

WIND RIVER SEARCH AND RESCUE

BYLAWS

ARTICLE I: PURPOSE STATEMENT AND DEFINITIONS

The Purpose of the Wind River Search & Rescue ("WRSAR") organization is to provide a rapid response to Search and Rescue Missions directed by the Skamania County Sheriff's Office.

"Missions" for all purposes under these By-laws or any WRSAR policy, procedure or protocol means a "distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, or search and rescue operation that occurs under the direction and control of a local authorized official." *Washington Administrative Code §11-04-060(10)*.

ARTICLE II: MEMBERSHIP

A. Classes & Privileges of Membership

1. *Regular Member*: A Regular Member is a person who meets the requirements of Article II, Section B. Only Regular Members may:
 - a. Vote on matters as provided herein;
 - b. Respond to Missions and participate in Training Events, unless as specifically provided otherwise herein. A "Training Event" means a planned, nonemergency activity for the development, maintenance, or upgrading of emergency worker skills. [See Washington Administrative Code §11-04-060(11)].
 - c. Serve as Officers
2. *Honorary Member*: An individual, organization or business has helped WRSAR in an extraordinary manner is eligible for Honorary Membership. A Regular Member may make a nomination at a business meeting. A majority vote is needed to grant the honorary membership. Honorary Members cannot vote or serve as officers, and are not authorized by WRSAR to respond to Missions or participate in Training Events.
3. *Youth Member*: A Youth Member is an individual who cannot be a Regular Member solely due to age and otherwise meets the requirements of Article II, Section C. Youth Members cannot vote or serve as Officers, but can respond to Missions and participate in Training Events.

B. Regular Membership – Requirements, Conditions and Approval Process

1. *Requirements*.

- a. Regular Members must live in Washington or Oregon and meet the requirements as an Emergency Worker in accordance with Revised Code of Washington Title 38, Chapter 52, Section 020, as amended.

"Emergency Worker" means any person who is Registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities. *See RCW §38.52.020(4).*

- b. Regular Members must be 18 years of age or older.
- c. Regular Member must be approved as such by a vote of Regular Members at a Business Meeting
- d. Regular Members must be current in Dues.

2. Conditions.

- a. Applicants for Regular Membership who are not Registered in accordance with RCW §38.52.020(4) but who have an application for Registration pending with Skamania Department of Emergency Management ("Skamania DEM") can participate in WRSAR Training Events as Provisional Regular Members but cannot participate in Missions. Provisional Regular Members must affirmatively acknowledge that they do not have the protections afforded Emergency Workers under Washington Chapter 38.
- b. Applicants who are not Registered in accordance with RCW §38.52.020(4) and do not have an application for Registration pending with Skamania DEM cannot participate in WRSAR Training Events or Missions.
- c. The Regular Membership of any Member who's Registration has been denied, revoked or suspended by any local Department of Emergency Management shall be terminated.

3. Approval Process.

- a. Completed applications must be given to the Vice President. The Vice President must provide the Applicant's name and all contact information to each member of the Executive Committee and advise each member of the pending application.

- b. The Vice President will also forward the application to the Skamania County Department of Emergency Manager as an Application for Emergency Worker Registration pursuant to RCW §38.52.020(4).
- c. Applicants for Regular Membership must attend at least two Training Event functions and one Business Meeting before their application will be presented for approval by the membership.
- d. A Regular Member's application for Membership must have been approved by Regular Members present at any Business Meeting by a simple majority vote. An anonymous paper ballot is required to approve an applicant. Regular Members attending by telephone may not vote, but are included for Quorum purposes. A Regular Member may be a Provisional Regular Member subject to the Conditions described in Article I, Section 2(a) above.

