



Mary's Peak Search & Rescue, Inc.

Bylaws

Reference Documents

MPSAR Constitution, MPSAR Rules of Conduct

Effective Date

04-03-06

Revised Date

05-09-17

Number

1

No. Pages

16

President

Steve Schuster

ARTICLE ONE: OFFICES

Section 1.1 Business Office/Registered Office

The principal office of the corporation shall be located at 180 NW 5th street, City of Corvallis, County of Benton, within the State of Oregon. The corporation may have such other offices, within the State of Oregon, as the membership may determine from time to time. The corporation's registered office shall be located at the same address as the principal office. The Executive Committee may change the registered agent and the address of the registered office from time to time, upon filing the appropriate statement with the Secretary of State.

ARTICLE TWO: MEMBERS

Section 2.1 Membership Application

- 2.1.1 Applicants for membership must be at least 18 years of age to be considered for any category of membership.
- 2.1.2 Any person interested in becoming a member of the corporation shall submit a written and signed application, on a form approved by the Executive Committee.
- 2.1.3 Membership applications forms may be obtained at the Benton County Emergency Management office, from any active member, the MPSAR Web Site, or other locations that may be authorized by the Executive Committee.
- 2.1.4 Completed applications are to be turned in or mailed to:
*Benton County Emergency Services
180 NW 5th St.
Corvallis, OR 97330*
- 2.1.5 Applications will be reviewed and a background check of applicants will be done by Benton County Sheriff's Office (BCSO) prior to the applicant being considered for MPSAR membership.
- 2.1.6 MPSAR Executive Committee will review applications that have passed BCSO background checks for initial approval.
- 2.1.7 Approved applicants shall attend a meeting to meet the members.
- 2.1.8 Probationary membership shall be conferred by a majority vote of those present at an official membership meeting in the absence of the nominee (nominee may momentarily step outside).
- 2.1.9 Probation shall be a minimum of six months and continue until membership classification requirements are met.
 - 2.1.9.1 New members must complete membership classification requirements within one year or have their membership considered for review by the unit.
- 2.1.10 Probationary members without OSSA SAR certification must be accompanied by a SAR Certified member when participating on searches.

Section 2.2 Membership Requirements

2.2.1 Member in Good Standing

Members in any membership category are considered a "Member in Good Standing" as long as they have met the membership requirements for that category, paid dues, and are not on disciplinary probation or suspension.

2.2.2 General Requirements

The following are the minimum requirements that all MPSAR members must follow to maintain an active current membership. Failure to meet these requirements will result in Executive Committee review and possible probation, suspension, or termination of membership.

- 2.2.2.1 All new members must read and sign a copy of the MPSAR Constitution, Bylaws, and Rules of Conduct.
- 2.2.2.2 All members must be sworn in by BCSO as an Emergency Services Volunteer.
- 2.2.2.3 All members must maintain current First Aid and CPR Certifications.
- 2.2.2.4 Participation in at least one committee per calendar year is required to maintain membership.
- 2.2.2.5 Members shall attend a minimum of 8 monthly meetings each year.
- 2.2.2.6 Participation in the Philomath Frolic as a fundraiser and team building exercise is required.
- 2.2.2.7 Participation in additional fundraising activities as defined by the Fundraising Committee and approved by the membership is required.
- 2.2.2.8 MPSAR members are expected to always be prepared for missions and are therefore expected to participate in most training opportunities and exercises.
 - 2.2.2.8.1 The Training Committee shall designate specific training opportunities as 'unit exercises' in order to maintain skill readiness, unit cohesion, teamwork, and to advance the units' skills.
 - 2.2.2.8.1.1 The unit shall conduct at least six 4+ hour advanced field training 'unit exercises' per year.
 - 2.2.2.8.1.2 All members must participate in at least 16-hours of 'unit exercises' per year.
 - 2.2.2.8.1.2.1 These hours also count towards the 30-hours required to maintain SAR certification.
 - 2.2.2.8.2 All members are required to assist in planning, setup, and conducting at least one training exercise per year.
- 2.2.2.9 All members of MPSAR shall abide by the MPSAR Rules of Conduct.
- 2.2.2.10 All members are to pay \$12.00 annual dues to MPSAR by the end of the December meeting.
- 2.2.2.11 It is vital that contact information for search deployment be kept current according to the latest defined procedures.
- 2.2.2.12 Acceptable status with BCSO must be maintained.
- 2.2.2.13 All meeting, training, mission committee, and fundraising hours must be recorded in the official activity log.

2.2.3 Support Staff Membership

Members who have completed new member requirements, and have been voted in, may become Support Staff Members. The support staff fills vital roles in and around base camp on MPSAR missions. They must be familiar with MPSAR operations, handle supplies, report logging, and other base camp duties as needed.

