

PIERCE COUNTY SEARCH AND RESCUE COUNCIL
Restatement of Bylaws
November 2022

ARTICLE I. NAME

Section 1. Name

- A. This corporation shall be known as the Pierce County Search and Rescue Council and shall often be referred to herein as the “Council”.

ARTICLE II. PURPOSE

Section 1. Primary Purpose

- A. This corporation is organized solely for charitable and educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code as it now exists or may hereafter be amended. More specifically, the purpose of the corporation is to promote the common interest of volunteer groups dedicated to the saving of life and the relief of human suffering during emergencies in the State of Washington by providing an association of certified search and rescue units within Pierce County.

Section 2. Other Purposes

- A. To develop and maintain a genuine atmosphere of cooperation among all members of the Council.
- B. To promote the exchange of information between persons who are knowledgeable in search and rescue disaster operations.
- C. To develop an efficient, working relationship with all levels of government. To include informing responsible agencies of the availability of resources and services offered by member groups as conveyed to the Council in writing.
- D. To suggest a common code of ethics and standards for all member groups.
- E. To study problems common to member groups and report findings.
- F. To promote a program of public education in urban, suburban and wilderness safety and survival techniques.
- G. To seek community and governmental support for volunteer emergency service groups and operations.

- H. To refer new emergency service groups to other member groups with similar interest for possible organizational and training advice.
- I. To assist with coordination of joint education and training events when two or more SAR teams are involved. Coordination may include planning, operations, and logistics management.
- J. To promote cooperation with any other organizations or agencies having search and rescue and disaster operation responsibilities.
- K. Preventative Search and Rescue. Hug-A-Tree, as a nationally sponsored and certified preventative search and rescue program (as well as any other similar programs) will be supported by the Council on an on-going basis. This support will be in the form of paying for certification training and purchase of supplies/materials to teach the program.

ARTICLE III. MEMBERSHIP

Section 1. Members Defined

- A. Active Unit. An active unit must have a minimum of seven (7) people on roster, have met the membership and certification requirements as defined in Article III, Sections 2 and 3 of the Restatement of Bylaws of the Council.
- B. Inactive Unit. 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. An inactive 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. Any unit that fails to comply with the Restatement of Bylaws of this Council will be suspended or expelled by a majority vote of the Council Executive Board present at the time of question. 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. At the first quarter Council meeting, each unit must provide a financial report for the previous year to the Council Treasurer. Any Unit failing to do so will forfeit its share of the previous years' fund raiser. This amount will be divided equally among the compliant Council member units.
- C. Honorary or Lifetime Member. An Honorary or Lifetime Member is defined as any individual who has made an outstanding contribution to the purposes of the Council, and which the Council wishes to recognize in this manner. Upon the Council Executive Board approval and recommendation at any regular meeting, one may be accorded an honorary or lifetime membership in the Council. Members in question may not submit a self-nomination for consideration. Members in question must have served a minimum of 12 years as a member of a constituent unit. 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).

Section 2. Qualifications for Membership. 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.

- A. A written request for membership shall 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 number 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 updated 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.
- E. 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.
- F. 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
- G. 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. Said funds will be pro-rated to the unit according to the day after the completion of the probationary period.
- H. 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.

Section 3. Certification

- A. Member shall meet the Certification Standards established by the appropriate authority of RCW 38.52 and WAC 118-04 and as amended.

- B. These Standards are applicable to volunteer search and rescue workers registered in Pierce County by the Pierce County Department of Emergency Management.
- C. 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.
- D. 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.
- E. The Council Executive Board and the Pierce County Sheriff require a three-day (3) notice If the unit must cancel the certification.
- F. 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 requirements are met by the unit, it will be voted in as a probationary unit for a period of six (6) months.
- G. 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.
- H. Each unit must provide one-month advance notification for certification to include:
 - 1. Time: a choice of three dates, one to be mutually agreed upon.
 - 2. Place: representing a realistic search and/or rescue environment.
 - 3. Scenarios: see "e" below.
 - 4. Copy of unit's equipment list(s).
 - 5. Copy of unit's current training curriculum and member training status.
 - 6. Current roster of membership including officers.
 - 7. Copy of unit's bylaws and S.O.P.'s.
 - 8. Copy of units training records for the past year.
 - 9. Obtain a training mission number for certification on the agreed upon date.

