

KITTITAS COUNTRY SEARCH AND RESCUE (KCSR)

BY-LAWS

These By-Laws, approved by the membership April 2000, replace those enacted January 1991

Subsequent Amendments:

1st Amendment – January 23, 2003

2nd Amendment – February 26, 2004

Current Amendment – February 26, 2009

I. Purpose

The purpose of Kittitas County Search and Rescue (KCSR) shall be to assist with the search and rescue operations and other emergency services under the direction of the Kittitas County Sheriff's Office.

II. Organization**A. Operational Groups**

In order to (1) accommodate the interests and abilities of individual KCSR members, (2) facilitate training activities, and (3) respond to the needs of the Kittitas County Sheriff's Office, the Executive Council shall organize KCSR into Operational groups such as, but not limited to:

1. Base/Communications
2. Ground SAR
3. Backcountry Ground SAR
4. Winter Backcountry Ground SAR
5. Snowmobile SAR
6. Off Road Vehicle (ORV) SAR
7. Horse SAR
8. Search Dogs

B. Special Rosters. In addition to Operational Groups, the Executive Council may establish and maintain Special Rosters such as (1) available 4x4's, (2) trained medical personnel, and (3) qualified team leaders.

C. Qualifications. The membership of each Operational Group may establish minimum qualifications for its members subject to approval of the Executive Council.

III. Membership

A. Membership in KCSR shall be in two categories:

1. **Operational Membership.** Is a member of one or more KCSR Operational Group(s).

2. Administrative Membership. Member solely performs administrative duties supporting KCSR. Is not required to be a member of a KCSR Operational Group.
- B. To qualify for initial membership in KCSR, either as an Operational Member, or as an Administrative Member, an applicant must:
1. Be at least 14 years of age.
 2. Attend a KCSR Member Orientation meeting
 3. Complete an application for membership.
 4. Pass a background check by the Kittitas County Sheriff's Office.
 5. Secure a Washington State Emergency Workers Identification Card (DEM card).
- C. To maintain membership as an Operational Member, in addition to the qualifications set out above, a member must:
1. Fulfill KCSR Basic Training Requirements as approved by the Executive Council.
 2. Maintain minimum qualifications, training, and mission participation within at least one Operational Group.
 3. Complete and submit a Record of Training to the KCSR Training Records Manager upon completion of each training event he/she participates in.
 4. Operational Members are also encouraged to maintain their own training file where they keep duplicate copies of each Record of Training submitted to the KCSR Training Records Manager.
- D. Each member is responsible for advising KCSR when personal contact information [phone number(s), E-Mail address and mailing address] changes occur.
- E. Each member may belong to as many Operational Groups as he/she chooses, providing he/she meets the requirements established by the group membership.
- F. The Executive Council and/or the Kittitas County Sheriff's Office may terminate an individual's membership for just cause.

IV. Executive Council

- A. The Executive Council shall be comprised of the Operational Group Leaders and the following officers: (1) a chairperson, (2) a vice-chairperson, (3) a secretary, and, (4) a treasurer.

Upon approval of the Executive Council, the Secretary and the Treasurer may each select an Assistant to assist with their job responsibilities. Assistants may attend Executive Council meetings, and in the absence of a respective officer, vote on matters addressed by the Executive Council.

- B. Each Operational Group shall elect an Operational Group Leader (OGL) to serve on the Executive Council. Nominations for Operational Group Leaders will be accepted commencing with the January General Membership meeting.

Each Operational Group Leader may select an Assistant, (or Assistants), to assist with coordinating group activities. The Assistant(s) may also attend Executive Council meetings, and in the absence of the Operational Group Leader, cast a single vote on behalf of their Operational Group on matters addressed by the Executive Council.

- C. Officers for the positions of Chairperson, Vice-Chairperson, Secretary and Treasurer may be nominated for election, and elected by, the membership at large.
- D. Elections of Executive Council officers and Operational Group Leaders shall occur at the February General Membership meeting.
- E. Members of the Executive Council shall serve from March 1 to February 28/29 in a calendar year.
- F. When a vacancy occurs on the Executive Council, the remaining members shall select a replacement from the appropriate Operational Group, or the membership at large, to hold office until the next regular election.

V. Duties of the Executive Council

The Executive Council shall:

- A. Meet at least quarterly.
- B. Call at least two meetings of the General Membership each year.
- C. Inform the General Membership by notification via electronic format and/or US mail of any forthcoming meetings of the General Membership.