- 2.2.3.1 All General Membership requirements shall be met, as outlined in Section 2.2.1.
- 2.2.3.2 Members who meet Field Rescue requirements may elect to change their membership status to Support Staff by submitting a written request to the Secretary.
- 2.2.3.3 Support staff who meet Field Rescue requirements may change their membership status to Field Rescue by submitting a written request to the Secretary.
- 2.2.3.4 Search participation requires current OSSA SAR Certification or to be partnered with a certified member.
- 2.2.3.5 Support Staff members do not own a vote in member decisions, unless specifically so endowed for specific circumstances by a majority vote of the membership at an official monthly meeting.
- 2.2.3.6 Support Staff members are not eligible for reimbursement of training fees.
 - 2.2.3.6.1 Reimbursement of expenses incurred on missions may be submitted for vote at official monthly meetings.

2.2.4 Field Rescue Membership

Members who have completed new member requirements, OSSA certification, have been sworn in by BCSO as a Emergency Services Volunteer, and have been voted in by a majority vote of the members at an official meeting may become Field Rescue Members. Field Rescue members are qualified to participate in any sanctioned MPSAR event and to respond to search call outs from BCSO in either ground or vehicle searches.

- 2.2.4.1 All General Membership requirements shall be met, as outlined in Section 2.2.1.
- 2.2.4.2 Field Rescue members must maintain current OSSA SAR Certification and BCSO Emergency Services Volunteer status.
- 2.2.4.3 All Members in Good Standing are required to maintain at ready a 24 hour pack, weather appropriate clothing and boots, and a Class II (min.) orange safety vest.
- 2.2.4.4 Search preparedness shall be demonstrated by participation in a majority of call-outs, if available, and active participation in most training opportunities.
- 2.2.4.5 Field Rescue members attending training seminars (such as, but not limited to: Tracking classes, State SAR Conferences, Wilderness First Aid, etc.) may be reimbursed all or in part any fees with prior approval of the majority vote of the unit members. Proof of satisfactory completion and proof of payment are required to obtain reimbursement.
- 2.2.4.6 Field Rescue members are eligible to be assigned MPSAR unit equipment.
- 2.2.4.7 Field Rescue members are expected to assist in training new members.

2.2.5 Hasty Team Membership

The Benton County Sheriff's Office has chartered MPSAR to designate a six member team of search & rescue initial responders as a Hasty Team to provide Benton County with a 30-minute or less response capability.

2.2.5.1 General

- 2.2.5.1.1 Only 6 MPSAR members at a time may be on the Hasty Team.
 - 2.2.5.1.1.1 Additional Hasty Teams or increased membership may be created or disbanded by the Benton County Emergency Manager as situations or circumstances change.
 - 2.2.5.1.1.2 MPSAR Hasty Team members will work closely with other area Hasty Teams, such as the Benton County Sheriff's Posse Hasty Team.
- 2.2.5.1.2 When openings on the Hasty Team occur, any MPSAR member meeting the requirements may apply.
 - 2.2.5.1.2.1 Applications for Hasty Team membership shall be reviewed by the Executive Committee to select the best persons to fulfill the position requirements and represent MPSAR.
 - 2.2.5.1.2.2 The Benton County Emergency Program Manager will review all applicants referred by the Executive Committee for final selection.

2.2.5.2 Requirements

- 2.2.5.2.1 All General Membership requirements shall be met, as outlined in Section 2.2.1.
- 2.2.5.2.2 All Field Rescue requirements shall be met, as outlined in Section 2.2.3.
- 2.2.5.2.3 Members must maintain Member in Good Standing status with MPSAR.
- 2.2.5.2.4 Members must not have any Benton County Emergency Management imposed restriction.
- 2.2.5.2.5 Must be able to deploy in 30-minutes or less to a Hasty Team call out.
 - 2.2.5.2.5.1 Must respond to a minimum of 75% of MPSAR Hasty Team call outs.
 - 2.2.5.2.5.2 Must respond by phone to a minimum of 90% of MPSAR or All-Hasty Team call outs.
- 2.2.5.2.6 Must maintain a good driving record, as accepted by the Benton County Emergency Manager.
 - 2.2.5.2.6.1 Must maintain, as a minimum, Oregon required insurance coverage.
- 2.2.5.2.7 May respond only when requested for official call outs. "Self-dispatching" is prohibited.
- 2.2.5.2.8 Must have equipment and knowledge for austere missions and minimal support operations.
 - 2.2.5.2.8.1 Must be prepared to be semi-autonomous and self-directed in duties.
- 2.2.5.2.9 Must maintain, in good working condition, all emergency equipment and supplies necessary for the position.
- 2.2.5.2.10 Must be able to assume leadership roles as needed.
 - 2.2.5.2.10.1 Leadership roles may involve working with responding Hasty Team or with arriving members of a general call out.
- 2.2.5.2.11 Must be able to respond to a wide range of roles in a search mission.
 - 2.2.5.2.11.1 Searching from a vehicle
 - 2.2.5.2.11.2 Foot searches
 - 2.2.5.2.11.3 Tracking
 - 2.2.5.2.11.4 Communications
 - 2.2.5.2.11.5 Search base operations
 - 2.2.5.2.11.6 Incident Command System roles
 - 2.2.5.2.11.7 Other situations as circumstances require.

