BY-LAWS
OF
FLATHEAD COUNTY SEARCH AND RESCUE, INC.

Article I

NAME

Section 1: The name of this non-profit corporation shall be:

FLATHEAD COUNTY SEARCH AND RESCUE ASSOCIATION, INC. (FCSAR)

Article II

PURPOSE

Section 1: The general purpose and plan of FCSAR shall be to aid and assist in the saving of life and the preservation of property in Flathead County, Montana, and elsewhere; to lend the services of FCSAR to all persons in situations dangerous to life, limb, or property; train and equip search and rescue teams, and to assist the Sheriff of Flathead County and the Chiefs of Police of the cities of Kalispell, Whitefish, and Columbia Falls, Montana or wherever emergencies arise.

Section 2: In addition, it is the intent of FCSAR to own, purchase, lease, in whole or in part, acquire, mortgage, pledge, sell, assign, transfer or otherwise dispose of personal or real property; to execute and issue promissory notes and other negotiable instruments, and to do any and all things necessary, convenient or proper for the goal of carrying out the primary objective of FCSAR.

No part of the net earnings of FCSAR shall benefit, or be distributed to its members, directors, officers or other private person, except that FCSAR shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose herein set forth. No substantial part of the activities of FCSAR shall be utilized in attempting to influence legislation. FCSAR shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, FCSAR shall not carry on any other activities not permitted by an organization exempt from federal income tax under section 501 (C) (3) of the internal revenue code.

In the event of dissolution of FCSAR, any remaining assets shall be disposed of by the district court of the county. However, if the named recipient is not in existence or is no longer exempt from federal income tax, or is unwilling or unable to accept the donation, then the assets shall be distributed to an organization which has established its exempt status under section 501 (C) (3) of the internal revenue code.

ARTICLE III

MEMBERSHIP

Section 1: Membership classification shall be as follows:

1-Probationary Members
2-Members in Good Standing
3-Senior Members
4-Reserve Members
5-Honorary Members

A. Probationary Members

1. Must be at least 18 years of age and a resident of Montana for at least six (6) months.
2. Probationary status shall continue for at least three (3) months after his/her application is approved by the Flathead County Sheriff's Office, the Board of Directors, and the Members in Good Standing. Probationary Members are not eligible for organization sponsorship in specialized classes and/or training.
3. Shall not enjoy the privileges of radio, patches, decals, or other FCSAR equipment, with the exemption of pagers, which will be issued upon availability and Board approval.
4. Must have approval of the Board to attain the status of Member in Good Standing.

B. Members in Good Standing

1. Must have completed the following:
    a. A minimum of forty hours (40) of volunteer Search and Rescue (SAR) time.
2. Members in Good Standing are eligible for organization sponsorship in specialized classes and/or training.
3. Must maintain a minimum of:
    a. Basic First Aid certification or higher
    b. CPR card through American Red Cross (ARC: BLS for Professional Rescuer) or American Heart Association (AHA: BLS Health Care Provider).
4. To maintain this status, Member in Good Standing status must contribute a minimum of twenty (20) hours of service to FCSAR annually.

C. Senior Member

1. Must be a Member in Good Standing who has completed the following:
    a. FCSAR proficiency requirements (Attachment 1)
2. Have met the approval of the Board of Directors.

D. Reserve Member

1. Any Member in Good Standing/Senior Member unable to maintain their minimum annual requirement may be granted Reserve status upon approval of the Board of Directors. Reserve Members may participate in search and rescue functions, but have no vote, privileges or obligations. Reserve Members may be issued FCSAR equipment. A Reserve Member may be granted reinstatement upon the Board's approval.
2. To maintain this status, Reserve Members must attend a minimum of one FCSAR General meeting annually.
3. Duration of Reserve status will be determined by the Board.

E. Honorary Member

1. Any member, past or present, or individual who has rendered meritorious service in some manner, can be nominated for Honorary Member status. He/she must be

nominated by two (2) Members in Good Standing and voted on by the membership. He/she shall be selected in the true spirit of Search and Rescue in all respects and shall continually be held in high regard. The Honorary Members shall not have required responsibilities. Honorary Members may retain voting privileges.

Section 2: Members in Good Standing, Senior Members and Honorary Members shall have voting privileges. Each voting member shall be entitled to only one (1) vote on any one matter at general/special meetings of FCSAR.

Section 3: Any member may be removed by majority vote of the Board of Directors, which shall act as the review board in this instance. After written notification of the Board, the member in question shall have the right to state his/her case. If the Board determines a member should not continue in FCSAR, that member shall be asked to resign. If he/she does not resign, the issue will be presented to the voting members and a majority vote will decide future status. All evidence, discussion, etc. will be considered confidential by all parties involved.

