

# **Bureau County Mounted Search and Rescue Team BYLAWS**

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## **ARTICLE I. NAME AND PURPOSE**

**Section 1.** The name of this organization shall be: Bureau County Mounted Search and Rescue, (the “Team”).

**Section 2.** The purpose of this organization shall be:

- A. To serve the residents of Bureau County IL and surrounding communities.
  - B. To assist the Bureau County Sheriff’s Department in the performance of its duties.
  - C. To provide the membership with training in search and rescue duties, first aid, and law enforcement.
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## **ARTICLE II. MEMBERSHIP**

**Section 1.** Membership is open to all persons, regardless of sex, race, creed, color, or religious preference.

**Section 2.** Requirements for new membership shall be as follows:

- A. Member must be a citizen of the United States of America.
- B. Member must be at least eighteen (18) years of age. Persons younger than 18 may be Junior Members under direct supervision of parent or guardian.
- C. All members will meet all state laws and county ordinances as directed by the Sheriff’s Office.
- D. Prior to final acceptance, the applicant shall have successfully completed and passed a Sheriff’s Office background check.
- E. All new members, after being accepted, must complete the minimum training requirements as required by the Training Committee.

**Section 3.** A member in good standing shall be defined as:

- A. A member with a minimum of 50% attendance at all meetings, training, and callouts.
- B. A member who is current on all training requirements.

**Section 4.** Before assisting in a Search and Rescue callout, members must complete a minimum of 8 hours of SAR training.

**Section 5.** Team members and their horses (if applicable) will need to re-certify every 4 years.

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## **ARTICLE III. TERMINATION OR WITHDRAWAL**

**Section 1.** Termination of membership shall be by or for the following reasons:

- A. By the Sheriff of Bureau County for any reason deemed necessary.

B. By the Board of Directors for any of the following reasons:

1. When 50% of the regular meetings, callouts and trainings are missed during the Teams calendar year.
2. By action that will embarrass or discredit the Team.

C. A member's attendance shall not be required when such attendance would jeopardize the member's means of livelihood, but any member whose livelihood is jeopardized by a reasonable attendance should reconsider their membership.

### **Section 2.** Withdrawal from the Team

A. Any member may withdraw from the Team by submitting to the Secretary a written resignation.

B. The member must return any badges, shoulder patches, identification cards, and all other Team property when presenting their resignation.

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## **ARTICLE IV. GOVERNING BODY**

**Section 1.** The government of this organization shall be vested in its officers and board members.

**Section 2.** The elected officers of this organization shall consist of:

One Commander

One Assistant Commander

One Treasurer

One Assistant Treasurer (The Commander shall also act as the Assistant Treasurer)

One Secretary

One Assistant Secretary

**Section 3.** Other board members shall include all Team Leaders. The board of directors may appoint Team Leaders at its discretion.

**Section 4.** Only members in good standing with an active membership of at least 1 year who are current on all training requirements may run for an elected office. Members not present may be elected if prior consent is given.

**Section 5.** All officers may be re-elected and may succeed themselves.

**Section 6.** The chain of command of the board of directors shall be as follows:

Commander

Assistant Commander

Treasurer

Assistant Treasurer

Secretary

Assistant Secretary

**Section 7.** No elected officer would be eligible for re-election if their attendance were less than required during their previous administration.

**Section 8.** New officers will assume office on Jan 1<sup>st</sup>.

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## **ARTICLE V. DUTIES OF OFFICERS**

### **Section 1.** Duties of the Commander shall consist of the following:

- A. The Commander shall have general supervision over the affairs of the organization and shall also perform all other duties as directed by the board or as assigned by these Bylaws.
- B. The Commander shall preside at all meetings of the Team and of the Board and shall present a report of the affairs of the organization to the Team at the annual meeting.

### **Section 2.** Duties of the Assistant Commander shall consist of the following:

- A. The Assistant Commander shall assist the Commander whenever needed and shall perform all the duties of the Commander at his request or in his absence or disability.
- B. The Assistant Commander shall assume the duties of Training Officer and shall act as chairperson of the training committee.
- C. The Assistant Commander shall keep an account of the attendance and training certification for each member and submit a written report annually to the Board.
- D. The Assistant Commander shall maintain a historical record of the Team activities and distribute appropriate news material or articles to interested organizations and to the news media.
- E. The Assistant Commander shall also perform all other duties as directed by the board or as assigned by these Bylaws.

### **Section 3.** Duties of the Treasurer shall consist of the following:

- A. The Treasurer shall act under the direction of the Board and shall have responsibility for all the funds of the organization.
- B. The Treasurer shall keep an accurate written record of all transactions of the organization.
- C. The Treasurer shall also perform all other duties as directed by the board or as assigned by these Bylaws.

### **Section 4.** Duties of the Assistant Treasurer shall consist of the following:

- A. The Assistant Treasurer shall assist the Treasurer whenever needed and shall perform all the duties of the Treasurer at his request or in his absence or disability.
- B. The Assistant Treasurer shall also perform all other duties as directed by the board or as assigned by these Bylaws.

### **Section 5.** Duties of the Secretary shall consist of the following:

- A. The Secretary shall keep the written minutes of all meetings of the Board and of the Team. Whenever required by the Board, he or she shall perform like duties for any committee provided that in the absence of the Secretary, the majority of the Team or Directors present at any meeting may designate any person to act as Secretary for such meeting.
- B. The Secretary shall also perform all other duties as directed by the board or as assigned by these Bylaws.

### **Section 6.** Duties of the Assistant Secretary shall consist of the following:

- A. The Assistant Secretary shall assist the Secretary whenever needed and shall perform all the duties of the Secretary at his request or in his absence or disability.