- I. Unit certification type:
 - 1. Base
 - 2. Field teams (ground pounder)
 - 3. Field units: Animals, dogs, horses, etc.
 - 4. Motor Units: 4x4's, motorcycles, ORV's, etc.
 - 5. Specialty/technical: Mt. Rescue, etc.

- J. Minimum number of personnel:
 - 1. Base personnel- 5
 - 2. Field personnel- 12 field, 1 base
 - 3. Field unit- personnel- 4 teams, 1 base.)
 - 4. Motor unit personnel- 4 vehicles/operators, 4 observers if applicable, 1 base.
 - 5. Specialty/technical personnel-5 people, 1 base

- K. Certification exercise should include:
 - 1. Map & Compass
 - 2. First Aid
 - 3. Equipment
 - 4. Communications
 - 5. Mobilization
 - 6. Hold valid DEM card through Pierce County DEM

Section 4. Dismissal Procedures from Council Activities

- A. Unit participation in Council Activities will be contingent upon giving the Council Executive Board authority to restrict the activity of individual members of a unit whose conduct is unbecoming to the Council.

- B. The Council Executive Board reserves the right to refer an individual member to their Unit for appropriate remedial action.
 - 1. A written report of the Unit's action must be sent to the Executive Board within 45 days from notification by the Board.

 - 2. The Executive Board may dismiss or suspend an individual member from the Council activities for a time-period to be determined by the Executive Board. All proceedings will be conducted in accordance with due process guidelines.

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

- D. 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.
- E. 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.

ARTICLE IV. ELECTIONS AND VOTING

Section 1. Qualified Voting Members

- A. Voting members of the Council shall be limited to Organizational Members whose status is "Member in Good Standing," each member having one vote.
- B. A voting Organizational Member shall select one voting delegate to represent the organization at each Council meeting. The delegate shall be a bona fide member of the organization.
- C. A member delegate may vote in person or by proxy. Such proxy shall be in writing and on a form prescribed by the Board. Such proxy may designate any individual of a member team to vote on behalf of the named member delegate if the named alternate member delegate is absent.
- D. Notwithstanding any other provisions of this Restatement of Bylaws, no person shall at any meeting of the Board or the Council represent more than two (2) Organizational Members on any vote.

Section 2. Election of Officers. Election of officers shall be held during the regularly scheduled meeting in the fourth quarter. In the event of an emergency resulting in cancellation of the fourth quarter, elections will take place at the next scheduled meeting.

Section 3. Unit Vote. Each unit will be given one vote. If no simple majority is received by the first ballot, the highest two names on the list will remain for re-ballot.

Section 4. Miscellaneous

- A. Nominations for President, Vice President, Secretary, Treasurer and the two 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.

- B. 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.
- C. Any member nominated/elected for an office must be readily accessible for meetings and conducting Council business.
- D. 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.
- E. Unit(s) on probation or on inactive status do not have voting rights and may not have a member on the Council executive board.

ARTICLE V. ADMINISTRATION

Section 1. Board

- A. The Council shall have a Board, hereinafter referred to as the Board, to consist of no fewer than four (4) and no more than six (6) members.
- B. The members of the Executive Board shall be elected by voting delegates as defined in Article IV, to consist of four (4) plus two (2) members elected at large.
- C. The Board may appoint non-voting committee members with areas of appropriate expertise or experience.
- D. The Board is empowered to conduct all business of the Council, including but not limited to organizing and conducting training, collection of dues (if any), distribution of information, or any purpose stated in Article II.
- E. No more than two representatives of any Organizational Member shall serve on the Board at one time, including Individual Members who may also be team members of an Organizational Member.

