

**Lake Havasu City Search and Rescue**  
**Sheriff Posse, Inc.**



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Bylaws of the Corporation  
as amended and approved by the  
Board of Directors and Voting Membership, October 7, 2020

**Committee**

<b>Chairperson</b>	<b>M. E. Gene Hepler</b>
<b>Member</b>	<b>Sgt David Williams</b>
<b>Member</b>	<b>John Nagle</b>
<b>Member</b>	<b>Sgt Steve Wirick</b>

## Article 1

### Section 1 - Name of the Organization.

The membership does hereby voluntarily join themselves in a non-profit organization whose name shall be "Lake Havasu Search and Rescue, Sheriff Posse, Inc., (LH SAR Unit) for the following Bylaw purposes and subject to the rules and regulations as set forth in this document.

### Section 2 - Operation and Administration of the Organization.

Operationally, the organization shall comply with LH SAR Unit non-profit Bylaws and Mohave County Sheriff's Office (MCSO) **current** Policies and Standard Operating Procedures (SOP).

The administration of the organization shall comply with the Bylaws herein and **Arizona Corporate Commission regulations for nonprofit organizations. The Board or member can refer to the Current Roberts Rules of Order on any Parliamentary Procedures not covered by the Bylaws or ACC regulations.**

## Article 2

### Section 1 - Objectives:

The objective of the LH SAR Unit shall include the following:

- 1) To assist and support the MCSO to achieve the Mohave County Sheriff's Mission.
- 2) To uphold and defend the Constitution of the United States, in and for the State of Arizona, the laws of Mohave County, the Policies and SOP (**current**) of the Sheriff, and the Bylaws of the LH SAR Unit.
- 3) At all times comply with the Mohave County Sheriff's Code of Ethics.
- 4) To participate in appropriate attire, and to bring into closer fellowship the individual members of the Sheriff's SAR Units.
- 5) To recognize, advocate, and demonstrate that safety is the responsibility of all LH SAR Unit Members and the community.
- 6) **To raise funds through grants, community functions, developing maps for donations, and other events to support the LH SAR Unit operation to complete our mission.**

## Article 3

### Section 1 - Membership and Qualifications:

Membership in the LH SAR Unit shall not exceed 35 and support members shall not exceed 64 members and be open to Mohave County residents. The applicant must be able to fulfill the membership requirements and probationary period per current MCSO Policy **339** (Volunteer Program), Standard Operating Policy (SOP) and Article 3, Section 2 of Bylaws. The applicant shall be a minimum age of twenty-one (21). A member of LH SAR Unit must also maintain

Member in Good Standing (MIGS) **while complying** with the MCSO Volunteer Program Policy and SOP in order to remain a member of this organization.

#### Section 2 - Application Procedure:

In order for a new applicant to become a MIGS, the applicant shall fulfill the following:

- 1) The applicant will be invited to and attend three consecutive regularly scheduled monthly meetings. The applicant will be interviewed by representatives of the Executive Board and or their designees. The applicant will be furnished with the formal MCSO application at the second meeting, **current** New Member Manual, LH SAR Unit Bylaws, MCSO SOP and the Volunteer Program Policy. The completed application, finger prints, Driver License, and full body picture will be submitted to the MCSO for the background investigation.
- 2) At the third monthly meeting attended, the applicant will be voted on by the membership for the acceptance into the LH SAR Unit and will be issued an HJ unit number upon completion of the background check **and receipt of MCSO Sheriff's Letter**. Pro-rated annual dues shall be collected if not waived. **A badge will be issued after completion of probation or at the determination of the Board. A loss and/or damage deposit will be collected upon issuance of the badge.**
- 3) The applicant will serve in good standing and demonstrate good character for a probationary period of 12 months. The unit's probationary period shall commence on the first meeting attendance. During the probationary period the applicant may participate in some training and other community activities of which the LH SAR Unit is participating in as approved by the Commanding Officer or designee.
- 4) The probationary member shall attend and complete the 16-hour Basic SAR Academy **and 16-hour SAR Advanced Academy**. Upon successful completion of the Basic SAR Academy, basic unit provided SAR equipment may be issued and loss and/or damage deposits collected.
- 5) Upon completion of the SAR Basic Academy and clearance of the MCSO background check, the applicant may participate in callouts with **their** vehicle but is subject to direct supervision in the search unless the Commanding Officer or designee requires otherwise during the probationary period.
- 6) During the remaining months of probation, the new member will be monitored for the purpose of determining **their** attendance status at meetings, SAR call outs, unit required training and overall performance. Furthermore, should any other matter surface within the probationary period, the Commanding Officer and Executive Board may terminate the probationary member.

