

JEFFERSON SEARCH AND RESCUE

CONSTITUTION AND BY-LAWS

March 9, 2015

ARTICLE I

Section 1 - PURPOSE

Jefferson Search and Rescue (herein called JSAR) is a fully independent volunteer organization with its own Board of Directors, officers, and Standard Operating Procedures (herein called SOP's.) JSAR is organized to provide assistance in the field of search and rescue to the Jefferson Country Sheriff's Department and other responsible agencies upon request.

Section 2 - OBJECTIVES

The objectives of JSAR are as follows:

- a) To promote the best possible utilization of personnel and equipment in the conduct of training exercises and search and rescue operations.
- b) To promote cooperation with other responsible agencies involved in search and rescue operations.
- c) To promote the instruction of the public in survival and to conduct a continuing, effective public information and relations program.

ARTICLE II

Section 1 - MEMBERSHIP

MEMBERSHIP REQUIREMENTS:

Active membership in the organization shall be limited only to the qualifications of those applying and in no instance be rejected due to sex, religion, or place of national origin. Active membership shall be limited to those persons who have reached their 14th birthday (with written parental consent if under age 18.)

Prospective members must make a written application to the board of directors of JSAR, and pass a Jefferson County Sheriff's Office background check. They will then be granted a provisional membership for an initial 6 months during which time they must attend 50% of all training exercises to be considered for full membership. At the end of successfully completing their 6 month probationary period each provisional member will be brought up to the general membership for a vote at the next general business meeting. Acceptance to full membership in JSAR shall be determined by a majority of those present.

Each member must be willing to serve on at least one committee.

All field qualified members must possess or be willing to obtain a Standard First Aid card within one year of having joined JSAR, obtain and show proof of having completed the minimum field training requirements within 18 months of joining JSAR. Registration with the Department of Emergency Management (herein called DEM) will be required.

CLASSES OF MEMBERSHIP:

JSAR will follow the "Classes and qualifications of search and rescue emergency workers" as specified in WAC 118-04-120. Membership status is subject to the approval of the Board of Directors with input from the Training Committee.

TERMINATION OF MEMBERSHIP:

Membership in this organization may be terminated for any action by a member which is detrimental to the best interest of the organization, such as failure to actively support the purpose or objectives of this organization or failure to actively participate in organization activities. Removal shall be by majority vote of the membership at a regular business meeting upon recommendation of the Membership Review and Grievance Committee and the Board of Directors.

Section 2 - ADVISORS AND LIAISONS

JSAR will seek advisors and liaisons from the following organizations:

- a) Jefferson County Sheriff's Department
- b) Olympic National Park
- c) Olympic National Forest
- d) Department of Natural Resources
- e) Members of the medical profession in Jefferson County
- f) Search and Rescue oriented organizations

Duties of advisors and liaison persons shall be to facilitate communications between JSAR and their respective department, to offer advice and suggestions as to how the unit can best prepare itself to be of assistance, and, where possible, aid the unit in obtaining training resources.

Section 3 - BOARD OF DIRECTORS

There shall be a Board of Directors consisting of the JSAR officers (President, Vice-President, Secretary, and Treasurer) and two Members at Large to be elected by the general membership.

Duties of the Board of Directors shall be:

- a) To act at the annual corporation meeting as required by the State of Washington.
- b) To act for the organization on such business that may arise between meetings, requiring decisions to be made before the next scheduled meeting.
- c) To oversee and study new proposals, proposed purchases, and other business to be presented to the regular membership.
- d) To develop an agenda for each meeting, for the purpose of achieving a smooth, time efficient and productive meeting.
- e) To continually evaluate the organization, making recommendations to promote effective positive growth.

Section 4 - OFFICERS

a. OFFICERS AND THEIR DUTIES

1. **President** — The President will preside over all business and executive meetings. The President will govern and oversee the overall operation of the organization; will act as liaison between JSAR and the Jefferson County Sheriff's Department, DEM, and the Washington State Office of Search and Rescue; or the President may appoint an Operations Manager to do this. The President shall work closely with the membership and the various committees in their combined effort to achieve the goals and objectives of JSAR; shall call for committee reports at each meeting; and will call for annual by-law review.
2. **Vice-President** — The Vice-President will attend all business and Board of Directors meetings; will assist the President with his/her responsibilities; and, during the absence of the President, shall perform those duties. The Vice-President shall also be responsible for providing an educational program for each business meeting, coordinating the program with the training committee in order to assist them and arrange for any needed outside instructors, films, slides, etc. as requested by the training committee.
3. **Secretary** - The Secretary will be responsible for attending and recording the minutes of all business and Board of Directors meetings, shall email or read the minutes of the previous business meeting, and shall ensure that a roll of members attending all meetings and training sessions is kept. The Secretary will be in charge of the organization's correspondence, and shall be responsible for placing a notice of meetings and training exercises in the newspaper.
4. **Treasurer** - The Treasurer will attend all business and Board of Directors meetings, will keep financial records, will submit a financial report to the organization each month, will pay all authorized bills, deposit all funds promptly in the proper bank account, and at times may be asked to assist in preparing a tentative annual budget.

b. ELECTION OF OFFICERS

1. If requested by any board member, there will be a nominating committee elected by the membership at the October meeting for the purpose of seeking and presenting qualified and willing persons to fill the various offices.
2. Election of Officers and Members-at-Large will take place at the December meeting.
3. The nominating committee, if elected, will present their candidates, and nominations from the floor will be called for at the November and December meetings. All nominees from the floor shall be in attendance at the meeting when they are nominated or a written acceptance of their nomination signed by the nominee shall be substituted in case of their absence. In cases of a contested seat, voting will be done by paper ballot.
4. Notice of the nominees shall either be published in the JSAR newsletter or sent in a letter or email from the Secretary to reach all current members at least two weeks prior to the December election.

