

BY-LAWS
OF

KINGMAN MOHAVE COUNTY
SHERIFF'S
SEARCH and RESCUE INC.



2023 Bylaws
Ratified by General Membership 07/06/2023

2023 By-Laws (ratified 07/06/2023)

ARTICLE I

NAME OF ORGANIZATION

The membership does hereby voluntarily join in a non-profit Organization whose name shall be Kingman Mohave County Sheriff's Search and Rescue Inc., hereafter referred to as SAR. The organization shall be subject to the rules and regulations set forth in the Articles of Incorporation, this document (By-laws), the Standard Operating Procedures, hereafter referred to as SOPs, and Mohave County Sheriff's Office (MCSO) General Orders.

ARTICLE II

OBJECTIVE

The objective of this organization is to assist MCSO during emergencies, search and rescue operations, and to promote the safety, welfare and good fellowship of all citizens of Mohave County in accordance with the SOPs.

ARTICLE III

MEMBERSHIP AND QUALIFICATIONS

SECTION 1

Number of Members:

The number of active members in Kingman Mohave County Sheriff's Search and Rescue Inc. shall be limited to 40.

SECTION 2

Membership Eligibility and Admission:

The membership shall be open to Mohave County residents who are sponsored by an active member of said Unit. The applicant shall be a minimum age of twenty-one (21) years with good moral character and be of sound physical and mental health. The applicant shall have a reliable 4-wheel drive vehicle, no all wheel drives vehicles, and own a smart cell phone, in accordance with the SOPs.

SECTION 3

Application Procedure:

Membership applications are available online, or at a regular meeting. The applicant will complete the following procedures:

1. Submit completed application and fingerprint card to the Membership Committee along with the \$150.00 application fee. Incomplete applications will be returned to applicant.
2. The applicant must be interviewed, and vetted, by the Membership Committee who will make a recommendation to the Board of Directors. A membership committee member shall be assigned to the applicant, as a mentor.

3. The application must be reviewed and approved by the Board of Directors, who will forward it to the MCSO for background check. If application is declined by the Board of Directors, the President and 1st Vice President, 2nd Vice President, or Sergeant at Arms, will notify the applicant of their denial for membership. The applicant must pass the background investigation prior to attending any search and rescue training or missions.
4. The applicant must attend three (3) consecutive monthly meetings.
5. If the applicant passes the MCSO background check, the Membership Committee interview, and the Board of Directors review, the vote will be presented to the membership during the third or later meeting.
6. Once voted on and admitted to the Unit, the new member will begin a one-year probationary period. If applicant is refused admission to the SAR Unit, the application fee of \$150.00 will be refunded.

At the end of the Probationary Period, the Probationary Member will be evaluated by the Board of Directors as to participation in the Unit, meeting attendance, adherence to unit regulations, and completion of all minimum training requirements. If, in the opinion of the Board of Directors, the Probationary Member has not made an effort to participate, they will either be placed on a second year of probationary status, if there are extenuating circumstances such as health or family issues, or terminated. A probationary member will be eligible for only one additional year of probation after which they will be terminated.

The probationary member may not participate in a search and rescue operation until they have completed Basic Academy (refer to MCSO SOPs). Upon satisfactory completion of the membership process, and having been voted on and accepted by the members, the probationary member shall be issued all applicable unit equipment and shall acquire the uniform as set forth in the SOPs within thirty (30) days. The probationary member shall be placed on the membership roster and be entitled to all rights and privileges of any member thereafter. The probationary member will be issued a copy of the Unit By-Laws and SOPs of the Sheriff's Office along with any other applicable documents. The probationary member shall be assessed dues in the amount of \$25.00. The probation period will be for the purpose of determining the probationary member's attendance status at meetings, SAR callouts, Unit required training and overall performance of the individual. Should any other matter surface within this probation period, the Board of Directors may terminate the probationary member, at their discretion.

SECTION 4

Application Fee and Member Dues:

The application fee shall be \$150.00. This will be no annual member dues. The Treasurer shall notify those applicants that are in arrears of the fee and not paid within one month of notification shall be subject to membership application termination.

SECTION 5

Maintaining Training Certificates

It is the member's responsibility to maintain their training certificates such as CPR/first aid and specialty training. If a requirement expires, the member will be suspended from attending

searches/rescues. If certification is not brought current within ninety days the member may be terminated from the unit as determined by the Board of Directors.

