

DOUGLAS COUNTY SEARCH
AND RESCUE

Revised 10/2016

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ARTICLE I

NAME

The name of this organization shall be the DOUGLAS COUNTY SEARCH AND RESCUE, INC., hereinafter referred to as “DCSAR”.

ARTICLE II

PURPOSE

1. The specific and primary purposes for which DCSAR is formed are:
 - a. To search for and rescue lost, injured, trapped or stranded persons and to provide other related emergency services:
 - b. To assist the residents of Douglas County and the surrounding areas in all emergencies that come under the jurisdiction of the Sheriff of Douglas County, hereinafter referred to as “Sheriff”:
 - c. To be on immediate call to the Sheriff, his designated representative, Operations Leader, the President of DCSAR in all cases where DCSAR’s presence is deemed necessary:
 - d. To render aid and assistance to all persons in difficulty or in distress when met on the highway or in the field: and
 - e. To assist other authorized agencies engaged in similar operations.
2. The general purposes and powers of DCSAR are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of the State of Nevada, including the power to contract, rent, buy or sell personal or real property; provided, however, that DCSAR shall not except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of the corporation.

ARTICLE III

OFFICERS

1. The officers of DCSAR shall be: President, Director of Training, Director of Development, Secretary, Treasurer, and Director of Logistics.

2. The President shall perform the following duties:
 - a. Chief Executive of DCSAR;
 - b. Preside at DCSAR meetings and Board of Directors meetings;
 - c. Subject to the approval of the Board of Directors, establish and abolish all committees and appoint and remove all committee chairpersons, except where otherwise specified in these by-laws;
 - d. Assume the administrative duties of DCSAR;
 - e. Serve as a standing member of all committees;
 - f. Appoint a replacement to fill any vacancy which may occur in the slate of officers, subject to the approval of the Board of Directors, and confirmation by the DCSAR membership; and
 - g. Have all other powers and authority not otherwise delegated to others or the Board of Directors.
3. The Director of Training shall perform the following duties:
 - a. Act for the President in his absence;
 - b. Act as chairperson of Training Committee;
 - c. Assume other duties as delegated by the President or the Board of Directors.
 - d. Sit as a member of the Board of Directors
4. The Director of Development shall:
 - a. Take responsibility for all outside fundraising;
 - b. Act for the President in the absence of the President and Director of Training.
 - c. Make regular contact with foundations, organizations, and “friends” of DCSAR who have expressed an interest in donating funds and/or equipment to DCSAR;
 - d. Nurture new or additional sources of funding for DCSAR;
 - e. Oversee a development committee with fundraising responsibilities;
 - f. Keep DCSAR members, including Board members apprised of all fundraising activities and encourage their cooperation;

- g. Encourage all DCSAR members to practice good public relations at all times;
 - h. Sit as a member of the Board of Directors;
 - i. Assume other duties as delegated by the President or the Board of Directors.
5. The Secretary shall perform the following duties:
- a. Keep all DCSAR records, except those assigned to others;
 - b. Keep minutes of DCSAR meetings and Board of Directors meetings;
 - c. Keep a roll of members and a record of participation;
 - d. Perform all duties connected with reports and correspondence;
 - e. Maintain records of all DCSAR missions;
 - f. Make minutes and records available to members on request;
 - g. Notify officers, committees and members of their election or appointment and keep a record of all committees and committee members;
 - h. Perform such other duties as may be assigned by the President or the Board of Directors.
 - i. Sit as a member of the Board of Directors
6. The Treasurer shall:
- a. Handle all funds belonging to DCSAR;
 - b. Disburse funds;
 - c. Keep an account of revenues and expenditures;
 - d. Prepare an annual financial report;
 - e. On the request of the President or the Board of Directors, prepare a financial report of current revenues and expenditures;
 - f. Be required to have necessary records available at all times;
 - g. Perform such other duties as may be assigned by the President or the Board of Directors;

- h. Sit as a member of the Board of Directors
7. Director of Logistics shall:
 - a. Keep records of all DCSAR equipment and supplies;
 - b. Be responsible for the maintenance of all DCSAR equipment;
 - c. Disburse equipment and supplies as necessary;
 - d. Perform such other duties as may be assigned by the President or the Board of Directors;
 - e. Sit as members of the Board of Directors.
8. If an officer becomes ineligible to continue in office, the officer shall immediately resign and be replaced as specified in these by-laws.
 - a. Acts or behavior that causes an officer to be deemed ineligible defined in Policies and Procedures.
9. No member shall hold more than one (1) elected office at the same time; except secretary/treasurer may be combined.
10. Officers may be removed from office by majority vote of the quorum present at a regularly scheduled DCSAR meeting or by the Board of Directors and approved by the general membership. The subject officer shall be given written notice of the pending action at least ten (10) days prior to the meeting.

