



**Tonto Rim Search and Rescue (TRSAR)
BY-LAWS
P.O. Box 357 Pine, AZ. 85544**

Approved Date: 05/11/2017

9 Pages

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ARTICLE I - General

Section 1 – NAME

This corporation shall be known as the TONTO RIM SEARCH AND RESCUE SQUAD, INC. (herein referred to as "the Squad").

Section 2 –BY-LAWS

These By-Laws shall serve as the legal basis for the Squad's existence and the administration of the Squad's responsibilities, duties, management of the Squad's property and finances and other activities and shall be adhered to by the Board of Directors, officers and all members of the Squad.

Section 3 – FACILITY LOCATION

The principal location (facilities and equipment) is Lot 154, Strawberry Ranch Three, Strawberry, AZ. The mailing address is: P.O. Box 357, Pine, AZ 85544. The physical address is 4983 Lost Oak Lane, Strawberry, AZ 85544.

Section 4 – MISSION

- A. The mission of the Squad is to provide exclusive support to the Gila County Sheriff's Office for search and rescue missions in locating or extracting from danger persons lost, missing, or in imminent danger of serious bodily harm or other missions as determined by the Sheriff.
- B. To accomplish this, the Squad will organize, recruit and train members for search and rescue operations and provide equipment for missions as needed.

Section 5 – AUTHORITY

Mission activation falls under the authority of Arizona State Revised Statute 11-441 which specifies the Gila County Sheriff may command the aid of inhabitants, may request volunteer posse organizations and shall conduct or coordinate within the county

search and rescue operations involving life or health of any person. Once activated by the Sheriff's Office members of the Squad will be designated "deputy sheriff" and perform duties under the authority and direction of the Gila County Sheriff's Office.

Section 6 – LIMITATIONS

This corporation shall be non-profit, non-partisan, and non-sectarian. Membership shall be open to qualified persons without regard to sex, race, color, creed or religion.

ARTICLE II – MEMBERSHIP

Section 1 – ELIGIBILITY

Any full and/or part time resident of Gila County, 18 years of age or over, meet requirements of a GCSO background check, and who is interested in fulfilling the objectives of the Squad may apply for membership.

Section 2 – APPLICATION FOR MEMBERSHIP

- A. All applicants shall complete the required applications and submit all required documents as prescribed by the Board of Directors (herein referred to as "the Board") and the Gila County Sheriff Office (GCSO) Such application shall be submitted for screening and consideration according to policies set forth by the Board and the GCSO.
- B. Refer to the TRSAR Membership Policy for the details on the policy, procedures, and requirements, as relating to Article II Membership, Sections 2, 3, 5 and 6, and membership within the TRSAR.

Section 3 – MEMBERSHIP CLASSIFICATION

- A. ACTIVE MEMBERSHIP
- B. RESERVE MEMBERSHIP
- C. ASSOCIATE MEMBERSHIP
- D. SUPPORT MEMBERSHIP
- E. LIFE MEMBERSHIP

Section 4 – MEMBERSHIP DUES

- A. Each Active, Reserve, and Support member shall pay dues annually at a rate determined by the Board. Said dues shall be payable on or before the first regular General Membership meeting in January and shall be declared delinquent the day after the March meeting.

- B. Any member elected to membership after the March meeting shall pay prorated dues for that year as determined by the Board.
- C. Members who are declared delinquent in paying annual dues shall be notified and be subject to corrective action, suspension and/or termination as set forth in the Squad Policies and Procedures.
- D. The Board will establish the amount for the annual dues for the next coming year at the annual financial budget planning meeting.

Section 5 – LEAVE OF ABSENCE

- A. Active and Reserve members may request a leave of absence of not more than six months and still retain their full membership status.
- B. Said request for leave of absence shall be presented in writing to the Board. All leaves of absence must be authorized by majority vote of the Board.
- C. A leave of absence granted for a term greater than six months shall result in:
 - 1. Active Members, being removed from active status and placed in Reserve status.
 - a. Upon return, the member may be returned to Active member status upon request, and approval by majority vote of the Board.
 - 2. Reserve Members, will restart their six (6) month requirement.

Section 6 – TERMINATION OF MEMBERSHIP

- A. Any member may resign from the Squad by written notice to the Commander or the Board. Said resignation shall be acted upon at the next regularly scheduled meeting of the Board.
- B. Any member may be expelled by a two-thirds (2/3) vote of the Board.
 - 1. Said expulsion shall be done only after a notice of complaint is given to the member and the member is afforded the opportunity for a hearing, in compliance with the Complaint and Grievance policy.
- C. Any member, whose membership is terminated for any reason, shall immediately return all Squad property including all insignia and license plates.

ARTICLE III – ORGANIZATION

Section 1 – BOARD OF DIRECTORS

- A. The governance of the Squad, the direction of its work, and control of its property shall be vested in a Board of Directors consisting of seven members, all of whom shall be elected in accordance with Article IV.