Section 4: All members shall abstain from the use of alcohol or drugs and shall conduct themselves in a professional manner at all times during missions, meetings, trainings, etc. Members should recognize their limitations and govern their response to missions when under the influence of alcohol or any controlled substance. Members unable to function at their optimum are expected not to respond.

Section 5: Any member of FCSAR whose actions may bring disrepute upon the membership shall be subject to review by the Board.

Section 6: A request for a leave of absence must be in written form presented to the Board of Directors.

ARTICLE IV

MEETING OF MEMBERSHIP

Section 1: The general meeting of the membership shall be during the 3rd week of the month, at a time and place selected by the President of the FCSAR. The day of week of the general meeting shall be determined by a two-thirds majority vote of the voting membership.

Section 2: Thirty percent (30%) of the voting membership, which includes a minimum of four (4) Board members, shall constitute a quorum for the transaction of business at all meetings of the membership.

Section 3: The Secretary shall give notice to the active members regarding special meetings. This notice shall be given at least five (5) days prior to the meeting date.

Section 4: Special meetings of the general membership may be called at any time by either the President or by any two (2) Board members.

Section 5: Meetings will be conducted according Roberts Rules of Order as appropriate (refer to text *Roberts Rules of Order*).

ARTICLE V

CHAPTERS

Section 1: A Chapter of FCSAR is defined as an independent unit which falls under the auspices of FCSAR. A Chapter must have its own Constitution, By-Laws and budget.

Section 2: Chapters must be approved by two-thirds (2/3) of the voting membership. Members of Chapters shall assume Reserve member status unless already a voting member of FCSAR. Chapters may also be removed by approval of two-thirds (2/3) of the voting membership.

Section 3: Any changes that the Chapter adopts to their Constitution, By-laws, Standard Operating Guidelines, procedures or roster must be submitted to the Board of FCSAR within 30 days.

Section 4: General membership approval must be obtained in order for a Chapter to utilize FCSAR equipment and/or supplies prior to its usage. FCSAR property cannot be used without acting Search Leader approval and must be returned in clean and in operable condition. Any damage sustained during usage must immediately be reported to the acting Search Leader.

ARTICLE VI

OFFICERS AND DIRECTORS

Section 1: The FCSAR Board shall be comprised of the Flathead County Sheriff (or his/her appointee), the immediate past President (for one year, providing he/she accepts the appointment and/or does not desire to serve as elected into another office), and the following elected officers: President, Vice President, Secretary, Treasurer, Search Leader, and three Directors. The President, Vice President, Secretary, and Treasurer shall be limited to two consecutive one year terms. The Search Leader position shall have no specified term limit but will be determined by the willingness and performance of the occupant and reviewed by the Board and approved or altered by the General membership. The three Director terms shall run for three years each; one Director elected each year. No person shall be permitted to occupy more than one of these offices during the same period of time. To be eligible to hold office in FCSAR, a person must be a voting member in good standing. The election and seating of officers shall be held during the December general membership meeting. The Board:

A. Shall act in the review capacity for all membership:
    1. The Board will review member status from the previous twelve (12) month period during its November meeting. Inability to meet minimum requirements is subject to Board action.
    2. Failure to maintain minimum requirements may result in probationary status until deficiency is corrected.
    3. Members will be notified in writing if they are not in compliance. They will be asked to attend the Board meeting as specified in the written notice.
B. Shall **r**eview and act on all complaints.
C. Shall review nominees for office to determine eligibility as found under Article III and Article VI.
D. Shall meet monthly to conduct business, as directed by the voting membership on a date determined by a two-thirds majority vote.
E. Shall perform duties assigned to this Board as elsewhere described by these By-Laws.
F. Shall have the power to conduct pressing and necessary business, which, if not completed before the next general meeting, would be detrimental to FCSAR. Business may be conducted via electronic communications with majority consensus.
G. Will keep an accurate set of minutes of proceedings, which will be read at each general meeting.

Section 2: The Search and Rescue coordinator shall be the duly elected Sheriff of Flathead County, Montana or his/her designee.

Section 3: At the November meeting the membership shall nominate a slate of officers for the ensuing year. During the December meeting, nominations will be accepted from the floor. Election of officers will then commence, requiring a majority of the voting membership present via secret ballot.

Section 4: Impeachment of Officers or Directors shall be accomplished by:

A. Presentation of evidence to the Board of Directors, and
B. Majority vote of voting membership as specified in Article IV, Section 2 at a general meeting by secret ballot.

Section 6: In extenuating circumstances or emergent situations as determined by a member of the Board, supplies, goods and services may be purchased by any member delegated by that same officer.