ARTICLE IV

THE BOARD OF DIRECTORS

1. The elected officers of DCSAR, an operations leader, the immediate past President and the Sheriff, or his representative, shall constitute the Board of Directors.
2. The Board of Directors shall have general supervision of the affairs of DCSAR, set the hour and place of meetings, make recommendations to the DCSAR membership and shall perform such other duties as are specified in these by-laws. The Board of Directors shall be subject to the orders of the general DCSAR Membership, and none of its acts shall conflict with the actions taken by DCSAR.
3. The Board of Directors shall meet at the call and direction of the President. A Board of Directors meeting shall be held once each month. Special meetings of the Board may be called by the President, the Sheriff, or by any three (3) members of the Board. The purpose of the special meeting shall be stated to all members of the Board prior to the meeting.

4. A quorum for the transaction of business shall be six (6) members of the Board.
5. In voting by the Board, a majority of the quorum shall be required to pass a motion.
6. It shall be the duty of the Board of Directors to follow, uphold and enforce all by-laws.
7. All Board meetings shall be open to all members of DCSAR except on matters of personnel or litigation.
8. Action without a Meeting. The Board of Directors may take any required or permitted action without a meeting, *if all* members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of such directors.
9. Any meeting may be held by conference telephone, e-mail, or other communications equipment permitted by the Law, as long as all directors participating in the meeting can communicate with one another and all other requirements of the Law are satisfied. All such directors shall be deemed to be present in person at such a meeting.

ARTICLE V

MEETINGS

1. The annual meeting of DCSAR shall be held the fourth Thursday of October of each year. The Secretary shall give notice, of the time and place of said meetings to all members of DCSAR at least one (1) week prior to the meeting.
2. There shall be a regular required training meeting of DCSAR on the second Thursday, of each month or at such other times that the Board of Directors shall prescribe.
3. There shall be a regular general meeting of DCSAR on the fourth Thursday of each month, or at such other times that the Board of Directors shall prescribe.
4. A quorum for the purpose of voting at any meeting, other than Board of Director meetings shall consist of two-thirds of the Rescue members, not on leave, who are in good standing on the Operations Roster and present at the meeting.
5. Special meetings may be called by the Board of Directors or by any five (5) DCSAR members, excluding Trainees and Honorary members. The request shall state the purpose of the special meeting. Except in cases of emergency, at least five (5) days notice shall be given.

ARTICLE VI

NOMINATION AND ELECTION OF OFFICERS

1. Prior to the annual meeting of DCSAR, a Nomination Committee of three (3) members, consisting of the President, and two (2) members at large outside the Board of Directors, but appointed by the Board, shall meet and nominate a candidate for each office. If for any reason any of the committee cannot serve, the President shall appoint a replacement from the DCSAR membership. The names of the nominees shall be set forth in the notice of the annual meeting prior to the annual meeting.
2. At the meeting prior to the annual meeting, any member present may nominate any qualified member in good standing for any office of DCSAR.
 - a. To be maintained on the membership roster as a “member in good standing” one must meet all requirements of these bylaws and DCSAR Policies and Procedures.
3. At the annual meeting, the members present shall elect by majority the officers by secret ballot or by acclamation.
4. The officers shall take office immediately after the election and shall serve for one year, or until succeeded.
5. To assist in the transition, the previous officers may offer to act in their capacities until the new officers can assume the office.
6. Any vacancy in the Board of Directors shall be filled by recommendation of the President, approval of the Board of Directors and confirmation by the DCSAR membership.
7. If a vacancy occurs between election and the taking of office, the office shall be filled by special election held at the next regular meeting.