C. Youth Members – Requirements, Conditions and Approval Process.

1. A person at least 14 years old and less than 18 years old may become a Youth Member by meeting the Regular Member Requirements of Article II, Section B, except that the requirement of Article II, Section B, paragraph 1(b) is omitted.
2. The Approval Process for Youth Members is the same as that described by Article II, Section B (1) with respect to Regular Members. In addition, a Youth Member must obtain the Consent of a Parent or Guardian in an acceptable form allowing the Youth Member to respond to Missions and participate in Training Events and a Regular Member must co-sign the application for the Youth Member and acknowledges thereon that the Sponsoring Regular Member must accompany the Youth Member on all missions or training attended by the Youth Member.
3. The Conditions for Youth Members is the same as that described by Article II, Section B (2) with respect to Regular Members. In addition, Youth Members must be accompanied on all Missions and Training Events by a Sponsoring Regular Member.

D. Membership Responsibility

1. Member must comply with the WRSAR bylaws, training plan, policies and procedures, and other team rules and regulations.
2. Members are expected to represent WRSAR professionally at all times.
3. Members should make every effort to support the team in all activities, including but not limited to responding Missions and attending Training Events.

E. Membership Dues

1. *Annual dues* are \$20. Dues are owed on August 1 except as listed below.
2. *New Member*: Dues will be pro-rated quarterly, with August 1 as the start of 1st quarter
3. *Honorary Member*: Honorary members will not be charged dues.
4. *Youth Member*: Annual Dues are waived.
5. *Delinquent Dues*
 - a. Dues are required to be paid on or before August 1st of each calendar year. The Treasurer will notify late-paying Members on October 1st by mail or email or in-person that their membership will be suspended on October 31 if their Dues remain unpaid.
 - b. The Membership of any person with unpaid Dues on November 1st of each year will be Suspended pending payment and all team equipment must be returned.
 - c. If dues are a hardship the member may bring their case before the Executive Board for review and the Executive Board by simple majority vote may vacate the Suspension.

ARTICLE III: VOTING PRIVILEGES AND PROCEDURES

A. Voting Privileges

1. Each Regular Member will have one vote by voice, show of hand or written ballot on all motions made during regular business, special or emergency meetings. Voice vote may be made via radio or telephone as provided elsewhere herein.
2. A Regular Member not able to attend a meeting that requires a written ballot can vote by written Proxy. A Regular Member voting by Proxy must sign a simple statement giving another Regular Member of their choice the right to vote on their behalf. A Regular Member at a meeting may have only one Proxy vote, plus their own vote, for a maximum of two votes. Regular Members may use email for voting purposes, provided that the Secretary is able to verify the authenticity of the email.

B. Voting Procedures

1. Normal business matters will be voted on by voice, show of hands or by written ballots by those present. Members may also vote remotely by voice via radio or telephone provided two members present at the meeting verify the authenticity of the remote member.

2. Written ballots for the election of Officers will be mailed or e-mailed two weeks before the election. A mailed ballot may be requested. This rule may be waived by a simple majority of members present at time of the election, provided however that the election then held will be provisional until the following Business Meeting. If no Regular Member objects at the next Business Meeting, then the election will be deemed permanent. If any Regular Member objects, then a new election will be held at the next Business Meeting and no waiver of this rule will be permitted.
3. Regular Members may turn in sealed ballots for election of officers to any board member at any time before the election, or they may mail their ballots. Mail-in votes must be postmarked at least three days before the election. Mail ballots to:

Wind River Search and Rescue
PO Box 1135
Carson, WA 98610
Attention: Nomination Committee

4. The Nomination Committee will open sealed ballots when other ballots are counted at the election
 5. Each Regular Member must sign a roster sheet when turning in a ballot for election of officers. For mail-in ballots, the envelope the ballot was received in (showing the member's name and address) will be held in place of their signature.
- C. Passing Measures -- Passing measures by voice, show of hands, or written ballot requires a Quorum and a simple majority (see Article VII). A Quorum shall include Regular Members attending by telephone, provided that at least two members present at the meeting verify the authenticity of the remote member.
- D. President Casting a Vote -- The president will not take part in a voice or show of hands vote on any motion except in the event of a tie vote. The president's vote is the tiebreaker.