- D. Annually appoint a Training Records Manager to serve a term from March 1 to February 28/29. The Training Records Manager shall be responsible to see that Training Records are collected from all members at the completion of each training event. In the event the Training Records Manager is not present at a training event, the Operational Group Leader in charge of the training is responsible to oversee proper completion by each member of all paperwork, to include KCSR Sign-In Sheets and Training Records for the training event, and to turn over the documents to the Training Records Manager no later than the next General Membership meeting. A list of additional responsibilities of the Training Records Manager will be kept in the KCSR Administrative and Operations Manual.
- E. Annually appoint an Inventory Control Manager to serve a term from March 1 to February 28/29. The Inventory Control Manager shall be responsible to:
1. Make policy recommendations to the Executive Council for the safeguarding of the physical assets of KCSR.
 2. Maintain an up-to-date Inventory Ledger of nonexpendable physical assets of \$50 or more in value.
 3. Label physical assets for identification to KCSR.
 4. Conduct and/or supervise physical inventories of assets as necessary and at least annually.
 5. Report inventory discrepancies to the Executive Council for disposition.
- F. Implement all resolutions passed at meetings of the General Membership.
- G. Assure that KCSR is prepared to fulfill its purpose by:
1. Establishing and overseeing appropriate Operational Groups and Special Rosters.
 2. Promoting and coordinating appropriate training activities.
 3. Preparing, adopting and publishing appropriate Policies and Standard Operating Procedures (SOP's) for any aspect of KCSR's operation not specifically covered elsewhere in these By-Laws.
 4. Assigning individual members and/or appointing special committees to perform specific tasks related to the operation of KCSR.

- H. Maintain a KCSR Administrative & Operations Manual setting out in writing:
1. Policies and SOP's adopted and published by the Executive Council.
 2. Committees established by the Executive Council, and the duties and responsibilities assigned to the committee.
 3. Specific tasks assigned to an individual members and the scope of the assigned task(s).
 4. Additional responsibilities of the office of Secretary not previously set out in these By-Laws.
 5. Additional responsibilities of the office of Treasurer not previously set out in these By-Laws.
 6. Additional responsibilities of the Training Records Manager not previously set out in these By-Laws.

VI. Duties of officers

- A. The Chairperson of the Executive Council shall assure that the Executive Council meets regularly and fulfills their duties.
- B. The Vice-Chairperson of the Executive Council shall serve as Chairperson Pro Tem in the absence of the Chairperson.
- C. The Secretary shall maintain minutes of all meetings of the Executive Council and General Membership, conduct necessary correspondence, and maintain the list of additional responsibilities of the office of Secretary kept in the KCSR Administrative and Operations Manual as provided in Section V. G (4) above.
- D. The Treasurer shall maintain financial records for all KCSR funds, make regular reports to the Executive Council and the General Membership, and maintain the list of additional responsibilities of the office of Treasurer kept in the KCSR Administrative and Operations Manual as provided in Section V. G (5) above.

VII. Duties of Operational Group Leaders

The Operational Group Leaders shall coordinate and implement the activities of their groups, including appropriate seasonal training for the General Membership.

VIII. General Membership

- A. The General Membership shall consist of all persons who meet the qualifications for membership as described in Section III. A, B & C.
- B. The General Membership shall approve these By-Laws, and any future changes by a two-thirds majority vote of those present at the meeting for which notice has been given as provided in Section X. B (2) below.
- C. The General Membership may review, amend, or rescind by a two-thirds majority of those present, any decision made by, or Policy or SOP, adopted by the Executive Council.

IX. Finances

- A. There shall be no membership fees.
- B. The financial records of KCSR shall be audited annually by a qualified accountant, or by at least two members of KCSR as appointed by the Executive Council. As part of the audit, an inventory of KCSR nonexpendable physical assets of \$50 or more in value shall be performed annually. The results of each annual audit and inventory shall be reported to the membership via electronic format and/or US mail.
- C. No officer or member of KCSR shall receive any remuneration for duties performed on behalf of KCSR, but they may be reimbursed for reasonable expenses incurred while performing their duties. Receipts will be required for all reimbursements.
- D. Expenditure limits.
 - 1. The Treasurer is authorized to make expenditures up to \$100.
 - 2. The Executive Council may authorize expenditures up to \$500.
 - 3. The General Membership must approve expenditures exceeding \$500.
- E. All checks disbursing KCSR funds shall bear the signature of the Treasurer and one other member of the Executive Council.

X. By-Laws

- A. These By-Laws shall become effective when approved by a two-thirds majority of those present at a meeting of the General Membership.

- B. Amendments to these By-Laws may be made as follows:
1. Proposed amendments must be submitted to the Executive Council.
 2. The General Membership must be notified via electronic format and/or US mail of any proposed changes in the By-Laws at least two weeks prior to the meeting of the General Membership at which a vote will be taken.
 3. Amendments to these By-Laws shall become effective when approved by a two-thirds majority vote of those present at the meeting for which notice has been given as provided in Section X. B (2) above.