ARTICLE VII

MEMBERS

1. There shall be five (5) classifications of membership: Rescue, Trainee, Support, Reserve and Honorary.
2. Rescue Members:
 - a. Definition: A Rescue member is one who meets the minimum standards prescribed by these by-laws and DCSAR Policies and Procedures.

- b. Admission Requirements: A Rescue member shall be eighteen years of age or older, shall be physically and mentally competent to participate in DCSAR activities, and shall have completed the training period as required in these by-laws and DCSAR Policies and Procedures.
 - c. Rights and Duties:
 - 1. Rescue Members may vote, hold office, participate in all DCSAR activities, wear the DCSAR uniform with approved insignia, and have all other rights conferred on members of DCSAR.
 - 2. Rescue members shall participate in DCSAR activities as required by DCSAR Policies and Procedures.
3. Trainee:
- a. Definition: A Trainee is one who is in training for Rescue membership.
 - b. Admission Requirements: A trainee shall be eighteen years of age or older and be physically and mentally competent to participate in DCSAR activities as required by DCSAR Policies and Procedures.
 - c. There will be three levels of Trainee status:
 - 1. Trainee 1 – has passed background check and interview
 - 2. Trainee 2 - In addition to Trainee 1 requirements, has completed and secured appropriate sign-offs on the “Trainee 2 Checklist” which contains specific topics required for safe participation on DCSAR tone-outs.
 - 3. Trainee 3 - In addition to Trainee 2 requirements, has completed the DCSAR Academy.
 - d. Rights and Duties:
 - 1. Trainee 1 - May attend meetings and classroom trainings. May attend field trainings at the discretion of an Operations Leader.
 - 2. Trainee 2 – May attend field trainings and missions. They may wear the DCSAR uniform and approved insignia. They should acquire a Sheriff’s department ID card.
 - 3. Trainee 3 – Have completed the minimum training to advance to Rescue Member status. They may not vote or hold office until they achieve Rescue Member status. They can achieve Rescue Member status after the minimum training period has passed and they have completed their training to the satisfaction of the Training Committee, Board of Directors and Operations. Their advancement must then be approved by a majority of the DCSAR membership at a

regular meeting.

- e. The Trainee's probationary period starts with acquiring Trainee 1 status.
- f. Trainees shall participate in DCSAR activities as required by DCSAR Policies and Procedures.
- g. Terms of Training: The minimum training period shall be 6 months. The maximum training period shall be 12 months as stated in DCSAR Policies and Procedures, except as may be extended by the Training Committee and Board of Directors.

4. Support Member:

- a. Definition: A support member is a member who provides a specialized function related to the purpose of DCSAR.
- b. Admission Requirements: A Support member shall be eighteen years of age or older, possess specialized knowledge, training or expertise in a function related to search and rescue.
- c. Rights and Duties:
 - 1. Support members may participate in DCSAR activities and wear the DCSAR uniform and approved insignia. Support members who meet minimum qualifications as determined by the DCSAR Policies and Procedures, and who have been approved by the DCSAR membership with voting rights shall be entitled to vote.
 - 2. Support members shall participate in DCSAR activities as required by DCSAR Policies and Procedures.

5. Reserve Member:

- a. Definition: A reserve member is one who is available for DCSAR missions when needed, and meets minimum standards as prescribed by these by-laws and DCSAR Policies and Procedures.
- b. Admission Requirements: A reserve member shall be eighteen years or older, shall be physically and mentally competent to participate in DCSAR activities, shall have met the minimum standards for a Rescue member or shall have been an experienced DCSAR member prior to the creation of this membership category and shall possess minimum skills and qualifications as determined by DCSAR Policies and Procedures.

- c. Rights and Duties:
 - 3. Reserve members may participate in DCSAR missions and wear the DCSAR uniform and approved patches as the need arises and as set forth by DCSAR Policies and Procedures.
 - 4. Reserve members may participate in those activities of DCSAR approved by the Board of Directors and/or Operations.
 - 5. Reserve members shall participate in periodic training as required by DCSAR Policies and Procedures.
 - 6. Reserve members shall not have the right to vote. No other duties or rights are given.

6. Honorary Member:

- a. Definition: An Honorary member is one who is accorded the honor of membership in DCSAR.
- b. Rights and Duties: Honorary members may participate in those activities of DCSAR approved by the Board of Directors. They shall have no other rights or duties.
- c. Any Rescue member may recommend candidates for honorary membership to DCSAR.
- d. The incumbent Sheriff is an Honorary member.