ARTICLE IV: ELECTED OFFICERS AND THE EXECUTIVE BOARD

- A. Executive Board Officers - The Executive Board consists of the President, Vice President, Field Coordinator, Secretary, and Treasurer.
- B. Duties of the Executive Board
 1. Ensure that all officers fulfill their duties and members adhere to the bylaws, rules and regulations,
 2. Review issues and make recommendations to the WRSAR membership.

3. Prepare agendas for regular, special, and emergency business meetings.
4. Prepare an annual Strategic Plan and Budget. The Strategic Plan will consist of a written statement of specific activities or actions planned for the twelve months beginning on September 1 which will improve Mission effectiveness, efficiency and safety. The Budget will consist of a list of all expected expenditures, including but not limited to expenditures necessary in the ordinary course of business, and expenditures deemed necessary by the Executive Board to implement the Strategic Plan.

C. Duties of the Officers

1. *Duties of the President*

- a. Preside at meetings.
- b. Appoint committees.
- c. Fill vacated offices by appointment.
- d. Prepare public relations news releases and make arrangements for public information activities.
- e. Appoint a Training Officer.
- f. Lead implementation of the Strategic Plan.

2. *Duties of the Vice President*

- a. Assume the chair in the absence of the President and assist the President with his or her duties.
- b. Perform New Member liaison duties by assembling and providing all appropriate information to new and prospective members and disseminating Applicant information as required by Article II, Section B herein.
- c. Act as a single point contact to all new and prospective members and Applicants.

3. *Duties of the Field Coordinator*

- a. Assume the chair in the absence of the President and Vice President and assist the President with his or her duties.
- b. Set communications policies and practices consistent with generally applicable protocols.

- c. Assign and track radios and other field equipment to members.
- d. Maintain Assets used in connection with Missions and Training Events.
- e. Ensure that Mission and Training Event activities are conducted in a manner consistent with these By-laws and WRSAR Policies and Procedures.
- f. Classify Regular Members in a manner consistent with and using the nomenclature of Washington Administrative Code §118-04-120 with respect to Novice, Support and Field personnel and advise the Secretary of individuals' classification at least once annually.
- g. Classify Regular Members in a manner consistent with and using the nomenclature of NFPA 1006, "Standard for Rescue Technician Professional Qualifications" and advise the Secretary of individuals' classification determination at least once annually.
- h. Determine on an annual basis whether the organization is capable of classification as one or another of Awareness, Operations or Technician Level Mission activities with respect to any Chapter in and consistent with NFPA 1670, "Standard for Operations & Training for Technical Search & Rescue Incidents" and advise Skamania DEM of the organization's classification determination at least once annually.

5. Duties of the Secretary

- a. Keep the minutes and process correspondence.
- b. Ensure administrative records are maintained.
- c. Prepare election ballots.
- d. At all times maintain a list of Regular Members, Honorary Members and Youth Members, including contact information and classification information received from the Field Coordinator. The list must be maintained in a form that is capable of being transmitted by mail or by email in a form which is commonplace, generally accessible and extremely unlikely to become unavailable to the general public.

6. Duties of the Treasurer

- a. Keep an account of the funds.
- b. Receive and disperse money.

- c. Pay properly authorized debts such as taxes, licenses, insurance, and other regularly paid bills promptly.
- d. Resolve delinquent dues situations.
- e. At all times maintain a Statement of Assets which lists all WRSAR Assets. The list must be maintained in a form that is capable of being transmitted by mail or by email in a form which is commonplace, generally accessible and extremely unlikely to become unavailable to the general public.

6. Duties of the Secretary/Treasurer - The Secretary and Treasurer positions may be combined into one single position at the discretion of the Executive Board.