1. Four of these members shall be the elected officers outlined in Article III, section 2A.
 2. Only Active Status members may be on the Board of Directors.
- B. In case of a vacancy of a Board member, the vacant position shall be filled from the Active membership, for the unexpired term, by majority vote of the remaining Board members.

Section 2 – BOARD OFFICERS

- A. The Board Officers of the Squad shall be: Commander, Vice Commander, Secretary, and Treasurer. These positions shall be elected in accordance with Article IV.
- B. Additional Officers, Committee Chair, and Team Leaders may be appointed by the Commander with the authorization of the Board.
- C. Duties and Responsibilities of appointed Officers, Committee Chair, and Team Leaders can be outlined in the Policy and Procedures Manual, as needed.

Section 3 – DUTIES of BOARD OFFICERS

- A. **COMMANDER:** Shall be the head of the Squad and shall preside at all meetings of the general membership and the Board. The Commander shall, with the approval of the board, appoint Squad officers, Committee Chairpersons and Team Leaders.
1. The Commander shall with specific approval of the Board, make/sign all contracts and sign all deeds or other instruments affecting the operation of the Squad or any of its properties; and shall, with the Secretary and specific approval of the Board, sign all formal documents of the Squad.
- A. **VICE COMMANDER:** Shall serve as first assistant to the Commander of the Squad, and in the absence of the Commander perform the duties of the Commander.
- B. **SECRETARY:** Shall maintain an accurate record of all General and Board meetings and make a report of such meetings when requested by the Commander or Board and maintain all amendments to these By-Laws, and ensure all members are provided a copy of those amendments.
- C. **TREASURER:** The treasurer is solely responsible to the Board and only the Board can provide direction for financial decisions. The Treasurer shall collect and receive all monies due the Squad, maintain accurate records of these funds, make payment of all proper bills and expenses of the squad as directed by the Board, make a financial report at the Board of Directors meetings, and at all General Membership meetings, audit all social or special fund raising activities of the Squad, and advise the Board on all financial activities of the Squad.

- D. BOARD MEMBER AT LARGE: Attend Board meetings and work with Board Officers in the management of the squad.

Section 4 – COMMITTEES

- A. The Commander may (per Article III, Section 3, A) select committee chairpersons, who in turn, will select an appropriate number of committee members from the general membership.
- B. No committee, standing or special, shall have the power to commit the squad on any matter unless specifically authorized to do so by the Board.
- C. Any committee may be dissolved by majority vote of the Board.
- D. The Commander or a designated representative, shall be an ex-officio member of all committees and may attend any and all committee meetings.
- E. Any member may resign from any committee by written notice to the Commander or the Committee Chairperson.

Section 5 – MEETINGS

- A. Robert's Rules of Order shall govern the procedures at all meetings.
- B. General membership meetings shall be held at least once monthly at such time and place as the Board may designate.
- C. All meetings shall be presided over by the Commander, or in the absence thereof, the Vice Commander or next most senior member of the Board.
- D. At General Membership meetings, those Active status members present shall constitute a quorum for the transaction of business. Board meetings, regular or special, shall require a two-thirds (2/3) majority of the members of the Board for the transaction of business.
- E. The Board shall meet monthly, within seven days prior to the General meeting at a time and place determined by the Board. Absence of an elected Board member from three consecutive regular meetings of the Board, without an excuse deemed valid and so recorded by the Secretary, shall be construed as constituting a vacancy on the Board.
- F. A special meeting of the Board may be called at any time by the Commander or by three Directors. Such special meetings may be conducted via e-mail (all comments addressed to all Board members) or telephone (conference call) wherein no Board member is excluded from any information or discussion or part thereof.

- G. All meetings of the Board, regular, special, e-mail, telephone conferences, etc where Squad business is conducted shall be have minutes created and those minutes shall be made available on request.
- H. Additional meetings, for the purpose of training, may be held periodically. Such training meetings are to be scheduled and announced in a timely manner prior to said training session, except for mock missions.
- I. Budget meetings shall be conducted annually by the Board of Directors at a time and place to be announced in a timely manner.

ARTTICLE IV - ELECTIONS

Section 1 – NOMINATIONS

- A. On or before the regular monthly meeting in October of each year, the Commander shall appoint an Election Committee Chair and four (4) members, two of whom shall be current members of the Board. This Committee shall canvas the Active members and prepare a list consisting of not less than one consenting candidate for each Board position to be vacated. This list shall be presented at the regular November meeting.
- B. Nominations for each available Board position may also be made from the floor at either the October or November meeting.
- C. When the ballot includes more than one director vacancy, all nominees will be listed together with instructions to vote for the number of director positions to be filled. Names of the candidates so nominated shall be placed on a ballot, with the candidates for each available Board position listed alphabetically, and with space for at least two write in candidates for each position. Said ballot shall be mailed to all Active members not later than the third Friday in November.
- D. Absentee ballots may be turned in to the Commander or any Board member prior to the December meeting.

