

Pierce County Search and Rescue Council

Revised January 2003
Revised October 2008
Revised April 2011
Revised September 2014

Approved 4-03
Approved 3-09
Approved 12-11
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ARTICLE I - MEMBERSHIP

1) Existing Members:

A. Definition of a unit is:

- 1) An active unit must have:
 - (a) A minimum of seven (7) people on roster,
 - (b) Have met the membership and certification requirements as defined in Article I, Section 2 of the BY-LAWS of the Council.
- 2) Definition of "Inactive unit"
 - (a) An inactive unit is defined as a unit failing to comply with any one requirement of an active unit and having been voted into such status by the Executive Board.
 - (b) Said unit will not participate in disbursement of funds from the Council if it remains in Inactive Unit Status as of December 31st of that fiscal year.
 - (c) Any unit who fails to comply with the Constitution/ BY-LAWS of this Council will be suspended or expelled by a majority vote of the Council Executive Board present at the time of question
- 3) At the first quarter Council meeting, each unit must provide a financial report for the previous year to the Council Treasurer.
 - (a) If a unit fails to do so, the unit will forfeit its share of the previous years fund raiser.
 - (b) This amount will be divided equally among the compliant Council member units.
- 4) Any unit that remains on "Inactive Status" for 1 (one) year will be suspended or expelled by a majority vote of the Council Executive Board present at the time of the question.

B. Dismissal Procedures from Council Activities:

- 1) Unit participation in Council Activities will be contingent upon giving the Council Executive Board authority to restrict the activity of individual members whose conduct is unbecoming to the Council.
- 2) The Council Executive Board reserves the right to refer an individual member to their Unit for appropriate remedial action.
 - (a) A written report of the Unit's action must be sent to the Executive Board within 45 days from notification by the Board.
 - (b) The Executive Board may dismiss or suspend an individual member from the Council activities for a period of time to be determined by the Executive Board. All proceedings will be conducted in accordance to due process guidelines.
- 3) An individual may appeal any decision of the Executive Board to the Council within 30 days of notification of Executive Board Action. The Council can override a decision of the

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Executive Board by a two-thirds vote of the council membership.

4) The Search and Rescue Coordinator (PCSD/TPD) has the right to dismiss any individual member or unit from any search activity entrusted to his/her authority without the action of the Council or the Executive Board.

5) If an individual member of a Unit is dismissed or suspended from Council activities, this in no way affects his/her membership within their unit.

C. Lifetime Membership

- 1) Upon the Council Executive Board approval and recommendation at any regular meeting, one may be accorded a lifetime membership in the Council.
- 2) Members in question may not submit his/her own name for consideration.
- 3) Members in question must have served a minimum of 12 years as a member of a constituent unit.
- 4) As this award is in recognition of outstanding service to the search and rescue community over time, it is understood that this is an honorary award and nothing further would be required of the individual(s).

2) Membership

A. Membership in the Council shall be granted by a majority vote of the units present, at any regularly scheduled meeting of the Council, after the following criteria have been met.

- 1) A written request for membership shall be submitted to the Council.
 - a) The written request for membership will be submitted to the Council, who will forward copies to the Pierce County Sheriff's department liaison and the Tacoma Police Department liaison.
 - b) Each Unit must be headquartered in Pierce County and be available for direct call out by the Pierce County Sheriff Department.
 - c) Council is obligated to notify the requesting unit, in writing, within 30 days upon approval/denial by Council members.
 - d) A membership roster, containing the minimum amount of names, addresses, phone numbers, DEM numbers and Unit address must be updated in January and July. A list of the units Executive Board Members must also be supplied to the Council and up-dated each January or at any change in the Board. Failure to do so will result in the unit moving to "Inactive Status", upon Executive Board approval.
- 2) The unit being considered will be required to obtain a 501(c) (3) non-profit status prior to applying for membership to the Council. Any unit in the Council will maintain a non-profit 501 (c) (3) status.
- 3) New units applying for membership to the Council must serve a six month probation, effective as of the date the unit was approved and accepted into the Council
- 4) A unit becomes an Active unit, upon satisfactory completion of probationary period, and then will be a recipient of funds from Pierce County Search and Rescue Council fund-raiser.

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Said funds will be pro-rated to the unit according to the day after the completion of the probationary period.