ARTICLE V: NOMINATIONS, ELECTIONS, VACANCY AND REMOVAL OF OFFICERS

A. Nomination of Officers.

1. The President will appoint a Nomination Committee consisting of three or more WRSAR Regular Members at the regular Business Meeting in May of each year. The nomination committee cannot include elected officers.
2. The Nomination Committee will solicit WRSAR member/s for each Executive Board position. The member/s must be willing to accept the position if elected.
3. The Nomination Committee will submit a list of nominations to the Executive Board before the June business meeting. At the June business meeting the nominations will be opened to the floor so that the WRSAR membership may nominate any additional individuals.

B. Election of Officers

1. The Secretary will prepare ballots for the election of officers and distribute the ballot to all Regular Members no later than two weeks prior to the July business meeting. Space will be made available on the ballots for write-in nominations.
2. New officers are elected by written ballot at the July business meeting. At this meeting the nomination committee counts all ballots, including mail-ins. The results are announced.

Each outgoing officer will pass on to the incoming officer any team supplies or information needed to fulfill the position on or before August 1.

3. Upon completion of the elections there will be a Special Meeting held before the end of July to furnish the two boards the opportunity to pass on their responsibilities and materials incoming Officers.

C. Term of Office - The term of office will be for one year, August 1 to July 31. The one exception is the Field Coordinator office, which is a two-year term.

D. Eligibility for Elected Office

1. A nominee for an office must be a Regular Member for at least one year before the election. Also, an Officer may not serve in more than one officer position at any one time, except that the Secretary/Treasurer position can be held by the same person.
2. If an eligible member cannot be found to fill an officer position, the position will be open to the membership at large. The one-year membership requirement may be waived if the Regular Members elect the nominee to the position.

E. Vacancy Of Elected Officers - If an officer resigns early, the President will appoint a WRSAR member to temporarily fill the position. A special election will be held within 30 days to fill the position for the rest of the term.

F. Removal of Elected Officers - Any officer may be removed from office because of bylaw, rule or regulation infraction(s). However, an officer may not be removed if a provision is made for the infraction. The reason/s for removal must be stated in writing and requires a majority ballot of the WRSAR membership.

ARTICLE VI: TRAINING OFFICER

A. Duties of the Training Officer

1. Appoint assistants as he or she thinks necessary.
2. Develop and maintain the WRSAR Training Plan.
3. Plan a yearly training schedule and submit it to the board and Skamania DEM.
4. Keep records of member training and notify WRSAR members of needed training requirements for certification.
5. Submit sign-in sheet form 0785 to the local Department of Emergency Management within 15 days of training.

ARTICLE VII: MEETINGS

A. Call of Meetings/ Quorum

1. A Business Meeting will be held on the second Thursday of each month for the purpose of considering topics required to be considered by the Regular

Members or such are matters as the Regular Members may from time-to-time deem necessary to consider.

2. A Quorum is required for a Motion to be made or a Vote taken at a Business, Special or Emergency Meeting. A quorum consists of at least one-third of the Regular Membership or ten Regular Members (whichever is less). In addition, a quorum must include at least two Executive Board members. Regular Members attending by telephone are included for Quorum purposes if two Regular Members attending in-person verify the authenticity of the remote member. Regular Members attending by telephone shall be deemed to abstain from votes requiring a written ballot unless voting by written Proxy.

B. Special Business Meetings

1. A Special Business Meeting must be called if three or more Regular Members request a Special Business Meeting. The requesting members must give their request to the Executive Board in writing. The written request must state the Purpose of the meeting.
2. Only the topics related to the Purpose that the special meeting was called for may be discussed or have action taken at the Special Business Meeting.
3. The Executive Board will call Special Business Meetings and give Notice to all Regular Members a minimum of 48 hours before the Special Business Meeting in-person or by mail, telephone, radio, or email.

C. Emergency Business Meetings - The Executive Board may conduct business that has been deemed an emergency by at least three members of the Executive Board at any time if a quorum is present at the time of the Emergency Business Meeting and if 24 hours advance Notice was given by email, telephone, radio or in-person to each Regular Member of the time and place of the Emergency Business Meeting. When combined with a Training Event, the Emergency Business Meeting will be held after the training session has been completed.

