

# **FRANKLIN COUNTY SHERIFF'S SEARCH AND RESCUE**

## **UNIT BY-LAWS AND CONSTITUTION**

### Article I: Name

Section 1. The name of this organization shall be: "Franklin County Sheriff's Search and Rescue Unit"

### Article II: Aims and Objectives

Section I. The aims and objectives of the "Franklin County Sheriff's Search and Rescue Unit shall be and are as follows:

- A. To form an association of people thoroughly representative of loyal American citizens and dedicated to public service.
- B. To serve the public welfare in the event of any emergency, disaster or catastrophe.
- C. When called by the Franklin County Sheriff or his designee, to render aid to local and government law enforcement governing agencies, such as, but not limited to – Police and Sheriff Departments, Fire Departments, Ambulance Services, Forest Service, BLM, Fish and Game Departments, Conservation Agencies, Military Organizations and County Civil Defense.
  1. To render aid and assistance to all people in difficulty or in distress when met on the road or in the field, as well as any beneficial beasts, birds, or any other living creature in need of help or aid.
  2. To associate together in meetings, gatherings and in the field for the promotion of Search and Rescue and Law Enforcement techniques.
    - a. This includes membership in the Idaho State Search and Rescue Associations.

### Article III: Selection and Qualification of Membership

Section 1. Size of membership shall be determined by the Franklin County Sheriff and the Franklin County Sheriff's Search and Rescue Board of Directors. Every November or as needed the new Board of Directors will review new member applications and determine how many new members (if any) will be added to the unit.

Section 2. Membership shall be open to all persons, regardless of sex, race, creed, color or religious preference.

Section 3. This organization shall be comprised of 100% volunteers.

Section 4. Qualifications:

- A. Applicant must:
  1. Be an American Citizen.
  2. Be 18 years of age or older.
  3. Reside in Franklin County, Idaho.
  4. Be the owner of a four-wheel drive vehicle and/or possess a skill or equipment useful to the unit.

5. Conform to Idaho State Laws pertaining to Operators license, vehicle registration and vehicle liability insurance.

Section 5. New members shall be accepted into this organization by written application and subject to: (See SOP #1 – New member application form)

- A. Approval by the Sheriff of Franklin County.
  1. A background check of all applicants will be conducted by the Franklin County Sheriff's Office. Any convictions for theft, and/or any felony convictions or any DUI/alcohol/drug related driving offense with the last five (5) years will also void the application.
- B. Approval by the Unit Board of Directors.
  1. Oral interview.
  2. Majority vote of the Unit Board of Directors present.
- C. Serve a six (6) month probation period.
  1. During the six (6) month period the new member will have no voting rights, will not be issued equipment on a permanent basis, and will always be partnered with another member of the unit during trainings and call outs.
  2. All new members, after being approved by the Unit Board of Directors, must complete the new member orientation required by the Franklin County Sheriff and the Franklin County Sheriff's Search and Rescue Unit. (See SOP #2 – New Member Requirements and Orientation)
- D. Approval by the Unit membership.
  1. Quorum (1 more than half of the membership) must be present for election of new members.
  2.  $\frac{3}{4}$  of the members present must vote in the affirmative for election to membership.
  3. If there is a limited number of positions available then the members will vote for the specific number of positions being added to the unit, and the applicant(s) on the ballot with the most votes will be added. The applicant(s) who applied and did not make the unit can re-apply in the future.
    - Example: If the Sheriff and Board decide to add 2 new positions and there are 8 new applicants. The members would vote for their top 2 choices and the 2 members out of the 8 with the most votes would be added to the unit.
  4. In the case of a tie, the Board of Directors will vote again to break the tie.
  5. Vote will be by secret ballot.

#### Article IV: Fees and Dues

Section 1. Every member of this Unit shall pay annual dues into the organization. Said annual dues shall be paid in advance or by the regular meeting in September of each year. The amount of such annual dues shall be determined by the Unit Board of Directors, no later than the regular August meeting of each year.

Section 2. Dues include membership in the Franklin County Sheriff's Search and Rescue Unit and the Idaho State Search and Rescue Association.

Section 3. If a new member enters the organization during the year, the dues shall be prorated.

Section 4. Any member becoming more than thirty (30) days in arrears with their dues shall become eligible for dismissal from the Unit. The final decision of removing of such delinquent member shall be the responsibility of the Unit Board of Directors.

#### Article V: Member Requirements

Section 1. Each member will be required to maintain an appropriate personal appearance and proper conduct necessary to insure a good public image.

Section 2. Each member, within six (6) months, will be required to have a proper uniform consisting of:

- A. Furnished by the Unit:
  - 1. Uniform shirt (Blue Polo shirt), and Unit jacket (Red Klim Coat).
  - 2. Unit Radio, GPS Unit.
  - 3. Avalanche Beacon and Probe.
  - 4. Backpack and First Aid kit.
- B. Furnished by member:
  - 1. Appropriate shoes/boots and clothes for the activity.

Section 3. Each member must complete all training required by the Unit and Franklin County Sheriff's Department.