7. Membership Admission and Termination

- a. Persons seeking admission to DCSAR as a trainee or Support member shall file an application with the Secretary pursuant to DCSAR Policies and Procedures.
- b. Candidates for all membership classifications shall be approved by the Board of Directors.
- c. All prospective members shall be cleared by the Sheriff or his designee.
- d. Upon satisfactory completion of training as required by DCSAR Policies and Procedures, trainees shall be reviewed by the Board of Directors for advancement to Rescue membership and a recommendation forwarded to the DCSAR membership for action.
- e. Candidates for all membership classifications, except trainee, shall be elected to such membership by a majority of a quorum at a regular DCSAR

meeting.

- f. The membership status of Rescue, Support and Reserve members shall be reviewed at the annual meeting. The membership status of Trainees shall be reviewed after six months and after one year of training. After review of their membership status, the Board of Directors shall recommend the appropriate action to the DCSAR membership.
- g. Any Rescue, Support or Reserve member desiring a change in status with DCSAR shall submit a written request to the Secretary, who will present the request to the Board of Directors. Leave shall not exceed six (6) months, except for sick leave, military leave, or special leave as determined by the Board of Directors. All leave and change of status requests shall be reviewed and approved by the Board of Directors and announced to the DCSAR membership.
- h. Any member, upon written request to the Board of Directors, may, after ten (10) years of service and/or for good cause at the discretion of the Board of Directors, retire to inactive status and will be entered on the rolls as an Honorary member.
- i. Any member may resign honorably by giving written notice to the Board of Directors and surrendering all DCSAR property.
- j. The membership of any member may be terminated for not fulfilling the requirements of these by-laws or for violations of DCSAR Policies and Procedures. In either case, the member shall be notified of the proposed action by the Board of Directors in writing, and the reason(s) for the action at least ten (10) days prior to the final discussion by the Board of Directors. The Board shall hold a hearing during which the member may participate and have a reasonable opportunity to answer charges. The Board shall review the information and their decision is final.
- k. Misconduct, acts reflecting discredit upon DCSAR, and misuse of DCSAR property shall be grounds for termination as set forth in paragraph j. above.
- l. Membership application fees and annual dues shall be established by DCSAR Policies and Procedures.

ARTICLE VIII

COMMITTEES

1. Standing committees of DCSAR shall be the following:
 - Training Committee
 - Operations Committee
 - Finance Committee
 - Development Committee.
2. The Training Committee shall be appointed by the President promptly after he assumes office. The Training Committee shall be composed of at least three (3) members. It shall be the duty of the Training Committee to develop a DCSAR training plan and arrange all training activities.
3. The Operations Committee shall be appointed by the President promptly after he assumes office. The Operations Committee shall be composed of at least three (3) members. It shall be the duty of the Operations Committee to report on DCSAR operations to the Board of Directors
4. The Finance Committee, composed of the treasurer and at least two (2) other members, shall be appointed by the President promptly after he assumes office. It shall be the duty of this committee to prepare a budget for the year, and to audit the Treasurer's books.
5. The Development Committee, composed of the VP of Development, and additional members as needed, shall be appointed by the President. Members will plan and execute all DCSAR fundraising activities throughout the community, as needed.
6. The size and representation of committees shall comply with DCSAR Policies and Procedures.
7. The President may create committees as needed.

ARTICLE IX

OPERATIONS

1. The Secretary shall keep and maintain an updated DCSAR Membership Roster. The Membership Roster shall include the names, mailing addresses, and home, work and cellular telephone numbers of DCSAR members and applicants in any category. The membership roster shall be made available for inspection to any DCSAR member upon request.
2. The Secretary shall keep and maintain an updated Operations Roster. This Roster shall contain the names of all members who are available to participate in field search and rescue operations. It need not contain the names of non-participatory support and

honorary members. The Operations Roster may also contain home, work and cellular telephone numbers of members and such other information as may be required for operations use. Officers, rescue members, trainees, support and reserve members shall be indicated on the roster.