#### Section 3 - Classification of an Inactive Member:

Any member who is unable to participate in the official events of the LH SAR Unit may make an application in writing to the Executive Board to become an inactive member for a period of up to

90 days. Additional inactive time may be approved, under certain circumstances, by the Executive Board.

#### Section 4 – Classification of Support Staff

Support Staff shall be a MIGS who may attend meetings and callouts, but are not required. **They must maintain certifications/training** and shall be relied on for support operations of the LH SAR Unit as needed in areas such as dispatch, logistics, committees, etc.

### Article 4

#### Section 1 - Elected and Appointed Officers Pre-Requisite Qualifications:

Title	Rank	Status	Yrs	Pre-Req.
1. Commanding Officer	Capt.	(elected)	2	Sgt. or higher in LH Unit, MIGS*
2. Executive Officer	Lt.	(elected)	2	Sgt. or higher in LH Unit, MIGS*
3. Adjutant	Lt.	(elected)	2	Sgt. or higher in LH Unit, MIGS
4. Sergeant at Arms		(elected)	1	MIGS
5. Squad Sergeant	Sgt.	(appointed)	1	MIGS
6. Retiring CO	Staff Sgt.	(reviewed)	1	Commanding Officer, MIGS
<b>7. Retired Capt/Chairman</b>	<b>Staff Sgt/Captain</b>		<b>N/A</b>	<b>Commanding Officer, MIGS</b>

\*Sheriff has the authority (per MCSO Policies) to relieve the Commanding Officer and Executive Officer for cause and approve the **appointment** of an Interim Commanding Officer or Executive Officer.

The Commanding Officer, Executive Officer, Adjutant, and Sergeant at Arms shall constitute the Executive Board as Elected Officers. The Elected Officers shall be elected and installed per Article 6, Section 3.

The Elected Officers, Sergeants and Staff Sergeant shall constitute the Board of Directors. They will serve on this board for a period of two years **or until retired or replaced by the Board.**

#### Section 2 - Duties of the Commanding Officer:

The Commanding Officer shall hold the rank of Captain/President of the non-profit organization, and shall direct all operations of the LH SAR Unit and non-profit organization. The Commanding Officer shall preside over all regular and special meetings of the Executive Board and Board of Directors. **They** shall also perform such other duties as the Board of Directors may prescribe. The Commanding Officer has the authority to expend SAR funds not to exceed \$100.00 without prior approval of the Board of Directors or the membership. It shall also be the

duty of the Commanding Officer to appoint and relieve as necessary; Secretary, Treasurer, Squad Sergeants, Training Officer(s), Safety Officer(s), Personnel Officer and Quartermaster with the majority consent of the Board of Directors and SAR Volunteer Coordinator. **Vacant Board positions can be filled by the Commanding Officer's appointment with the Board of Directors and SAR Volunteer Coordinator approval.** The Commanding Officer shall act as liaison between the Sheriff's office and the LH SAR Unit.

It is expressly understood that the Sheriff of Mohave County, or his duly appointed representative, shall act in an advisory capacity to all committees, and shall have the right of vote as a member of any such committee.

#### Section 3 - Duties of the Executive Officer:

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

#### Section 4 - Duties of the Adjutant:

The Adjutant shall hold the rank of Lieutenant and in the absence or disability of the Commanding Officer and/or the Executive Officer shall perform the duties and exercise the powers of the aforementioned officers. The Adjutant will not at any time deviate from the policies having been set down by the Commanding Officer and Board of Directors and shall perform such other duties as the Commanding officer and Board of Directors deem necessary.

**The Adjutant shall also perform the duties of Personnel, coordinating new members and maintaining required forms and records. The Commanding Officer can appoint other Board Members for this duty or appoint an assistant.**

#### Section 5 - Duties of the Sergeant at Arms:

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

#### Section 6 – Duties of the Executive Board:

The Executive Board shall carryout the administration and day to day operation of the non-profit organization and LH SAR Unit in accordance with the Bylaws. The Executive Board shall make recommendations to the Board of Directors.

#### Section 7- Duties of the Board of Directors:

The Board of Directors shall have control of all real and personal property belonging to the LH SAR Unit. A majority vote of the members of the Board of Directors may approve a bill for payment if deemed necessary and shall ratify the appointees made by the Commanding Officer. They shall consider policies and present same to the membership with proper recommendations and will conduct the affairs of the LH 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.

