a two-thirds vote of the Board of Directors at any scheduled meeting.

Article IV. Meetings

- Section 1. Annual meeting of the corporation, in compliance with state law shall be held during January of each year; the time and place shall be fixed by the Board of Directors and notice thereof given to each member at least ten (10) days before said meeting.
- Section 2. Monthly meetings of the corporation shall be held at a minimum of once a month and will be posted on the Unit's website and/or announced at the meetings.
- Section 3. Board meetings may be called by the Commander or by the Board of Directors upon written application or telephone/email notification. At least four (4) Officers of the Board must be present. Notice of unscheduled meeting (including the purpose of the meeting) shall be given to each Officer on the Board of Directors at least one (1) day prior to said meeting.
- Section 4. Committee meetings may be called at any time by the Commander, Vice commander, or by the Team Lead.
- Section 5. At any duly called general meeting of the Unit one-third of the active members shall constitute a quorum. At any board meeting, a majority of Directors shall constitute a quorum. At team meetings, a majority shall constitute a quorum.

Article V. Voting

- Section 1. At all meetings, except for the election of Officers on the Board of Directors, all votes shall be by voice and members must have paid dues. For election of Officers, ballots shall

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be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Section 2. In any proceedings in which voting by the members is called for, each member shall be entitled to one vote, any member not able to attend will be provided an absentee ballot beforehand and must be turned in to SAR 6 by the beginning of the February business meeting. In the event of a tie the outcome shall be determined by a toss of a coin.

Section 3. A vote may also be held by other means when required provided there is a means of recording the vote for record keeping purposes such as by electronic mail. This can be used for the purpose of moving items through the process that cannot wait for the next scheduled general membership meeting.

Section 4. Officer elections will be conducted as follows

- A. SAR 6 will coordinate Officer elections.
- B. Candidates for open positions must be nominated by January 15th and have paid dues.
- C. Board of Directors will conduct an interview of all candidates by February 1st.
- D. SAR 6 will send all ECSAR members the approved candidates, their bio's, and a reminder about elections and dues at least one week prior to the election date by electronic mail.
- E. For ballot to be approved, members must be paid, and ballots sent, via email/text/mail, to SAR 6 before the start of the first business meeting in February.
- F. Secretary/Treasurer will supply an active membership list to SAR 6 at the start of the Officer election meeting to ensure only paid members are voting.
- G. Ballots will be counted and documented by three non-biased members and presented to the Team on the night of elections.
- H. SAR 6 will document all absentee and present ballots for proper documentation of Officer elections; storing results either electronic or hard copy for a minimum of three (3) years.

Article VI. Officers

Section 1. The Officers of Elmore County Search and Rescue Inc. will also act as the Board of Directors and shall be:

- A. Commander (aka President) SAR 1
- B. Vice Commander (aka Vice President) SAR 2
- C. Secretary SAR 3
- D. Treasurer SAR 4
- E. Training Officer SAR 5
- F. Team Liaison SAR 6
- G. Quarter Master/Vehicle Maintenance SAR 7
- H. SAR Coordinator (appointed by Sheriff)
- I. Assistants can be added to any officer position, upon request and approval by the Board of Directors, acting as a non-voting position.