Section 2 – ELECTION

- A. Active members may vote in person or by absentee ballot at the December meeting.

Section 3 – TIE VOTES

- A. In case of a tie vote between candidates, selection of the winner shall be decided by a method agreed to by the candidates involved.

Section 4 – BOARD OF DIRECTOR’S TERMS

- A. Members of the Board of Director's shall be elected for terms of two years:
 - 1. The Commander, Secretary and two other Board members in one year.
 - 2. Vice Commander, Treasurer and one other Board member in the alternate year.

ARTICLE VI - FINANCE

Section 1 – FISCAL YEAR

- A. The fiscal year of the Squad shall be January 1 through December 31.

Section 2 – BUDGET

- A. The Board shall establish the limits of all expenditures by the Squad, to be exceeded only by prior consent of the Board.

Section 3 – FUNDS

- A. Every financial transaction shall be identified as to source or disbursement and be backed up by a check number, receipt etc.
- B. No funds shall be disbursed without the approval of the Board.
- C. All income to the Squad shall be placed in the General Fund or the Savings Fund as directed by the Board.
- D. An audit of all financial transactions of the Squad shall be conducted by the Board at least annually, an independent audit of the squad's financials should be conducted by an outside auditor or CPR every three (3) years, or as requested by the Board.
- F. When deemed necessary, an audit committee may be appointed by the Board, from the general membership, or from a qualified professional auditing organization as preferred by the Board.

Section 4 – DISBURSEMENTS

- A. If, for any reason, there shall be a dissolution of the Squad, all funds or assets remaining after the satisfaction of all existing obligations, shall be distributed to one or more tax exempt organizations within the Pine/Strawberry/Payson Arizona, communities as determined by a majority vote of the Board.

ARTICLE VII – RULES AND REGULATIONS

Section 1 – STANDARDS OF PERFORMANCE

- A. The Squad is to be composed of all volunteers who have been accepted for membership. No member of the Squad shall receive any salary or compensation for

services rendered by the Squad except by specific authorization of the Board, or by amendment to these By-Laws. Each volunteer member shall agree to abide by these By-Laws, TRSAR and the GCSO Policies and Procedures, to uphold the Constitution of the United States, to obey the laws of our County, State and Nation and to conduct their selves in such a manner that reflects favorably towards the Squad.

Section 2 – FINANCIAL RESPONSIBILITY

- A. It is the intent of the Squad, as authorized by the Board, to obtain or purchase the equipment, facilities, supplies and material necessary for search and rescue missions and the operation of the Squad.
 - 1. Costs of dues, uniforms, additional insignia, vehicle license tags for personal vehicles and equipment specified herein as required or optional shall be the individual responsibility of each member.
 - 2. Any damage or loss of any individually owned vehicle or equipment shall not be the responsibility of the Squad.
- B. On any mission authorized by the Gila County Sheriff's Office, reimbursement may be authorized for food, gas and lodging, at the discretion of the GCSO.
 - 1. Authorization must be established in advance.
 - 2. Reimbursement must comply with the GCSO directives and procedures

Section 3 – DAILY FUNCTIONS

- A. The Board may establish Policies, Procedures, and Guidelines for the daily functions of the Squad so long as they do not conflict with these By-Laws, and/or the GCSO Policies. Any conflict between said Policies, Procedures, Guidelines, these By-Laws, and/or GCSP Policies will require an Amendment to the By-Laws before going into effect.

Section 4 – PROCEDURE

- A. Revisions and/or amendments to the TRSAR By-Laws may be considered and/or approved at any meeting of the General membership by a majority vote of those members present.
 - 1. Provided, that a notice and copies of the revised/amended By-Laws be made available to all Active members twenty (20) days prior to the meeting at which such revisions and/or amendment(s) are to be considered and voted upon.
- B. Proposed, revisions and/or amendments to TRSAR Policies, Procedures, and/or Guidelines may be considered and/or approved at any Board meeting by a majority vote of those members present.

1. Provided, that a notice and copies revised/amended policies, procedures or guideline be made available to all Board members twenty (20) days prior to the meeting at which such revisions and/or amendment(s) are to be considered and voted upon.

C. All approved revised and/or amended TRSAR By-Laws, policies, Procedures, and/or Guidelines are to be incorporated by the Secretary.

1. Copies of the approved By Law's, Policies, Procedures and/or Guidelines will be made available to all squad members, within thirty (30) days following the meeting in which they were approved.

Section 5 - APPROVAL

A. These By-Laws were accepted and approved on the date below as a change in total of those in existence prior to said date.

B. These By-Laws were submitted to the General Membership, and were approved by a majority vote of the Active members at the TRSAR regular general squad meeting held in Payson, AZ, on the _____ day of the _____ month, of 20____.

Attested to by:

Commander

Date

Secretary

Date