SECTION 6

Resignation or Termination of Membership:

Upon submitting a written resignation to the Board of Directors or, the termination of membership, the member shall immediately return all unit equipment to the Sgt at Arms. Any member failing to return unit issued equipment within 15 days of resignation or termination, will be responsible for the equipment replacement and any applicable cost incurred by the unit. (Billed and collected)

ARTICLE IV

ELECTED AND APPOINTED OFFICERS

SECTION 1

Officers:

The elected officers are:

1. President
2. Vice President
3. Second Vice President
4. Three (3) Directors
5. Secretary
6. Treasurer
7. Sergeant at Arms

The following are appointed officers and are selected from members in good standing by the President

1. Quartermaster
2. Training Officer
3. Procurement Officer

The term of elected and appointed officers will be for a period of one (1) year. The current officer's term will end the first Thursday in January. The meeting in November will be for the nomination of candidates. The meeting in December will be for the nomination and election of officers. Only active members in good standing are authorized to cast ballots. All elected and appointed officers must have completed the probationary period.

SECTION 2

Duties:

Duties of the President:

The President shall hold the rank of Captain. The President shall preside over all regular meetings of the members and of the Board of Directors and special meetings of the Board of

Directors and shall perform such other duties as the Board of Directors may prescribe. It shall also be the duty of the President to appoint squad leaders with the approval of the Board of Directors. The President has the authority to relieve said appointees with the approval of the Board of Directors. The President shall act as liaison between the Sheriff's office and the SAR Unit. The President only votes on the Board of Directors in case of a tie. All outgoing Presidents shall be awarded a commemorative memento to be decided on by the Board of Directors. The past President will be a non-voting member of the Board of Directors until such time as there is a new past President.

Duties of the Vice President:

The Vice President shall hold the rank of Lieutenant. The Vice President shall, in the absence of or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors deem appropriate and necessary. The Vice President shall not at any time deviate from the policies having been set down by the President and the Board of Directors.

Duties of the Second Vice President:

The Second Vice President shall hold the rank of Lieutenant. The Second Vice President shall, in the absence or disability of the President and/or the Vice President, perform the duties and exercise the powers of the absent officer. The Second Vice President will not at any time deviate from the policies having been set down by the President and Board of Directors and shall perform such other duties as the Board of Directors deem necessary.

Duties of the Board of Directors:

The Board of Directors shall have control of all real and personal property belonging to the SAR Unit. A majority vote of the members of the Board of Directors may approve a bill for payment if deemed necessary, pending an approved motion by the members at the next regular meeting. The President votes on the board only in tie breaking situations. They shall consider policies and present same to the membership with proper recommendations and will conduct the affairs of the SAR Unit in such a manner that said organization will function smoothly and assume its proper place in the community and in the Sheriff's organization. The Board of Directors has the authority to **suspend or terminate** any member for "Just Cause".

Duties of the Secretary:

The Secretary shall attend all meetings of the Board of Directors and regular monthly meetings and record the activities of said meetings. The Secretary shall advise members of the SAR Unit of the time, date, and place of all special meetings. In the absence of the Treasurer, it shall be the duty of the Secretary to collect and turn all funds over to the Treasurer. The Secretary shall provide a monthly roster of the members, both regular and probationary members to the Sheriff's office. The Secretary shall file the annual IRS 990N form and update the Arizona Corporation Commission files annually, as necessary.

Duties of the Treasurer:

The Treasurer shall collect and have custody of all funds, keep accurate and proper records which shall be reported to the secretary. The Treasurer shall keep and maintain an accounting of

each unit member and such accounting shall reflect the fees, dues and any assessments received. It shall be the duty of the Treasurer to present at the monthly meeting a report showing the Unit's current financial condition. It shall also be the duty of the Treasurer to pay any bills when said bills have been authorized for payment by a motion made and passed by the members at a regular meeting. All bills are to be paid by check or credit cards. Credit Cards will be issued by the President with the approval of the Board. The Credit Cards issued are to be used for fuel expenditures on approved missions. Exception to this are for the Quartermaster as outlined under Duties of Quartermaster.

Duties of the Sergeant at Arms:

The Sergeant at Arms shall guard the door allowing no unauthorized persons to enter and shall maintain order at all meetings and collect fines that are levied by the Board of Directors. The Sergeant at Arms shall see that the insignia on equipment of former members of the SAR Unit is removed. The Sergeant at Arms shall collect identification cards, badges, and all other SAR Unit equipment from former members and return these articles to the Quartermaster.