D. Place Of Meeting -- Regular business meetings will be held at the location agreed to by the membership. Special and Emergency Business Meetings will be held at the location stated by the Executive Board on the Notice.

ARTICLE VIII: ACCOUNTING

A. Definition of Assets

1. WRSAR assets include, but are not limited to the corporate name and any property purchased by WRSAR.

2. An inventory of all Assets except for consumable items will be completed before September of each year by the Treasurer and published by distribution of a Statement of Assets listing each asset by item or category as the case may be at the October Business Meeting.

B. Use of Assets - WRSAR assets are to be used for WRSAR purposes only.

C. Charges for Services Rendered

1. No member of this organization will charge for services rendered for any situation or for public service that we may be asked to perform or volunteer for under the name of WRSAR.
2. Fees for training aids, books, pamphlets, or any other articles may be charged for when WRSAR is providing training or education classes to the general public or any other corporation, organization, or individuals.
3. The amount of the fee will be limited to the replacement cost plus any reasonable expense.
4. The Executive Board must approve of the fee amount prior to receiving the aforementioned amount.

D. Distribution of WRSAR Funds

1. Funds expended for items not included in the WRSAR approved budget will not exceed \$250 without prior approval of the membership.
2. It will not be necessary to gain membership approval to pay bills or procure items already included in an approved budget for that year, or included in an approved project.
3. It will not be necessary to gain membership approval to extend grant funds received when the expenditure meets the obligations under the grant, or those made by a committee given the authority by the membership to purchase items.

ARTICLE IX: DISCIPLINARY PROCEDURES

A. Implementation -- The implementation of these disciplinary procedures is the responsibility of the Executive Board.

B. Disciplinary action.

1. Disciplinary action deemed appropriate by the Executive Board may consist of reprimands, suspension, or expulsion of the member(s) or a combination of the

foregoing or any other such action as deemed appropriate by the Executive Board. The Executive Board, if any, will impose disciplinary action.

2. The disciplined member(s) may appeal the decision of the Executive Board to the membership. There will be a vote taken on the decision of the Board by a quorum of WRSAR membership by secret ballot.

ARTICLE X: REVIEW OF THE BYLAWS

A. Timing

1. A Bylaw Committee will be appointed for review of the Bylaws in February of every Leap Year.
2. The Bylaw Committee will review the Bylaws, considers amendments, and make recommendations to the Executive Board at the April Business Meeting of every Leap Year.
3. The Executive Board will transmit the Bylaws together with proposed Amendments and a statement of the reasons for the proposed changes to the Regular Members via email or by hand delivery on or before the May Business Meeting of every Leap Year.
4. The Regular Membership will ratify or revise the Bylaws at or before the June Business Meeting of every Leap Year by written vote of a Quorum of the Regular Members, provided that no modifications of the Proposal are permitted once the Proposal has been transmitted to the Regular Members. Modifications are deemed to be new Proposals for all purposes herein and the approval process must comply with §B if this Article.

B. Non-Leap Year Changes

1. Proposed Bylaw Amendments may be submitted to any member of the Executive Board at any time. Proposals must be in writing and include a Statement of reasons for the proposed changes. The Proposal must then be transmitted to the Regular Members via email or by hand delivery on or before the Business Meeting next following the date of the Proposal for consideration by the Regular Members at that Business Meeting
2. Adoption of Proposed Bylaw Amendments must be by written vote of a Quorum of the Regular Members, provided that no modifications of the Proposal are permitted once the Proposal has been transmitted to the Regular Members. Modifications are deemed to be new Proposals for all purposes herein.

The foregoing Bylaws were adopted by the membership of Wind River Search and Rescue.

Approved and adopted this _____ day of _____, 20__.

President

Vice President

Field Coordinator

Secretary

Treasurer

WRSAR does not discriminate on the basis of race, color, religion, sex, or national origin.