#### Section 8 - Duties of the Quartermaster:

The Quartermaster **with the assistance of the Radio and Technical Rope/Swift Water Tech** shall be the custodian of all unit equipment and keep an accurate inventory of said equipment. No equipment shall be released to any member without said members' signature on appropriate unit sign out form. No unit equipment will be issued to any member for personal reasons unless approved by the Board of Directors. The Quartermaster will determine the condition of any equipment received from members and report to the Board of Directors. The Board of Directors will decide on the refund, if any. The Quartermaster, **Radio Tech, and Technical Rope/Swift Water Tech** will advise the Board of Directors if any equipment is in need of repair or replacement.

**LH SAR Unit inventory of all equipment shall be maintained and a yearly inventory shall be provided to the Treasurer, Secretary and Board members. Damaged and outdated equipment can be surveyed by presenting an inventory list to the Board for approval to dispose of or donate.**

#### Section 9 - Duties of the Secretary:

The Secretary shall attend all meetings of the Executive Board and Board of Directors, regular monthly meetings, and record the activities of said meetings. The Secretary shall advise members of the LH SAR Unit of the place, date, and hour 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 endorse on behalf of the LH SAR Unit for an account in such banks as the Board of Directors shall designate. Such accounts shall reflect fully, the fees, dues and any assessments received from the members. The Secretary shall maintain a monthly roster of the members, both regular and probationary, and deliver it to the MCSO Volunteer Coordinator. The Secretary shall file all forms required by government agencies (Arizona Corporate Commission, grants, **Post Office Letter and other as required**).

#### Section 10 - Duties of the Treasurer:

The Treasurer shall collect and have custody of all funds, keep accurate and proper records, which shall be provided to the Secretary as well as an itemized annual report as well as other reports required by grants. The Treasurer shall keep and maintain an account of each member of the LH SAR Unit, and such accounts 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 units current financial condition. This report will consist of a summary of credits and debits for the previous month. It shall also be the duty of the Treasurer to pay all authorized bills. All bills

over \$50.00 are to be paid by check; Petty Cash funds shall be kept available, but shall not exceed **two hundred dollars (\$200.00)**. **The Treasurer will maintain the Post Office Box, keys and renew yearly.**

#### Section 11 - Duties of the Training Officer:

Training Officer shall develop, deliver, and evaluate basic and advanced SAR training courses for members of the unit. **They** may be required to coordinate or develop certain certification processes and be responsible for maintaining records. **They** also plan, direct, and coordinate training projects, certification processes, and programs. The Training Officer will provide guidance, consultation and assistance in training and development for SAR volunteers. The Training Officer will establish and maintain a timetable, including look-ahead scheduling of training programs coordinated with MCSO SAR advisors.

#### Section 12 - Duties of the Safety Officer:

The Safety Officer is responsible for making sure that policies and procedures are in place and adhered to and keep training and missions as safe as possible. If the Safety Officer notices, or is made aware of an unsafe situation, **they** are responsible for making sure that the situation is corrected. The Safety Officer also has the responsibility of educating SAR volunteers about the safety procedures and methods that should be used during training and missions. **They** may also investigate safety violations and recommend corrective measures.

### **Article 5**

#### Section 1 – Leaving the Unit:

Any member resigning or being removed from the LH SAR Unit shall be required to surrender to the Sergeant at Arms: their badge, MCSO ID card, keys, helmet, swift water equipment, rope equipment, radio (mobile and handheld), ballistic vest, jacket, orange/**yellow** vest and any other equipment belonging to the LH SAR Unit or MCSO. Leaving personnel will agree that any and all uniforms, hats, etc. shall be altered such that its identity as a uniform of the MCSO or LH SAR Unit no longer is recognizable and are encouraged to donate items to the unit's Quartermaster. All vehicle decals and HJ numbers shall be removed, including front license plate.

#### Section 2 – Attendance:

All members must make a conscientious effort to attend all monthly meetings, callouts, special assignments, training maneuvers and other community SAR events. Failure to attend three consecutive unexcused scheduled monthly meetings will result in immediate termination. Failure to attend nine out of twelve monthly meetings or failure to make a conscientious effort to participate in SAR functions will result in review by the Commanding Officer and Executive Board and could be grounds for termination of membership.

## **Article 6**

### **Section 1 - Meetings Time and Place:**

Meetings of the LH SAR Unit shall be held at 19:00 hours the first Wednesday of each month at a place to be decided by the Board of Directors, unless a change is requested and approved by a majority vote of the members present at a regular meeting. Training will be recommended and decided upon by the Training Officer or MCSO Volunteer Coordinators and announced at the regular monthly meeting.