Duties of the Quartermaster:

The Quartermaster shall be the custodian of all unit equipment and as such, shall keep an accurate inventory of unit equipment and an accurate record of equipment issued to all members. No equipment shall be released to any member without said member's signature on appropriate unit sign-out form. No Unit equipment will be issued to any member for personal use. The Quartermaster will determine the condition of any equipment received from members and report to the Board of Directors. The Quartermaster will advise the membership if any equipment needs repairs or replacement.

Duties of the Training Officer:

The Training Officer shall set up and conduct regular training exercises and/or training lectures. The Training Officer will maintain the unit training files and review them for currency. The Training Officer shall coordinate with the other Units and MCSO on upcoming training in an effort to share resources.

Duties of the Procurement Officer:

The Procurement Officer is responsible for purchasing equipment and other items approved for purchase by the unit. Equipment par levels will be set by the unit, and they will be maintained by the Quartermaster and the Procurement Officer with the approval of the unit. The Procurement Officer may use the credit card to purchase equipment approved by the general membership.

SECTION 3

Nomination Procedures:

The nominations of officers and Board of Directors must be conducted the first Thursday in November. Any member in good standing may nominate any other member in good standing, who has completed their probationary period for an elective office. The nominee must accept the nomination before being placed on the ballot. No member may be nominated for more than one elective office.

SECTION 4

Election Ballot Process:

All elections shall be by secret ballot. There may not be any absentee voting or voting by proxy, with the exception of members on an active SAR mission. In the event of a tie, the membership shall continue voting until the tie is broken

SECTION 5

Corrective Action:

Members, including members in elected positions, who violate the SOPs, By Laws, MCSO policy manual, and/or other actions deemed inappropriate or unsafe by the Board of Directors shall receive corrective action. Elected members, who are the subject of corrective actions, shall excuse themselves from this process. Corrective action includes, but not limited to, verbal notice, suspension, or discharge from the unit. The Board of Directors, in its own judgement, shall determine the appropriate corrective action for each situation.

Members who are discharged from the unit shall receive written notice from the Board of Directors. The notice shall indicate the reason of the termination and shall be sent Certified Mail. The discharged member has 15 days from the receipt of the letter to indicate if they want to appeal and must request a meeting with the Board of Directors. The appeal meeting shall be held at a mutually agreed upon time and place. The discharged member will state the reasons for appeal. The Board of Directors shall have the ability to uphold or overturn the discharge.

SECTION 6

Open Elected Positions

Elected positions may become vacant due to resignation, retirement, suspension, and/or discharge. In the event of an open elected position, an election shall be held at the next monthly meeting to fill the position for the remaining term.

SECTION 7

Terms of Office:

The term of office for elected and appointed positions shall be one year. The elected officers may serve a total of three (3) consecutive years in the office to which they were elected.

SECTION 8

Leave of Absence:

Any member in Good Standing who is unable to participate in the official events of the SAR Unit may make application to the Board of Directors to be granted a Leave of Absence for a period of up to 6 months. The member must continue to pay the \$25.00 annual dues. All issued equipment must be turned in to the Sergeant at Arms. After the initial Leave of Absence period, the member may request an extension of up to 6 months. After the leave period the member must either rejoin the unit or resign. A member on leave of absence does not have voting rights, and will not be counted as a member to determine a quorum.

SECTION 9

Meeting Participation:

Members are expected to attend all meetings. Any member missing three (3) meetings, in a 12 month period, without being excused is subject to appear before the Board of Directors to explain why they should not be terminated from the SAR Unit.

SECTION 10

Reserve Status:

A member that has not participated in unit activities or required training activities, wishing to continue to be associated with the unit, will be placed in reserve status at the discretion of the Board of Directors. They will be removed from all electronic call out & mapping apps operated by the unit, will not have voting rights, or be counted to determine the quorum. They must return all unit equipment, must maintain their uniforms, continue to attend meetings, participate in our community functions, and assist in calling members during a call out. Reserve members shall be listed on a separate roster. If they have more than 3 unexcused absences at monthly meetings, the Board of Directors will review their standing with the unit.