Section 2. Official Representative

- A. Any person serving as an official representative of the Council, in a capacity other than a specified Board Member or Officer, before or with any constituted organization, body, group, committee, or board, excluding the Council, will be a member of or belong to a member group of the Council and will be elected to this representative post by the Board, and serve at the pleasure of Council members.

Section 3. Officers of the Board

- A. The Board shall elect from among its own membership, a Chair who will also be known as President, a Vice-Chair, who will be known as Vice-President, a Secretary, and a Treasurer. The Board retains the right to replace any officer(s) if in the opinion of the Board, as determined by a two-thirds majority vote of the entire Board, that said officer(s) fail(s) to execute prescribed duties in the best interests of the Council.
- B. One other officer (other than Treasurer) shall validate, at least quarterly, the treasurer's report by checking with the financial institution. This will be noted in the minutes.

Section 4. Board Members Terms of Office

- A. Board Members shall be elected to serve a one-year term. A person appointed to the Board because of a vacancy shall need to stand for election at the next general council meeting.
- B. The President shall serve no more than two consecutive one-year terms on the Board. A member who was appointed to fill a vacancy shall be allowed to serve the appointed term, and, if elected, to serve shall serve no more than the appointed term for filling the vacancy plus two consecutive one-year terms.
- C. Any member of the Board who misses more than two consecutive board meetings may be removed by majority vote of the Board.

Section 5. Election of the Board

- A. The Board shall be elected at the meeting immediately preceding the beginning of the corporate fiscal year, which shall be defined as commencing on the first day of January and ending on the thirty-first day of December of the same calendar year.

Section 6. Vacancies of the Board

- A. Vacancies arising between regular Council meetings may be filled by a majority vote of the Board at the next regular Board meeting, for an interim period ending with the next regular Council meeting. The Board, in filling such vacancies, shall give priority consideration, whenever possible, to runner-up candidates in the last regular election by the Council.
- B. Vacancies among the officers of the Board shall be filled by the Board at any regular or special Board meeting.

Section 7. Special and Regular Meetings of the Board

- A. The Board shall conduct additional regular Board meetings as needed during the year. The Board may announce and schedule additional regular Board meetings at any regular Board meeting or General Council meeting.
- B. The Board shall publish the date(s) of a regular Board meeting no less than 21 days prior to such meeting. Notice by electronic mail and/or placed on the Council's website will fulfill this requirement.
- C. Special meetings of the Board may be called by any officer.
 - 1. Reasonable notice shall be given to all Board Members of a special meeting. Notice by electronic mail will fulfill this requirement.
 - 2. Special meetings of the Board shall be only for the purpose for which they were called.
 - 3. Results of special meetings shall be mailed to all members within 30 days after said meeting.
- D. All Board meetings are open to members of the Council and are otherwise not public meetings.

Section 8. Quorum for a Board Meeting

- A. A quorum for any meeting of the Board shall consist of any three members of the current Executive Board.
- B. A quorum shall be necessary for any business to be conducted by the Board.

Section 9. Nomination of Board Members

- A. The Board will also serve as a nominating committee for new Board members. This committee will nominate one or more individuals for each of the available positions for Board representation. The committee's report will be presented at the last general meeting of the corporate fiscal year. Nominations will then be accepted from the floor.

Section 10. Duties of the Board

- A. Power shall be vested in the Board to take whatever action they may deem necessary or advisable for the government and direction of this organization. They shall formulate and adopt rules for the conducting of business and for the management and control of the property of this Council. Anything not stated specifically in the Restatement of Bylaws will be covered by Standard Operating Procedures (SOP)s approved by the Board and ratified by the Council.

- B. The Board shall submit to the Council the proposed annual Budget for approval.

Section 11. 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, or the delegate has communicated with an Executive Board Member prior to the General meeting indicating the delegate proxy.