ARTICLE VII

DUTIES OF OFFICERS

Section 1: It shall be the duty of the President to preside at all meetings of FCSAR to exercise general executive control. The President shall have a casting vote in the event of a tie. In conjunction with the Secretary, the President shall share the authority to execute legal transactions on behalf of FCSAR. The President shall be a member of all committees and shall appoint a chairperson for each standing committee to serve a one-year term. This shall be accomplished by the February general meeting of each year.

Section 2: The Vice President shall assist the President when called upon to do so and in the President's absence, shall act as the President. The Vice President shall be chairperson of all training.

Section 3: The Secretary shall keep a record of all meetings and shall have possession of all books, papers and records. He/She shall perform duties pertaining to the Secretary's office in addition to Presidential requests. The Secretary shall keep records of all attendance, trainings. The Secretary shall be acting President in the absence of both the President and the Vice President.

Section 4: It is the duty of the Treasurer to keep full and complete financial records of FCSAR. He/She shall deposit all monies in a bank designated by the Board. All checks shall be signed by any two of the following officers: President, Vice President, Secretary, and/or Treasurer. The Treasurer is required to furnish a written report of monthly transactions. Outside resources may be obtained to assist in the duties of the Treasurer upon Board and General membership approval.

Section 5: The Sheriff's SAR liaison is to coordinate the activities of Sheriff's office with FCSAR. It is his/her duty to immediately notify the proper officers of FCSAR in situations which require their assistance. It is his/her further duty to coordinate all SAR missions with the acting Search Leader. It is the duty of all officers and members of FCSAR to lend full cooperation and support to the Sheriff's office.

Section 6: Search Leader: This officer will be the contact person between the Sheriff's office and FCSAR for all missions. The Search Leader will be fully responsible for FCSAR on a mission and will coordinate with any other agencies. The Search Leader will submit post search reports after every mission.

ARTICLE VIII

COMMITTEES

Section 1: There shall be an auditing committee appointed by the President whose duty it will be review the financial records of FCSAR annually. This report shall be submitted to the Board prior to the February meeting. A professional audit shall be performed upon the election of a new Treasurer or when a discrepancy is discovered.

Section 2: The President shall appoint such other committees as circumstances and need arises. The following will be standing committees within FCSAR:

A. Communications
B. Vehicle Maintenance
C. Building Maintenance
D. Public Relations & Fund-raising
E. Historian & Photography
F. Web Maintenance
G. Medical

ARTICLE IX

SPECIALTY TEAMS

Section 1: The voting membership shall appoint such other Specialty teams as needed. The following will be recognized as Specialty teams within FCSAR:

A. Canine
B. Man-tracking
C. Equestrian

ARTICLE X

EQUIPMENT

Section 1: All equipment shall be owned by FCSAR. The Board, under the direction of a majority vote of the members in good standing, may buy, sell, or dispose of all, or any part of the equipment owned by FCSAR.

Section 2: The property of FCSAR shall be maintained in a state of readiness and shall not be used without the authorization of the President and/or Search Leader. All equipment will be operated by qualified members only.

Section 3: All FCSAR equipment and supplies, issued for a specific mission, shall be returned to the FCSAR building after the completion of each mission.

Section 4: FCSAR shall make available appropriate patches and/or decals for all members in good standing.

Section 5: Any member or persons with FCSAR equipment in his/her possession who refuses to relinquish said equipment to the Board upon request will be subject to all laws applicable and legal means available to repossess said equipment. The President will be directed by the Board to file appropriate charges in/or through the courts.

ARTICLE XI

AMENDMENTS

Section 1: All FCSAR By-Law revisions shall be maintained and indexed by the Secretary.

Section 2: All FCSAR by-Law changes shall be readily identified showing the existing language and the proposed language.

Section 3: A FCSAR By-Law proposed draft changes shall be approved by the Board of Directors prior to distribution to the membership. Final approval by the membership shall be at a subsequent General membership meeting.

Section 4: The FCSAR By-Laws may be approved at any General membership meeting of FCSAR, by a majority vote, as defined by Article IV, Section 2.

ARTICLE XII

HARRASSMENT AND GRIEVANCE PROCEDURE

Section 1: Refer to the Flathead County Sheriff's Office policy on Harassment

Section 2: Refer to the Flathead County Search and Rescue Grievance Policy and Procedure.

ARTICLE XIII

ORDER OF BUSINESS

Section 1: The order of business of the meetings shall be as follows:

A. Roll call
B. Reading of the minutes
C. Report of the Board
D. Report of the Treasurer
E. Committee Reports
F. Specialty Teams Reports
G. Old Business
H. New Business
I. Adjournment

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