5) Units will not be considered whose service is a duplication of that provided by an existing unit. Individuals wishing to join should be encouraged to join an existing unit. Acceptance of additional units will be based on need as determined by appropriate authority of RCW 38.52.

B) Certification

1) Member shall meet the Certification Standards established by the appropriate authority of RCW 38.52 and WAC 118-04. (attached)

2) These Standards are applicable to volunteer search and rescue workers registered in Pierce County by the Pierce County Department of Emergency Management.

3) These standards have been developed to establish minimal criteria and skills that are expected from anyone wishing to volunteer their services to the Pierce County Sheriff's Department to carry out search and rescue operations. The standards are supplemental to and do not replace established standards of organized Search and Rescue Units. If there is a question about the performance level of these standards and those of an organized search and rescue unit, these standards will apply.

4) The Pierce County Sheriff's Office and the Pierce County Department of Emergency Management must be provided with ample notice of certifications. This will afford them the opportunity to have a representative attend any and all certifications if they wish.

5) The Council Executive Board and the Pierce County Sheriff require a three-day (3) notice. If the unit must cancel the certification.

6) After certification is complete, the unit must provide Council Executive Board and the Pierce County Sheriff with the completed sign in sheet [DEM-078] no later than 15 days of the certification. A letter of Certification from the Pierce County Sheriff's Department will be forwarded to the Council Executive Board within 45 days of the certification or the Council will consider the sign in sheet (signed by the Deputy) as the sheriff's confirmation of certification. Once all of the requirements are met by the unit, it will be voted in as a probationary unit for a period of 6 months.

7) The Pierce County Sheriff's Office and the Pierce County Department of Emergency Management will be notified of the unit's probationary status and provided a detailed report. The Sheriff's Office has the option of contacting Pierce County Department of Emergency Management and taking the unit off active call out status.

(8) Each unit must provide one month advance notification for certification to include:

- a) Time: a choice of three dates, one to be mutually agreed upon.
- b) Place: representing a realistic search and/or rescue environment.
- c) Scenarios: see "e" below.
- d) Copy of unit's equipment list(s).

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- e) Copy of unit's current training curriculum and member training status.
 - f) Current roster of membership including officers.
 - g) Copy of unit's by-laws and S.O.P.'s.
 - h) Copy of units training records for the past year.
 - i) Obtain a training mission number for certification on the agreed upon date.
- 9) Unit certification type:
- a) Base
 - b) Field teams (ground pounder)
 - c) Field units: Animals, dogs, horses, etc.
 - d) Motor Units: 4x4's, motorcycles, ORV's, etc.
 - e) Specialty/technical: Mt. Rescue, etc.
- 10) Minimum number of personnel:
- a) Base personnel- 5
 - b) Field personnel- 12 field, 1 base
 - c) Field unit- personnel- 4 teams, 1 base.)
 - d) Motor units personnel- 4 vehicles and operators, 4 observers if applicable, 1 base.
 - e) Specialty/technical personnel-5 people, 1 base
- 11) Certification exercise should include:
- a) Map & Compass
 - b) First Aid
 - c) Equipment
 - d) Communications
 - e) Mobilization
 - f) Hold valid DEM card through Pierce County DEM

ARTICLE II - MEETINGS:

1) Council Unit Delegates:

- A. Each Unit member of the Council will have on record one delegate and one alternate delegate (delegate information to be updated with the secretary as necessary).
- B. This individual is to give a written report of Unit activities and/or training at the monthly General meetings and is the authorized vote for the Unit.
- C. If the delegate is not available/able to attend the General meeting, the alternate delegate assumes his/her duties.
- D. If the Unit delegate and/or the alternate delegate both are unable to attend the General meeting the Unit is considered to have NO vote unless the Unit Chairman has communicated with an Executive Board Member prior to the General meeting indicating the delegate proxy.

2) Any three members of the Executive Board shall constitute a quorum for Executive Board meetings.

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3) A general meeting of the membership will be conducted by any elected board member with at least two other members of the Executive Board present, and a quorum of the unit delegates. A quorum constitutes 51% of the delegates.

4) In absence of general members meeting, an emergency meeting of the Executive Board may be called.