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- Section 2. The governing and policy making responsibilities of the Unit shall be vested in the Officers, who shall control its property, be responsible for its finances, and direct its affairs. A quorum (majority vote) by the Board of Directors can authorize expenditures up to \$1,000 outside approved unit annual budget. Amounts greater than \$1,000 will require a majority vote by the general membership.
- Section 3. No member of the Unit shall be elected to any office herein unless he/she is an active member in good standing. Not more than two elected voting members of the Board of Directors shall be related, in the same family or by marriage.
- Section 4. Election of Officers shall be held annually and will be held for a term of two years. Commander, Secretary, and Training Officer elections will take place on odd years; Vice-Commander and Treasure elections will take place on even years. Elections will take place at the Business meeting in February of the New Year. Exceptions will be the Team Liaison and Quarter Master/Vehicle Maintenance positions which will be appointed by the Board of Directors. Nominations can be verbal or written and the elections must not take place at the same meeting as annual nominations.
- Section 5. In the event that a voted or appointed Officer cannot fulfill their duties, the Board of Directors will take the forthcoming actions. The member will be given written notice of the duties they are not fulfilling, per the bylaws. The member will be given a “probation period” of 30 days to rectify any outstanding duties or responsibilities. The member may appeal to the Board of Directors at that time or may resign from their position. After the 30 days, the Board of Directors will review the written document to ensure duties have been performed. If improvement is shown, the Board of Directors can end the “probation” period or extend for an additional 30 days. If improvement is not shown, the Officer can be removed from the board with two thirds vote. If the member is removed from their Officer duties, they will transfer all open items to the designated Board Member at the time of removal. The removed Board Member will still continue as a ECSAR member, if they choose to do so. There will be no repercussions on stepping down or removal from an Officer seat and transition to “regular” team.
- Section 6. In the event there needs to be an interim officer the Board of Directors will appoint a person in the position until the appropriate election year.
- Section 7. Duties of Officers shall be:
- a. Provide leadership during all Search and Rescue operations.
 - b. Appoint the Team Lead of all standing teams.
 - c. Appoint SAR 6 and 7 as required.
- A. Commander:
- a. Chief executive of the Unit and the chairman of the Board of Directors.
 - b. Preside over all meetings of the membership and the Board of Directors.
 - c. Act as ex-officio member of all teams.
 - d. Appoint the delegate to the Idaho State Search and Rescue official functions and other functions so designated by the membership.

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- e. Any other duties deemed necessary.
- B. Vice Commander:
 - a. Shall serve in the absence of the Commander.
 - b. Perform the duties required in the management of the external or internal affairs of the Unit.
 - c. Be the liaison to the members in time of need, sickness, death, etc.
 - d. Will work with SAR 4 to gather all information for taxes and file yearly.
 - e. Any other duties deemed necessary.
- C. Secretary:
 - a. Have an accurate record of all meeting minutes and custody of the bylaws and other official documents (Titles, Applications, Articles of Inc., etc.).
 - b. Ensure all titles and registrations are filed with the county clerk.
 - c. Keep record of all meeting/training sign in sheets and trip reports, and report to Commander.
 - d. File all reimbursements to appropriate organizations.
 - e. Have available at all meetings up-to-date copies of the bylaws and roster.
 - f. Conduct the correspondence of the Unit in accordance with the directions of the Commander and/or the Board of Directors.
 - g. In the absence of the Commander and Vice Commander, call the meetings to order and preside until the election of a chairman pro-tempore which should take place immediately.
 - h. Any other duties deemed necessary.
- D. Treasurer:
 - a. Have custody of all funds of the Unit and make disbursements only as authorized by the Unit either by specific action or by adoption of a budget and by vote of the membership.
 - b. Pay all approved bills.
 - c. Prepare a detailed financial report to be presented at each official meeting and complete financial report for their term of office. Such a report shall be ready for audit at the annual meeting by three disinterested parties, at the request of any voting member.
 - d. Handle all properties, buying, and disbursement by direction of the Board of Directors.
 - e. Complete all forms pertaining to the corporation.
 - f. Prepare an annual budget of expenditures to be voted on by general membership at the first meeting following the annual Board of Directors meeting each year.
 - g. Work with SAR 2 to gather all information for taxes and file yearly.
 - h. Any other duties deemed necessary.
- E. Training Officer:
 - a. Conduct a minimum of one (1) training meeting a month and, at minimum, one (1) outdoor training exercise semi-annually.
 - b. Keep up to date on all state and county training requirements.
 - c. Appoint advisors in different fields of training.
 - d. Record/maintain all instances of training and certifications for each member for the past 3 years and report to Commander and Secretary.