3. No member, or members, of DCSAR shall go into the field and participate in, or perform any action that purports to represent an action or position of DCSAR with respect to search and rescue unless that member is acting under the direction of the President, Operations Leader, or other duly authorized member, unless a bona fide emergency exists. In such case, the members participating shall designate an acting Operation Leader. VIOLATION OF THIS SECTION SHALL BE GROUNDS FOR REVOCATION OF DCSAR MEMBERSHIP. DETERMINATION OF SAID VIOLATION SHALL BE BY A UNANIMOUS VOTE OF THE BOARD OF DIRECTORS.

ARTICLE X

PARTICIPATION

1. DCSAR recognizes that participation in the field of search and rescue entails the acceptance of a high degree of responsibility to the public for maintenance of rigorous standards of competency among its members in the skills required for DCSAR missions. Participation in DCSAR training and rescue missions is the prime method by which the high levels of skills and performance expected of DCSAR members can be obtained. Therefore, the policies regarding required DCSAR participation are spelled out in the DCSAR Policies and Procedures.

ARTICLE XI

DCSAR POLICIES AND PROCEDURES

Establishment of, or amendments to, the DCSAR Policies and Procedures may be presented at any DCSAR Board Meeting by any member in good standing on the Operations Roster.

The proposed changes to the Policies and Procedures will then be discussed and voted upon by the Board. If passed by a two thirds majority of a quorum of the Board, the changes will be presented to the general membership at the next General Meeting for discussion and vote by the members in good standing on the Operational Roster.

To be ratified, the changes must be approved by a two-thirds majority of a quorum, as defined in Article V, of the members in good standing eligible to vote.

A copy of the current official DCSAR Policies and Procedures shall be kept in the DCSAR records and a copy made available to all voting members upon modification of the DCSAR Policies and Procedures.

ARTICLE XII

AMENDMENT OF BY-LAWS

Establishment of, or amendments to, the DCSAR By-Laws may be presented at any DCSAR Board Meeting by any member in good standing on the Operations Roster

The proposed changes to the By-Laws will then be discussed and voted upon by the Board. If passed by a two thirds majority of a quorum at the Board Meeting, the changes will be presented to the general membership at the next General Meeting. It will then be voted upon by the members in good standing eligible to vote at the next following General Meeting.

To be ratified, the changes must be approved by a two-thirds majority of a quorum of the members in good standing on the Operations Roster. A quorum is defined in Article V of the By-Laws.

A copy of the current official DCSAR By-Laws shall be kept in the DCSAR records and a copy made available to all voting members upon modification of the DCSAR By-Laws.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern DCSAR in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order DCSAR may adopt.

ARTICLE XIV

CONSERVATION

Each DCSAR member shall be dedicated to the protection of public and private lands and the conservation of natural resources. Complaints against members concerning unauthorized trespass of lands or destruction or abuse of public or private lands or facilities will be subject to disciplinary action by the Board of Directors. If found guilty of such violations or practices, the member(s) shall be expelled from DCSAR, or such other action taken as the Board of Directors shall deem necessary and appropriate.

ARTICLE XV

GENDER AND NUMBER

As used in these by-laws, masculine or feminine gender, and the singular or plural number shall each be considered to include the other.

ARTICLE XVI

DISSOLUTION

This corporation is not organized, nor shall it be operated for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to the members thereof. The property, assets, profits and net income of this corporation are irrevocably dedicated to charitable and educational purposes, and no part of the profits or net income of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private shareholder or individual. Upon the dissolution of this corporation and the winding up of the affairs, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code and Section 237 of the Revenue and Taxation Code, or Douglas County. If this corporation holds any assets in trust, such assets shall be disposed of in such manner as may be directed by the decree of the district court of the county in which this corporation's principal office is located, upon petition therefore by the Attorney General or any person concerned in the liquidation.

These By-Laws shall be in full force and effect from and after the twenty-seventh day of October, 2016.

Passed on the 27th day of October, 2016, by the following vote:

AYES	<u>20</u>
NAYS	<u>0</u>
ABSTENTIONS	<u>0</u>

(Signed original in office)
President

ATTEST:

(Signed original in office)
Secretary

I, Ron Pierini, Sheriff of Douglas County, Nevada, do hereby accept and endorse the by-laws of the Douglas County Search and Rescue, Inc., as amended herein.

(Signed original in office)
Sheriff Douglas County

August 22, 2017
Date