Section 12. Order of Business-General Membership Meeting

- A. Roll Call
 - 1. Guests
 - 2. Officers
 - 3. Unit Delegates
- B. Reading and Approval of the Minutes
- C. Report of Executive Board
 - 1. Report of the President
 - 2. Report of Vice President
 - 3. Report of the Secretary
 - 4. Report of the Treasurer
- D. Reading and Approval of the Treasurer's Report
- E. Report of Committees: (Turn in agenda to the President if available)
 - 1. Bylaws
 - 2. Training
 - 3. Communications
 - 4. Preventative SAR/Hug-A-Tree
 - 5. Program and Education

6. Bigfoot
 7. Advertising/Public Awareness
 8. Fundraising
 9. Website
- F. Report of Units re: Trainings and Missions
1. TMRU
 2. ESAR
 3. GSSD
 4. NWBSAR
 5. 4x4
- G. Unfinished/Old Business
- H. New Business
- I. Good of the Order
- J. Adjournment

Section 13. Order Of Business- Executive Board Meeting

- A. Roll Call
- B. Reading of the Minutes
- C. Report of Officers
- D. Unfinished/Old Business
- E. New Business
- F. Adjournment

Section 14. Removal from Office. Any officer may be removed for such cause as deemed necessary by a two-thirds (2/3) vote of the Council Executive Board. If an elected position is vacated the President shall call for a special election at the next regularly scheduled meeting. If the President's position is vacated, the Vice President shall assume the duties of the President until the next general meeting and call for a special election for the office of President.

ARTICLE VI. GENERAL AND SPECIAL COUNCIL MEETINGS

Section 1. Meeting Place, Time, Frequency and Notice

- A. General Council meetings are held the first Tuesday of each month and may be held less frequently as determined from time to time.
- B. The location for the next general Council meeting will be decided at the preceding general or special Council meeting and may be held via Zoom or other electronic platform (e.g, videoconference or telephonic meetings) so long as there is simultaneous participation. Additionally, in absence of a general Council meeting, an emergency meeting of the Executive Board may be called.
- C. Written notice of a general Council meeting published on the Council's website will fulfill the notice requirement.
- D. Chair of the Board (President) shall preside over general Council meetings with the Secretary or designee taking the minutes.
- E. The Chair may appoint a Sergeant of Arms and/or a Parliamentarian. In default of appointment of a Sergeant of Arms, the deputy attending the meeting or the duty officer if available shall serve as the Sergeant of Arms.
- F. All Parliamentary procedures not covered in this Restatement of Bylaws will be referred to Robert's Rules of Order.

Section 2. Quorum for Council Meetings

- A. 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. Fifty-one percent (51%) of the delegates shall constitute a quorum for General Meetings.
- B. Any three members of the Executive Board shall constitute a quorum for Executive Board meetings.
- C. Only voting member delegates present at any General Meeting may vote. However, with prior written permission of a non-present member delegate, an alternate present member delegate may act as voting proxy for that non-present member delegate as defined in Article IV, Section 1, Paragraphs C and D.

Section 3. Special Meetings of the Council

- A. Special meetings of the Council shall be called by the Board with a minimum of one week's notice. Notice by electronic mail will fulfill this requirement.

- B. Chair of the Board shall preside over general Council meetings with the Secretary or designee taking the minutes.
- C. The Chair may appoint a Sergeant at Arms and/or a Parliamentarian.
- D. All members of the Board and Council shall adhere to Robert's Rules of Order.
- E. Special meeting of the Council shall purpose for which they were called.

ARTICLE VII. FINANCES

Section 1. Dues Assessment

- A. The Council may impose such dues and assessments as it deems necessary.
- B. Assessments or dues must be set by a majority vote of all Council Members present at any regular or special meeting.

Section 2. Budget

- A. A balanced budget shall be prepared and approved by the Board annually and made available to the Organizational Membership.
- B. Expenses not included in the approved budget must be approved by the Board.
- C. Unbudgeted expenditures that exceed five hundred dollars (\$500.00) of the Council's funds must be approved by a two-thirds vote of the Council.
- D. Training reimbursement expenses shall not be considered an expense to be included in the approved budget.