Section 4. All Unit equipment must be maintained in good working condition by the member. Damages and/or replacement costs may be subject to be paid by the member. (See SOP #4 – Unit equipment damage and replacement)

Section 5. Members are required to attend 75% of regular Unit meetings and 75% of Unit training activities. Failure to do so will be cause to be put on probation. (See SOP #5 – Member probation requirements)

- A. The following types of absences may be considered as excused if the Unit Commander or a Unit Board Member is notified prior to the meeting and/or training. If prior notification is not done an absence will be given to the member.
  - 1. Employment
  - 2. Illness-(member or a member of immediate family)
  - 3. Vacation
  - 4. Other necessary family situations

#### Article VI: Officers

Section 1. The officers of the Unit shall consist of the following:

- A. Commander
- B. 1<sup>st</sup> Vice-Commander
- C. 2<sup>nd</sup> Vice-Commander
- D. Secretary
- E. Treasurer (2 year term)

F. Quartermaster (2 year term)

Section 2. The governing body of this Unit shall be a Board of Directors, which shall consist of:

- A. The Commander
- B. The 1<sup>st</sup> Vice-Commander
- C. The 2<sup>nd</sup> Vice-Commander
- D. The Secretary
- E. The Treasurer
- F. The Quartermaster
- G. The immediate past Commander acting under the direction of the Franklin County Sheriff

Section 3. Election of officers shall be at the regular September meetings with nominations being done at the regular August meeting and from the floor in the September meeting.

Section 4. Installation of officers shall be at the regular meeting in October, which shall be the installation banquet.

Section 5. Any officer of this organization may be removed from office after a hearing before the membership, providing a quorum is present, and  $\frac{3}{4}$  of the members present vote for the removal.

Section 6. In all voting of the Board of Directors, a majority vote shall be required for the approval of any business.

Section 7. Officers shall be elected for the period of one (1) year, except Treasurer and Quartermaster (2 year terms), to be from the October meeting to the following October meeting.

Section 8. Should any position among the officers, except Commander, become vacant for any reason, a special meeting for election of the vacant post may be called.

#### Article VII: Qualifications of Officers

Section 1. No Member of this Unit shall be elected to any office therein, unless he/she is an active member in good standing, including but not limited to attendance at meetings and training.

#### Article VIII: Duties of Officers

Section 1. The Unit Commander shall be the Chief Executive of the organization, the chairman of the Board of Directors and shall preside at meetings of the Board and Unit.

Section 2. The Unit 1<sup>st</sup> Vice-Commander shall be next in command. In the absence of the Commander he/she shall assist the Commander whenever necessary and succeed to the Commander's office in case of resignation or removal or separation from the Unit.

Section 3. The Unit 2<sup>nd</sup> Vice-Commander shall be next in charge after the 1<sup>st</sup> Vice-Commander. He/she shall assist the Commander and 1<sup>st</sup> Vice-Commander whenever necessary.

He/she shall be responsible for reporting to the various media, after approval of the information by the Franklin County Sheriff. He/she shall be responsible for administering any additional duties as delegated by the Commander or Sheriff.

Section 4. The Unit Secretary shall perform all duties connected with the reports, correspondence, minutes, and record keeping. He/she shall also keep a set of minutes of each meeting to be read and approved at the succeeding meeting.

Section 5. The Unit Treasurer shall handle all receipts, disbursements, and funds of the Unit and shall be required to keep necessary financial records. He/she shall submit a financial report at the Unit's monthly meeting and noting all members delinquent in their dues in excess of thirty (30) days.

Section 6. The Unit Quartermaster shall be responsible for all Unit equipment and shall issue such equipment to the members as needed and keep a record/inventory of such equipment.

Section 7. The Unit Commander may appoint members to specific responsibilities, i.e. Training Officer, Communications Officer, assistant Treasurer, assistant Quartermaster and others.

#### Article IX: Meetings and Activities

Section 1. This Unit shall meet regularly at least once a month on a day determined by the Unit. Training meetings or other activities of the Unit may be called at any opportune time. Unit meetings shall be for members only and non-members shall not attend or be invited to attend such meetings unless specific permission is granted by the Unit officer presiding at the meeting. Such allowance for outside attendance shall be granted only for Unit business or training.

Section 2. All requests for the Units services or participation must be cleared through and receive the approval of the Franklin County Sheriff or his designee.

#### Article X: Emblems and Vehicle Numbers

Section 1. The official emblem of this Unit shall consist of a star and may be affixed to the side of such vehicle belonging to the Unit member with a design to be decided by the membership.

A. Emblems shall be removed when not on official duty or activity.

Section 2. Any Unit member selling, trading or disposing of a vehicle or equipment shall be required to remove any Unit emblems or insignia before the transaction is made.

A. Penalty for not doing so will be immediate dismissal from the Unit. Final decision to be made by the Board of Directors.

Section 3. All member vehicles may be numbered the same as the members' number for easy identification. The number shall not designate position or rank in the organization.

## Article XI: Endorsement

Section 1. This Unit shall at no time endorse or recommend candidates for political office, nor shall politics or political candidates be discussed at meetings unless it pertains directly to the business of the Unit, neither shall religious discussions or arguments be tolerated at meetings of this Unit.