5) Order Of Business-General Membership Meeting

A. Roll Call

- 1) Executive Board
- 2) Unit Delegates

B. Reading and approval of the minutes

C. Report of Officers

- 1) Report of the President
- 2) Report of the Secretary
- 3) Report of the Treasurer

D. Report of Committees: (Turn in agenda to the President if they have one)

- 1) Banquet
- 2) Communications
- 3) Hug-A-Tree
- 4) Program and Education
- 5) Unit Reports (Submitted in writing.)

E. Unfinished Business

- 1) F) New Business
- 2) Adjournment

6) ORDER OF BUSINESS-Executive Board Meeting

Roll Call

Reading of the minutes

Report of Officers Unfinished Business New Business Adjournment

ARTICLE III - ELECTIONS AND VOTING:

For further instructions in Elections and Voting refer to Council Constitution, Article VII (Election and Voting).

1) Nominations for President, Vice President, Secretary, Treasurer and Members at Large will be open to the floor during the third quarter General meeting with elections held at the fourth quarter General meeting. This individual does not have to be a delegate to the Council.

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2) Any person may hold an office in this Council who is properly registered as a volunteer and is a member of a constituent organization of the Council or a lifetime member of the Council.

3) Any member nominated/elected for an office must be readily accessible for meetings and conducting Council business.

4) No two officers of the Council shall be from the same Household. The Executive Board will be comprised of individuals from a minimum of three (3) member units of the existing Council units.

5) Unit(s) on probation or on inactive status does not have voting rights and may not have a member on the Council executive board.

ARTICLE IV - DUTIES OF OFFICERS

1) President shall:

A. Preside at meetings.

B. Appoint Committee Chairpersons.

C. Call special meetings.

D. Perform any duties deemed necessary to lead the Council body in accomplishing the purpose and objectives as outlined in the Constitution.

2) Vice President shall:

A. Assist the president as requested.

B. Assume the duties of the president in his/her absence.

C. Perform any other duties as deemed necessary.

3) Treasurer shall:

A. Be bonded by an approved bonding agency in the amount of \$50,000 minimum.

B. Assume the duties of custodian of the funds and maintain an itemized account of the receipts and expenditures.

C. Present a full report at each meeting of the Council membership.

D. Present the records of accounts when needed for auditing.

E. Call for an independent auditor's review to be performed at the end of each fiscal year, and the Comparative Statement of Income to be read at the next regular Council Meeting, after completion of the review.

F. Call for an independent audit to be performed every fifth fiscal year, and/or at the election of a new treasurer. The Comparative Statement of Income to be read at the next regular Council Meeting, after completion of the audit.

G. Seek Executive Board approval for any expenditure not to exceed \$500 in one calendar month. Obtaining Council approval for any single expenditure over \$500.00. Checks will have two(2) approved signatures.

H. Comply with the guidelines as set by the bonding company.

I. Perform any other duties as may be deemed necessary, and as outlined in the SOP's defining treasurers duties.

J. Shall be responsible for maintaining the Council's 501(c)3 status with the IRS

4) Secretary shall:

A. Keep a record of the proceedings of all meetings.

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B. Produce the minutes of regular meetings and disburse to each officer of the Council and each unit/delegate of the council at the next scheduled meeting.
C. Perform any other duties as may be assigned.

D. Produce minutes of the Executive Board meetings and distribute to each officer at the next Executive Board Meeting.

E. Forward all existing Secretary records to the incoming Secretary when the term is completed.

5) Members At Large shall:

A) Assist the other officers.

B) Perform any other duties as assigned.

6) The elected officers shall take office on January 1st.

A. The President may not be elected to the same office for more than two (2) consecutive terms.

B. The Vice President, Treasurer, Secretary and Members at Large may serve as many terms as elected.

7) Removal from Office

A. Any officer may be removed for such cause as deemed necessary by a 2/3 vote of the Council Executive Board.

B. If an elected position is vacated the president will call for a special election at the next regularly scheduled meeting.

C. If the President's position is vacated, the Vice President will assume the duties of President until the next general meeting, and call for a special election for the office of President.

8) Attendance is a requirement for Executive Board members. If an officer is not present for three (3) consecutive Executive Board and regular meetings, without an excusable absence, he/she will be automatically removed from office.

ARTICLE V - COMMITTEES:

1) Committee Chairpersons shall be selected by the president, to head the following (suggested, but not limited to):

A. Banquet

B. Training, Certification

C. Communications

D. Preventative Search and Rescue

ARTICLE VI- PREVENTATIVE SEARCH & RESCUE:

Hug-A-Tree, as a Nationally Sponsored and Certified preventive Search and rescue program (as well as any other similar programs) will be supported by the Council on an on going basis. This support

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will be in the form of paying for certification Training and purchase of supplies/materials to teach the program.