Section 3. Signatories

- A. Signatories for Council financial accounts shall consist of minimum of three of the Executive Board (President, Vice President, Secretary, and Treasurer); more board members may be added as deemed required.
- B. Only one signature is required for banking, checking, and savings account signature card authorizations.
- C. Any budgeted transaction amount below \$500.00 requires approval of one board member at a minimum.
- D. Any budgeted transaction amount at or over \$500.00 requires approval of two board members at a minimum.

Section 4. Fiscal Year

- A. The Council Fiscal Year is defined as January 1st through December 31st.

Section 5. Fundraising

- A. Qualification. To qualify for a fundraiser disbursement, each Member Unit must be an Active Unit as defined in Article III, headquartered in Pierce County and be available for direct call out by the Pierce County Sheriff Department.
- B. Disbursement:
1. Training/Education Account The funds deposited to the Training/Education Account shall be 25% of the annually donated funds and shall be capped off at \$20,000 at the beginning of each Fiscal Year.
 2. Administrative Account The funds deposited to the Administrative Account shall be 15% of the annually donated funds and the interest from all accounts or \$7,000 whichever is greater. Funds shall be capped off to \$15,000 or two years of the administrative budget at the beginning of each Fiscal Year.
 3. After funds have been deducted from donations for the Training/Education Account and the Administrative Account (each being capped off), the remaining funds will be equally distributed/dispensed among all Active Units of the Council. This disbursement will take place at the first regularly scheduled members meeting in February.
- C. Funds received from the Council must be spent in support of Search and Rescue.
- D. Any Administrative/Training moneys remaining at the end of the fiscal year will be kept on hand and added to the next fiscal year.
- E. Any Training/Education account and Admin/General account moneys in excess of fund limits will be divided equally and added to member unit disbursement.
- F. There will be no individual unit solicitation for funds in the name of the Council.
- G. The Council will continue to represent itself as a non-profit charitable organization, registered with the State of Washington, and Internal Revenue Service.
- H. Training Pre-Approval and Reimbursement
1. Upon Executive Board and/or Council membership approval, individual matching funds for continuing search and rescue education (tuition only) will be approved.
 2. This request must be presented at least three working days prior to the training.

3. A copy of the sign-in sheet or the instructor's signed, written statement that the education was completed must be returned to the Council Treasurer for funds to be reimbursed.
- I. 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.
- J. 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 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. DUTIES OF THE OFFICERS OF THE BOARD

Section 1. Chair's Duties

- A. The Chair, in addition to his/her duties as presiding officer, has the duties of an administrative or executive officer.
- B. The Chair will preside over the meeting of the Council and over meetings of the Board by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved; and to announce the result of the vote.
- C. The Chair will assist in expediting business in every way compatible with the rights of the members, by allowing brief remarks when un-debatable motions are pending; will enforce on all occasions the observance of order and decorum among all the members.
- D. The Chair will call special meetings if necessary.
- E. The Chair will appoint Committee Chairpersons.
- F. The Chair will perform any duties deemed necessary to lead the Council body in accomplishing the purpose and objectives as outlined in the Restatement of Bylaws and enforce any SOPs.
- G. The Chair shall be responsible for the filing of the Annual Report with the Secretary of State or may delegate the filing to another executive officer.

Section 2. Vice-Chair's Duties

- A. The Vice-Chair will, in the event of the absence of the Chair, assume the duties of the Chair, until such time when the Chair is able to resume his/her duties. In the event of resignation or death of the Chair, the Vice-Chair shall assume the duties of the Chair. The Vice-Chair may, from time to time, be called upon to chair committees, or to have charge of different departments.
- B. The Vice Chair will pick up and distribute the mail, check, and respond to emails and phone messages. The Vice-Chair may, from time to time, delegate this duty to another executive officer.