B. The Assistant Secretary shall also perform all other duties as directed by the board or as assigned by these Bylaws.

**Section 7.** Duties of the Team Leaders shall consist of the following:

A. The Team Leaders shall serve as the contact person for their perspective team and shall perform all other duties as directed by the Commander or by the board.

B. Each Team Leader shall keep up to date contact information for their team members and notify the Secretary of any changes.

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## **ARTICLE VI. THE BOARD AND THEIR RESPONSIBILITIES**

**Section 1.** The Board shall consist of the Commander, Assistant Commander, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary and all the Team Leaders.

**Section 2.** A quorum shall consist of a majority of board members.

**Section 3.** Each member of the Board shall have one vote.

**Section 4.** Motions voted upon by the Board shall be determined by a majority vote of the Board members present.

**Section 5.** The Board shall meet at least three times per year. The Commander may call additional meetings at his/her discretion.

**Section 6.** The Board shall create and prescribe duties of the committees and appoint members thereof.

**Section 7.** The Board shall have the power to appoint Team Leaders at its discretion.

**Section 8.** The board shall have the power to appoint a person or persons who would be responsible to call out the Team when directed by the Sheriff's department.

**Section 9.** The Board shall have the power to fill all vacancies on the Board until the next election.

**Section 10.** During the month of January, the Board shall review all members as to their attendance and training certification. The Board shall take appropriate action.

**Section 11.** The Board shall have the power to impose disciplinary action or expel any member guilty of an offense, which affects the best interest of the Team.

**Section 12.** The Board shall remove from office any member of the Board who does not perform their duties as outlined in these By Laws. The Board shall consider this matter only at the scheduled Board meetings. All removals must have the approval of four members of the Board.

**Section 13.** All Board members shall maintain fifty percent (50%) attendance at all meetings and callouts. The Team shall review the Board members' attendance during the month of January.

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## **ARTICLE VII. TEAM MEETINGS**

**Section 1.** Regular Team meetings shall be held monthly or as specified by the board.

**Section 2.** The annual Team meeting shall be held in December of each year, at which time nominations and election of officers shall take place.

**Section 3.** Special meetings of the Team may be called at the discretion of the Commander or any three members of the board, provided all concerned have twenty-four (24) hours notice of the meeting.

**Section 4.** A change in the date of a regular Team meeting or an annual Team meeting may be made by the board, provided the members are given at least two weeks notice prior to the first date.

**Section 5.** A quorum shall consist of a simple majority of the membership present at any regular or duly called special Team meeting, provided at least ten (10) members are present.

**Section 6.** Robert's Rule of Order shall govern in all meetings.

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## **ARTICLE VIII. BYLAWS**

**Section 1.** The bylaws of this organization may be amended, altered, repealed, changed, or corrected, in whole, or in part, by a vote of three-fourths (3/4) majority of the members present at the annual Team meeting.

**Section 2.** Each member should be given a written copy of any proposed changes at least fourteen (14) days prior to the annual Team meeting.

**Section 3.** A proposed bylaw change that is submitted in a timely matter, may be amended, altered, changed or corrected by a majority vote of members present at the annual Team meeting, resubmitted in its adjusted form and be presented for vote to the membership.

**Section 4.** Any changes of the bylaws shall become effective immediately after adoption by the membership.

**Section 5.** Any changes shall replace and supersede any Article or Bylaw or any instrument theretofore adopted.

**Section 6.** Nothing contained within these bylaws will supersede any Policy, Order, or Directive of the Sheriff.

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## **ARTICLE IX. COMMITTEES**

**Section 1.** The following committees shall be appointed by the Board for one-year terms to run concurrent with the term of office of the officers.

A. Bylaws Committee: Shall consist of at least three members in good standing who shall review the bylaws each year and submit any proposed changes prior to the annual Team meeting.

B. Training Committee: Shall consist of at least four members in good standing that are responsible for developing, organizing, and carryout training activities as directed by the Board. The Assistant Commander shall be chair of the Training Committee.

C. Standards Committee: Shall consist of at least four members who develop and maintain written standard operating procedures for the organization as directed by the Board. The committee will be responsible to see that all members are provided with a copy and any revisions.

**Section 2.** Other committees may be appointed as directed by the Board.

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## **ARTICLE X. VOTING**

**Section 1.** Each member of this organization is entitled to one vote on all matters referred to the membership.

**Section 2.** Absentee and proxy votes must be in writing and signed by the member issuing the vote. A proxy is a vote made by one member on behalf of another.

**Section 3.** Absentee and proxy votes must be in the hands of the Commander prior to the time the issue is voted upon.

**Section 4.** Unless otherwise specified by these bylaws, business matters voted upon by the members shall be determined by a majority vote of the members present, in person or by representation as in Article X, Section 3.

**Section 5.** Members in good standing may vote on any matter requiring said vote.

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## **ARTICLE XI. HORSES**

**Section 1.** All Team Horses will be accepted subject to approval by the Board and the Training Committee. Horses will be evaluated against standards set forth by the board including, but not limited to:

- Ø Must be sound and kept in good condition.
  - Ø Must not kick, bite, rear or buck when ridden in a group.
  - Ø A calm, alert disposition is preferable.
  - Ø Must have current Coggins test.
  - Ø Must demonstrate ability to perform a set of tasks as determined by the Training Committee.
  - Ø Approved horses will be allowed to participate in a call out however any horse that is deemed to be a hindrance to the search effort may be asked to leave at the discretion of the search management.
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## **ARTICLE XIII. DISSOLUTION OF TEAM**

**Section 1.** Upon dissolution of this Team, its assets shall be distributed to any charitable organization in the United States which qualifies for acceptance under Section 501© (3) of the Internal Revenue Code, and/or according to a plan of distribution to be approved by the membership.