ARTICLE VII - FUND-RAISER:

- 1) To qualify for fund-raiser disbursement, each Unit must be headquartered in Pierce County.
 - A. Each Unit must and be available for direct call out by the Pierce County Sheriff Department.
 - B. The unit must be in an “active status”.
- 2) Disbursement of funds shall be as follows:
 - A. Training/Education Account 25%; funds to be limited to \$20,000 at the beginning of each Fiscal Year.
 - B. Administration Account
 - 1) 15% and the interest from all accounts or \$7,000 whichever is greater. Funds to be limited to \$15,000 (two years Admin budget) at the beginning of the Fiscal Year.
 - 2) These percentages will be deducted from the complete amount of the yearly-donated funds.
 - C. After training/education/administrative accounts funds have been deducted, the remaining funds will be equally distributed/disbursed among all member Units of the Council. This disbursement will take place at the first regularly scheduled members meeting in February.
- 3) Funds received from the Council must be spent in support of Search and Rescue.
- 4) Any Administrative/Training moneys remaining at the end of the fiscal year will be kept on hand and added to the next fiscal year.
- 5) Any Training/Education account and Admin/General account moneys in excess of fund limits will be divided equally and added to member unit disbursement.
- 6) There will be no individual unit solicitation for funds in the name of the Council.
- 7) The Council will continue to represent itself as a non-profit charitable organization, registered with the State of Washington, and Internal Revenue Service.
- 8) Training
 - A. Upon Executive Board and/or Council membership approval, individual matching funds for continuing search and rescue education (tuition only) will be approved.
 - B. This request must be presented at least three working days prior to the training.
 - C. A copy of the sign in sheet or instructors signed, written statement that the education was completed must be returned to the Council Treasurer in order for funds to be reimbursed.
- 9) Upon Executive Board approval, general funds may be used for the purchase of personal gifts. The sole purpose of these gifts is to recognize the recipients for valuable and devoted service to the Council.

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10) Each unit, which has been a recipient of Council annual funds, must provide the Council treasurer with an annual report of expenditures of funds received from the previous year. This report must be submitted by the February members meeting in order to receive a disbursement. An extension may be granted if the Executive Board, in writing receives request by the January Executive Board meeting.

ARTICLE VIII. - GUIDELINES:

- 1) The Council Fiscal Year is defined as January 1st through December 31st.
- 2) Meetings are generally held on the first Tuesday of the first month of each quarter. (January, April, July, October)
- 3) Anything not stated specifically in the bylaws will be covered by Standard Operating Procedures (SOP)s approved by the board and ratified by the Council.
- 4) All Parliamentary procedures not covered in the bylaws will be referred to Robert's Rules of Order.

ARTICLE IX - BY-LAWS AMENDMENTS/REVISIONS:

Amendment Changes and/or Revisions shall be read before a meeting with no discussion. At the next meeting, the proposed By-Law change shall be read again with discussion and if no change, may be put to a vote

- 1) The president will appoint a sergeant-at-arms prior to the discussion.
- 2) Discussion will consist of no more than two (2) minutes per person and 10 minutes per subject.
- 3) A simple majority vote of the unit delegates present will constitute passage.
- 4) The By-laws Committee shall be comprised of the Council Executive Board.

ARTICLE X. DISSOLUTION

If the Council dissolves, all assets will be dispersed to another Non-Profit Organization of a like kind.

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Calendar of events

January 1 st fiscal year begins 1 st New elected officers take office First Tuesday Meeting Pay SARVAC dues File Secretary of State annual renewal	July Quarterly meeting Nominations of new officers, if Quarterly meeting held
February File E990 N with IRS	August
March	September
April Quarterly meeting	October Quarterly meeting Nominations of officers
May	November
June	December Election meeting Elections of officers Pay post Office Box invoice 31 st Fiscal year ends
2019	Web domain name due
2024	FCC license due

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Standard Operating Procedures

On June 7, 2016, the Council voted in the following procedure:

One other officer (other than treasurer) validates, at least quarterly, the treasurer's report by checking with TAPCO. This will be noted in the minutes."