### **Section 2 - Special Meetings:**

Special meetings may be called by the signatures of any five MIGS of the LH SAR Unit or the Commanding Officer at such a time and place as the authority calling the meeting may determine. Notice of special meetings shall be given to all MIGS not less than two days prior to the time of such proposed meeting and stating the time and place of such meeting.

### **Section 3 – Nominations, Elections and Installations of Officers:**

All Elected Officers will serve for a period of (2) years. The Commanding Officer (Captain) and the Adjutant (Lieutenant) will be elected for even years, the Executive and Sergeant at Arms for the odd years. The meeting in December will include the nomination and election of officers due that year.

The December meeting of each year will be the time when nominations for officers for the coming year will be made and closed. Nominees must accept their nomination and the elections will commence at that meeting. Only MIGS will be permitted to take part in the election process and be authorized to cast ballots.

In the event of a tie, the Sheriff or his representative will be empowered to cast a tie breaking vote. At 1201, January 1, the newly elected officers will assume their duties.

### **Section 4 - Executive Board:**

The Executive Board shall meet as necessary and called by the Commanding Officer.

### **Section 5 - Board of Directors:**

The Board of Directors shall meet as necessary. Special Board meetings shall be held when deemed necessary, called by the Commanding Officer, or after a majority approval of the Board Members. The Board/Special meeting shall have a published agenda and minutes of meeting taken.

### **Section 6 - Membership Fees and Dues:**

The Board can decide each year weather to asses or wave a membership fee of \$20.00 per year, payable at the January monthly meeting. Any member who fails to adhere to the policy is subject to termination by the Board of Directors. If assessed, members' dues may be waived by the Board of Directors for sickness or other mitigating reasons. Dues delinquent ninety days shall be cause for termination from the LH SAR Unit.



## **Article 7**

### Section 1 - Reinstatement:

Any past member that has resigned his/her membership in good standing shall be reinstated after filing application and approval of the majority vote of the membership. The reinstated member shall be given priority over new applicants. Upon completion of these requirements the reinstated member shall become a regular member with all rights and privileges restored. **If dues are assessed that year they will be prorated and dues shall be applicable from the day of acceptance.**

## **Article 8**

### Section 1 – Special Committees:

Special Committees shall be appointed by the Commanding Officer with concurrence of the Executive Board for specific duties and shall function in that capacity until retired by the Commanding Officer.

## **Article 9**

### Section 1 - Review of the Bylaws:

Bylaws must be reviewed at least once every five years, or as required. The Review Committee shall consist of the Board Members and additional members appointed by the Commanding Officer. The updated Bylaws shall be presented to and voted on for approval by the membership.

### Section 2 - Amendment of Bylaws:

If any MIGS requests a change in the Bylaws, said proposed change must be submitted in writing to the Executive Board. The Executive Board and /or Bylaw Committee will review the proposed change and submit a report to the membership at the next regular meeting. The amendment shall be presented to and voted on for approval by the membership.

## **Article 10**

### Order of business:

- 1 Meeting called to order
- 2 Introduction of visitors
- 3 Approval of minutes of previous meeting (emailed)
- 4 Treasurer's report (summary of monthly credits and debits)
- 5 Correspondence
- 6 Old business (including reports from committees)
- 7 New Business (includes the introduction and vote on new members)

8 Coordinators Reports, info, and Updates

9 Good of the posse

10 Adjournment

**Article 11**

**Section 1 – Survivability Clause:**

If any word, sentence, paragraph, section or articles of the Bylaws of the LH SAR Unit are found to be invalid and/or unenforceable by a competent jurisdiction, the remaining Bylaws will be considered in full force and effect.

**Section 2 - Indemnification:**

To the fullest extent permitted by the Bylaws each Officer and members of the Board of Directors of the corporation shall defend and be indemnified by the corporation for all claims, damages, losses, liabilities and expenses relating to, arising out of, resulting from or alleged to have resulted from the indemnitor’s acts, error, mistake or omissions, or any nature whatsoever (including but not limited to reasonable attorneys’ fees, court cost, the cost of appellate proceedings, and all claims adjusting and handling expense), reasonably incurred or imposed upon such officer or members of the board in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been an officer or member of the Board of the Corporation or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such officers or member of the Board is entitled.

<b>Captain</b>	<b>Michael Beets</b>	_____
<b>Executive</b>	<b>Dave Quiggle</b>	_____
<b>Adjutant</b>	<b>Dena Mangana</b>	_____
<b>Sgt At Arms</b>	<b>Mike Logan</b>	_____
<b>Secretary</b>	<b>Samantha Wilk</b>	_____
<b>Treasurer</b>	<b>Rebecca Bare</b>	_____