ARTICLE V

MEETINGS

SECTION 1

Regular Meetings:

Regular meetings are conducted on the first Thursday of each month at 6:30 PM, or at such a time as determined by the President or Board of Directors to be in the best interest of the Unit.

SECTION 2

Nomination and Election Meetings:

The November meeting will be for the nomination of officer candidates for the coming year. The meeting in December will be for the election of new officers.

SECTION 3

Special Meetings:

Special meetings may be called by the President or the Board of Director to address a business issue or to address issues that may arise during normal operations.

SECTION 4

Quorum:

Fifty-One percent (51%) of members in good standing shall constitute a quorum. After roll call there should be a verification that a quorum does exist for that meeting.

SECTION 5

Meeting Order:

Robert's Rules of Order shall govern in all meetings.

ARTICLE VI

EXPENDITURES

SECTION 1

PAYMENT OF EXPENDITURES

All expenditures made by the Unit or by the President/Captain on behalf of the Unit will be paid for by the Treasurer only after a motion to expend Unit funds has been made and passed in a regular meeting of the Unit. If a payment is paid through a direct withdrawal process, payment will be allowed pending a motion and vote by the Unit at the next regular meeting.

SECTION 2

Emergency Replacement Expenditures

The President or the Vice President/Adjutant in their absence can spend the necessary funds to replace damaged, disposed of or lost equipment resulting from a mission prior to the next business meeting with the review and the approval of the Board of Directors. The receipt will then be presented to the Unit for approval at the next meeting.

ARTICLE VII

BOARD OF DIRECTORS

SECTION 1

Board of Directors Composition:

The Board of Directors shall be composed of 5 members. The position shall be the President, Vice President and three elected members at large.

SECTION 2

Board Meetings:

The Board of Directors shall meet at least once every quarter, time and place to be specified by the Board of Directors and /or the President.

ARTICLE VIII

REINSTATEMENT

Any former member who has resigned their membership in good standing shall be reinstated after filing application, passing background check, and receiving approval with a majority vote of the membership. The reinstated member will be assessed an application fee of **\$150.00** and shall be given priority over new applicants. Upon completion of these requirements the reinstated member shall become a member with all rights and privileges restored. The reinstated member must pay the annual dues and comply with minimum requirements, in accordance with Article III, section 5, within one year.

TRANSFERS

Any member in good standing in another MCSO S&R unit may transfer into this unit by vote of general membership.

ARTICLE IX

COMMITTEES

SECTION 1

Financial Review Committee:

The Financial Review Committee shall meet quarterly to review all of the financial documents of the SAR organization and report the findings to the Unit quarterly. The committee shall consist of at least four regular members of the SAR Unit.

SECTION 2

Membership Committee:

The Membership Committee shall consist of at least four regular members appointed by the President. This committee is charged with screening and interviewing all new SAR applicants and shall meet as required to screen applicants. The Membership Committee will maintain the Unit Roster. The Membership Committee will maintain the “New Member Handbook” and guide new members during the probationary period on achieving the minimum training requirements.

SECTION 3

By-Law Committee:

The By-Law Committee shall consist of at least four regular members appointed by the President. This committee is charged with reviewing and recommending changes to the By-Laws as needed and shall meet at least once every year.

SECTION

Special Committees:

Special committees shall be appointed by the President for specific duties and shall function in that capacity until retired by the President.

ARTICLE X

AMENDMENT TO BY-LAWS

SECTION 1

Review of By-Laws:

The By-Laws shall be reviewed at least once every year or as required by the By-Laws committee.

SECTION 2

Request to Change By-Laws:

Any member in good standing may request a change in the By-Laws. The proposed change must be submitted in writing to the By-Law Committee who will review the proposed change/s and submit its report to the membership at the next regular meeting. The membership will be advised in advance that a vote on the proposed amendment will take place at the next regular meeting.

ARTICLE XI

ORDER OF BUSINESS

Robert's Rules of Order shall govern in all meetings.

1. Call to Order
2. Introduction of Visitors
3. Roll Call
4. Review of Previous Meeting Minutes
5. Bills and Financial Report
7. Communications
6. Introduce and Vote on New Members
7. Nomination or Election of Officers
8. Report from Committees
9. Unfinished Business
10. New Business
11. For the Good of the Unit
12. Adjourn

By-Law committee members: (2023)

Frank Stein
Bob Boyd
Melisa Paul
Shawn Butler