5. Members in good standing with JSAR, having attended at least four meetings and/or training sessions during the calendar year may vote by paper ballot sent to the current JSAR Secretary should they be unable to vote at the December meeting. If there is a run-off vote, these votes will no longer count.
6. Officers shall be elected by a majority vote of those members voting.
7. Those officers elected at the December meeting will be installed at the annual meeting in January.
8. Officers and Members-at-Large will be elected for a one-year term, with any vacancies filled by emergency elections at the next business meeting following the vacancy. The person so elected will fill the remainder of the term.

c. RECALL OF OFFICERS

If any Officer of JSAR has performed unsatisfactorily or has neglected or abused their office a recall petition which exhibits 40% or more of the membership shall constitute grounds for a recall vote. Such vote shall be held no more than 35 days after the date that the petition is presented at a regularly scheduled business meeting. The Officer under review shall be furnished a full statement of charges and shall be allowed to speak in his/her defense at the meeting in which the vote will be taken, and before the distribution of paper ballots. The vote will be by secret ballot with a simple majority of the membership indicating a valid recall.

Section 5 - COMMITTEES

There shall be committees established by the President and/or majority vote of the Board of Directors for the organization to carry out its primary functions. Each member shall serve on a committee of their choice. Committee chairpersons will be responsible for reporting activities of their committee at each regular membership meeting. The committees and duties of each committee will be as follows:

- a. **STANDING COMMITTEES:** Standing committees will be appointed annually to serve a one-year term.
 1. **Training** - Initiate and develop a continuing cohesive training schedule aimed at providing the expertise requested by those agencies who will use the services of JSAR. Training at the business meetings is to be coordinated with the Vice-President.
 2. **Standard Operating Procedures** - Establish, review, and improve the operational procedures in written form, with consent of the membership.
 3. **Membership Review and Grievance** - Comprised of one member of the Training Committee, one member of the Board of Directors, and two members from the general membership. The President shall replace any member on the committee for a specific grievance investigation should that member be involved in the grievance.
 4. **Fund Raising** - Develop fund raising ideas for presentation to the general membership for their approval. Coordinate fund raising activities. The Treasurer shall be a member and shall handle all money related to any fund raising account(s) or activities.

b. **OTHER COMMITTEES:** Other committees are to be appointed as deemed necessary by the President and/or Board of Directors. Their duties will be specific at the time of their appointment.

Section 6 - OPERATIONS MANAGER

There will be an Operations Manager appointed by the President who will work closely with the President to achieve a well-trained and well-equipped team. The Operations Manager will review training, equipment, and communications on a regular basis and make recommendations to the Board of Directors. In the field the Operations Manager shall be the liaison person between the Jefferson County Sheriff's Department and JSAR. The Operations Manager may delegate any of the above duties to any members or other qualified persons. In the event that it is determined by the membership that the person serving as President would also be the most qualified Operations Manager, the President may assume those duties.

ARTICLE III

Section 1 - MEETINGS

- a. Regular business meetings shall be held on the second Wednesday of each month. Monthly training exercises shall be held the weekend following the business meeting with additional training scheduled as deemed appropriate by the Training Committee. This may be subject to change.
- b. An annual meeting of this corporation shall be held to review the past year's business and activities and present the annual financial report. Persons who have distinguished themselves during the previous year in their efforts to support the purpose and objectives of this corporation may be identified and recognized in a manner as directed by the Board of Directors or their appointed committee.
- c. Special meetings may be called by the President or three other members of the Board of Directors with 24 hours notice.
- d. Board of Directors shall meet regularly. These meetings shall be open meetings.

ARTICLE IV

Section 1 - FUNDS

- a. Expenditures - All expenditures of the organization's funds shall be approved by the general membership, except for emergency expenditures which shall be approved and signed by two officers and the bill shall be presented for general membership approval at the next regular meeting.
- b. Checks - A checking account will be kept and checks must be signed by any two of the following: President, Vice-President, Secretary, or Treasurer.

Section 2 - AUDIT

The Treasurer's books and records shall be audited prior to each annual meeting. The audit committee shall consist of any two members that do not have signature authority. They shall be assisted by the Treasurer in carrying out the audit.

ARTICLE V

GRIEVANCES

It is required to provide written notice to the person(s) against whom a grievance is to be filed that a grievance is being initiated and specify what that grievance is and to file a copy with the Membership Review and Grievance Committee. This notice is to be given by the person(s) initiating the grievance. A written reply by the person(s) against whom the grievance is being initiated will be filed with the Membership Review and Grievance Committee. An investigation shall be initiated by the Membership Review and Grievance Committee upon receipt of a written petition of grievance. If the findings of the committee indicate that sufficient evidence exists to substantiate the validity of the petition, the committee shall inform the President of the petition and the findings of the committee. The President shall investigate further the evidence submitted by the committee. If the President finds that sufficient evidence exists to substantiate the validity of the petition he/she will take the necessary action to correct the problem.

NOTE: In the event the petition of grievance is submitted against the President, the committee shall submit the report to the Board of Directors (sans the President) for evaluation and action.

ARTICLE VI

The by-laws of this organization may be made, revised, amended, or repealed by submitting the proposed amendment in writing at a business meeting, or having the Secretary notify all members in writing 15 days prior to the next business meeting of all the proposed changes and securing a favorable majority vote of the members present at the following regular business meeting. All changes shall be in accordance with Washington State law.

ARTICLE VII

In the event of the dissolution of JSAR all monies and equipment shall be contributed to another appropriate non-profit organization. Dissolution of the organization shall be by a majority vote of a quorum at a regularly scheduled business meeting. A quorum shall consist of the members present.