Section 2. No officer or member of this Unit shall use it as a means of furthering any personal, political or other aspirations nor shall the Unit as a whole take part in any movement not in keeping with its real and established aims and purposes.

## Article XII: Legal Liability

Section 1. This Unit shall in no way be legally liable or responsible for the actions of its individual members and all riders.

## Article XIII: Alcoholic Beverages

Section 1. No person shall appear at any Unit meeting or Unit function while under the influence of alcohol and/or illegal drugs.

Section 2. Alcoholic beverages and illegal drugs of any form shall not be consumed on any official Unit duty.

Section 3. Any offender of the above shall be subject to immediate dismissal from the Unit.

## Article XIV: Driving Habits

Section 1. All drivers must use due care and careful driving tactics while on Unit activities or be Subject to dismissal from the Unit by the Board of Directors. Lights will not be used for general circumstances and Search and Rescue members are not allowed to run code. Lights may be used in extenuating circumstances to get through traffic or a road construction type of situation. The main use of the lights should be for traffic control.

## Article XV: Emergencies

Section 1: The Unit Commander or his designee will be in command of Unit activities, except in an emergency, when called by the Franklin County Sheriff or his designee. At this time The Incident Command System will be used.

## Article XVI: Letter of Commitment

Section 1: Each year at the regular September meeting each regular member will sign a commitment letter, associate member letter or a drop out letter. The Unit Secretary shall keep these letters on file. See (SOP #6 – Letter of commitment)

## Article XVII: Official Procedure

Section 1. Established parliamentary procedure, Robert's Rules of Order, shall be used for all formal proceedings of this Unit as far as it is practical.

## Article XVIII: Amendments to the By-Laws/Constitution

Section 1. This By-Laws/Constitution may be amended at any business meeting of the Unit when a quorum is present and  $\frac{3}{4}$  of those members present vote in the affirmative for any change.

Section 2. Amendments must be presented, in writing, one (1) month prior to voting upon them.

Section 3. Any approved changes of the By-Laws/Constitution shall become effective immediately after adoption by the membership and approval of the Franklin County Sheriff or else as stated in the amendment.

Section 4. Any changes shall replace and supersede any part of the By-Laws/Constitution or any instrument there-to-fore adopted.

Section 5. SOPs can be added or changed at any regular Unit meeting if a quorum is present with a majority vote of the members present.

## Article XIX: Honorary Membership

Section 1. Any person who is loyal to the United States and who has distinguished himself/herself by meritorious service in the furtherance of the aims and objectives of this Unit may be elected to honorary membership by the Unit members by a  $\frac{3}{4}$  vote of the members present.

## Article XX: Associate Membership

Section 1. To be eligible for associate membership, an individual must be an active member of the Franklin County Sheriff's Search and Rescue Unit.

Section 2. A member of the Unit may become an associate member under one of the following conditions:

- A. Having served in good standing for not less than ten (10) years
- B. Due to age (60 years or older) and/or health reasons
- C. Any past Commander
- D. Any past Sheriff of Franklin County

Section 3. To apply for associate membership an individual must submit a letter to the Unit Board of Directors, stating the reasons and qualifications for choosing to move to that status.

Section 4. Associate membership shall be approved by the Unit Board of Directors and the Franklin County Sheriff.

Section 5. Duties, responsibilities and status:

- A. They shall serve in a support role as determined by the Unit Board of Directors and the Sheriff of Franklin County.
- B. They may but are not required to attend meetings, training, socials and other activities.

- C. They shall have no vote in Unit business but may enter into discussion and/or debate.
- D. They shall not be issued a radio or other Unit equipment unless authorized by the Unit board of Director and the Sheriff.
- E. The uniform will be the same as the regular member uniform.

Section 6. Dues

- A. Dues shall be determined by the Unit Board of Directors no later than the regular meeting in August.
- B. If the appropriate dues are paid they will be a member of the Franklin County Sheriff's Search and Rescue Unit and the Idaho State Search and Rescue Association.

Section 7. The 1<sup>st</sup> Vice-Commander will be the Liaison Officer for Associate members.

Section 8. The Unit shall present a plaque to the individual at the next installation banquet so honoring them as an associate member.

### Article XXI: Outside Assistance

Section 1. In the case of any emergency, no outside assistance should be refused, however, it may be put to use as the Franklin County Sheriff or his designee and/or the Incident Commander see fit.



These Franklin County Sheriff's Search and Rescue Unit By-Laws and Constitution adopted: November 2018

<u>Amendments/SOPs adopted:</u>	<u>Date</u>
1. <u>SOP #2</u>	<u>April 2005</u>
2. <u>SOP #4</u>	<u>April 2005</u>
3. <u>SOP #6</u>	<u>April 2005</u>
4. <u>SOP #1, 2, 4, 5, 6</u>	<u>November 2018</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

This Page Will Be Kept By the Unit Secretary

I have read the By-Laws/Constitution of the Franklin County Search and Rescue Unit. I do understand them and will abide by them.

Signed: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Date: \_\_\_\_\_