Section 3. Secretary's Duties

- A. The Secretary will keep a complete set of minutes of each regular and special Council or Board meeting.
- B. The Secretary will 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. If requested to do so, the Secretary will compile an Annual Report of the Council's activities and submit the same to the Board.
- D. The Annual Report may be published for the benefit of Council members and the general public if so deemed by the Board.
- E. If requested to do so, the Secretary will cause to be compiled and prepared any special reports for the Elective Board.
- F. The Secretary will forward all existing Secretary records to the incoming Secretary when the term is completed.
- G. The Secretary will produce minutes of the Executive Board meetings and distribute to each officer at the next Executive Board Meeting.
- H. The Secretary will perform any other duties as may be assigned.

Section 4. Treasurer's Duties

- A. The Treasurer will maintain a demand deposit account with any recognized banking institution in the state.
- B. Said account to require a minimum of two signatures for withdrawal of funds. These signatures are to be the Treasurer and one other approved Board member.

- C. The Treasurer will report at each regular Board and Council meeting as to the financial condition of the Council.
- D. The Treasurer will be bonded by an approved bonding agency in the amount of \$50,000 minimum.
- E. The Treasurer will assume the duties of custodian of the funds and maintain an itemized account of the receipts and expenditures.
- F. The Treasurer will present a full report at each meeting of the Council membership.
- G. The Treasurer will present the records of accounts when needed for auditing.
- H. The Treasurer will present, at the last regular meeting of the fiscal year, the past year's annual financial report in the form of an audit. The audit report shall be made available to the entire membership.
- I. The Treasurer will call for an independent audit to be performed every fifth fiscal year if fund raising has occurred, 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.
- J. The Treasurer will seek Executive Board approval for any single expenditure not to exceed \$500.00 in one calendar month. Checks written for more than \$500.00 in one calendar month require two (2) approved signatures.
- K. The Treasurer will comply with the guidelines as set by the bonding company.
- L. The Treasurer will perform any other duties as may be deemed necessary, and as outlined in the SOP's defining Treasurer's duties.
- M. The Treasurer will be responsible for maintaining the Council's 501(c)3 status with the IRS.

Section 5. Members At Large Duties

- A. Assist the other officers as needed.
- B. Perform any other duties as assigned.

ARTICLE IX. AMENDMENTS

Section 1. Amendments to the Restatement of Bylaws

- A. This Restatement of Bylaws may be amended by a simple majority vote of the unit delegates present at any regular or special meeting, provided that written notice of the proposed amendment or amendments is given to each member of the Council at least 30 days in advance of such meeting. Notice by electronic mail will fulfill this requirement.

- B. Anything not stated specifically in this Restatement of Bylaws will be covered by Standard Operating Procedures (SOPs) approved by the board and ratified by the Council.

ARTICLE X. DISSOLUTION

Section 1. Dissolution of the Council

- A. This corporation may be dissolved by a motion following the procedure for amendments to the Restatement of Bylaws or it shall be considered dissolved if no regular Council meetings are held during a period of one year.

- B. Upon dissolution of this corporation, all assets after payment of all debts and liabilities shall be distributed to the affiliated members that then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1954 and its Regulations as then in effect. In the event there are no members, the assets shall be distributed to another Non-Profit Organization of a like kind, provided the same qualifies under the provisions of Section 501(c) (3) of the Internal Revenue Code of 1954 and its Regulations as then in effect.

ARTICLE XI. ACCEPTANCE

Section 1. Acceptance of Restatement of Bylaws

- A. It is hereby certified that this Restatement of Bylaws of the Pierce County Search and Rescue Council (PC SAR Council) have been approved by the Members present at the meeting held on November 2, 2022. This Restatement of Bylaws are the only valid bylaws, and the Constitution has been eliminated and restated within this Restatement of Bylaws.

Christine Davies, as President _____//Signed//_____

Dated: November 3, , 2022

Deana Dogherra, as Secretary _____//Signed//_____

Dated: November 3, 2022