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- e. Create and approve an annual training plan based on the Units needs and skills.
 - f. Coordinate and schedule training meetings.
 - g. Approve and complete training reports for training sessions.
 - h. Any other duties deemed necessary.
- F. Team Liaison:
- a. Direct all activities related to recruitment, maintenance of membership, and reinstatement of past members.
 - b. Collect and track annual membership dues. All monies collected will be turned over to SAR 4 as soon as possible.
 - c. Control, maintain, and update organization website.
 - d. Control, maintain, and update organization social media accounts.
 - e. Oversee all public events the Unit attends, hosts, etc.
 - f. Oversee all fundraiser activities for the Unit.
 - g. Maintain clothing orders, design placement, payments, and deadlines for such.
 - h. Organize and oversee the Officer election process.
 - i. Any other duties deemed necessary.
- G. Quarter Master/Vehicle Maintenance:
- a. Equipment custodian.
 - b. General upkeep, coordination, and scheduling of maintenance on vehicles.
 - c. Inventory and restocking of SAR supplies. Any purchases need to be approved by the Board of Directors.
 - d. Ensure all titles and registrations are with the county clerk.
 - e. Any other necessary duties deemed necessary.

Section 8. Team Leads

- A. Officers will appoint leads for each team: EMS, Drone, Communications, Foot, Rope, Motorcycle/ATV/UTV, Horse, Snowmobile, and Boat teams.
- B. Team leads will be:
 - a. Responsible for maintenance, serviceability, and inventory of ECSAR team equipment.
 - b. Responsible for providing the Board of Directors an itemized list of supplies/gear/equipment for purchase or disposal.
 - c. Responsible to coordinate team attendance for public events and fundraising activities with SAR 6.
 - d. Responsible for conducting team training outside of regular scheduled meetings/trainings/public events.

Article VII. Rules of Order

- Section 1. Robert's rules of order, newly revised, shall govern parliamentary procedure when articles of incorporation bylaws are silent on the question.

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Article VIII. Dues

- Section 1. Dues are \$20.00 and payable on or before the Business meeting in February of the new year; dues must be paid in order to be a voting member. Any person that has not paid dues within 30 days of the due date are subject to be expelled from the Unit, unless otherwise extended or for good cause established by the board of directors on a case by case basis. Members who have been active for five (5) or more years are only required to pay \$5.00 for the Idaho State Search and Rescue Dues.
- Section 2. Returning Membership – A past member who left SAR for a period of time and is now returning, must pay \$20 for their first dues. After that, the amount will change to reflect the total number of years the returning member has been with The Unit.
- Section 3. Dues may be changed from time to time prescribed by the general membership.

Article IX. Reimbursements

- Section 1. All training reimbursements for an ECSAR member must be approved by two thirds vote by the Board of Directors prior to purchase. The member must be in good standing with the Unit for approval of training funds to be considered. The member will request this in writing to ensure purpose, need, and benefits to the Unit. The Board of Directors will have 30 days to determine the approval/denial of the request. If the Board of Directors approves the reimbursement, it will be on a case by case basis and to the Unit's needs.
- If training is approved and paid upfront by ECSAR, an agreement will be entered with the Unit in writing, to show a commitment to the Unit for 2 years and utilizing the training on Unit searches and/or training to "better" the Unit.
- If training reimbursement is considered at a later time, i.e. maximum of 1 year, then an additional 1 year commitment and participation to the Unit is required, prior to reimbursement being paid by the Unit.
- If the commitment is not fulfilled, the member must reimburse the Unit the funds paid within 90 days. The member may appeal to the Board of Directors for consideration. The Board of Directors will have 30 days to review the case and decide if repayment will be made or reimbursement of funds is required per written agreement.
- Section 2. All other reimbursements requested by an ECSAR member, i.e. search, maintenance, etc, need to be coordinated prior to purchase with an Officer. A receipt is required for all reimbursements with written (email/text/paper) attachment on why item(s) were purchased outside of ECSAR bank cards.

Article X. Dissolution

- Section 1. In the event of dissolution of this Unit, all monies and properties of Elmore County Search and Rescue shall be disbursed to Unit members before given to Elmore County Sheriff's Department.

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Article XI. Amendments

Section 1. These bylaws may be amended by a majority vote of the membership, provided notice is given to the membership on proposed changes thirty (30) days in advance.

Article XII. Adoption

Section 1. These bylaws supersede and replace any and all bylaws of the Unit ratified at any date earlier than the date shown below.

Section 2. These bylaws of Elmore County Search and Rescue have been ratified and accepted by a majority vote of the members at the regularly scheduled meeting of the Unit on

_____.

Ricky Summers, Commander - SAR 1

Date

Kevin Mitchell, Vice Commander – SAR 2

Date