- 2.2.5.3 Hasty Team Removal
 - 2.2.5.3.1 Participation on the Hasty Team is recognized as duty above and beyond. Removal from the Hasty Team in itself shall not be considered a negative comment on MPSAR membership.
 - 2.2.5.3.1.1 Member shall be converted to Field Rescue status.
 - 2.2.5.3.1.2 The Executive Committee will determine if any disciplinary action is warranted.
 - 2.2.5.3.2 Volunteers may resign from the Hasty Team.
 - 2.2.5.3.2.1 40-day notice of resignation is requested to allow time for a replacement to be named.
 - 2.2.5.3.3 The MPSAR general membership may decide that an individual is not the best representative of the unit for the Benton County Hasty Team Program.
 - 2.2.5.3.3.1 Such a decision may only be made by a majority vote of the voting members at an official monthly meeting.
 - 2.2.5.3.4 The Emergency Program Manager can remove anyone from Hasty Team participation.
 - 2.2.5.3.4.1 Just causes for removal include:
 - 2.2.5.3.4.1.1 Failure to meet Hasty Team requirements
 - 2.2.5.3.4.1.2 Unethical or illegal practices
 - 2.2.5.3.4.1.3 Violations of policies, procedures, or Rules of Conduct
 - 2.2.5.3.4.1.4 ORS or municipal code violations
 - 2.2.5.3.4.1.5 Difficulties in maintaining a good working relationship with other Hasty Team members and/or the general public
 - 2.2.5.3.4.1.6 Not demonstrating good judgment
 - 2.2.5.3.4.1.7 Other causes as defined by the Emergency Program Manager.
 - 2.2.5.3.4.2 Upon Hasty Team termination, all Hasty Team specific equipment that may have been issued is to be returned within 14-days.
 - 2.2.5.3.4.2.1 Any bills incurred after the date of termination, including pager account maintenance, will be the responsibility of the member.
- 2.2.5.4 Hasty Team Privileges
 - 2.2.5.4.1 Benton County Emergency Management will pay the monthly fees for pagers for Hasty Team members.
 - 2.2.5.4.2 Hasty Team members are eligible to be issued the following MPSAR owned equipment, if requested:
 - 2.2.5.4.2.1 A hand-held emergency-band radio
 - 2.2.5.4.2.2 GPS
 - 2.2.5.4.2.3 Magnetic mount radio antenna
 - 2.2.5.4.2.4 Other equipment as needed.

2.2.5 Life Membership

Life members have earned this position demonstrating dedication, knowledge, experience, and commitment beyond the call of duty for an extended period of time.

- 2.2.5.1 Life membership shall only be conferred by a unanimous vote of the membership present at an official monthly unit meeting.
- 2.2.5.2 Members nominated for Life Membership must have at least 15 years of active MPSAR participation.
- 2.2.5.3 Nominees must have demonstrated service above and beyond expectations.

- 2.2.5.4 Life membership may only be revoked by a unanimous vote of the membership present at an official monthly unit meeting.
- 2.2.5.5 Life members are not required to pay dues, meet attendance requirements, or participate in field work.
- 2.2.5.6 Life members may vote on all issues brought to a vote at MPSAR meetings when in attendance.
- 2.2.5.7 SAR Certification and mission participation are optional. Search participation requires current OSSA SAR Certification or to be partnered with a certified member.

2.2.6 Auxiliary Membership

Auxiliary members are non-voting MPSAR members that serve in an MPSAR branch unit. See Article 12.

Section 2.3 Discipline/Termination of Membership

As a volunteer organization, MPSAR does not have the kind of disciplinary authority over its members that a governmental agency may have. However, in order to be effective emergency responders, and to have a vital organization that is trained and ready to respond, it is imperative that our members adhere to the rules of the organization and demonstrate a serious commitment to MPSAR. Changes in a member's ability to make this kind of commitment or to be able to demonstrate an adequate level of commitment may lead to the need to change the nature of that member's association with MPSAR.

2.3.1 Leave of Absence

If a Member finds that their personal life will not allow them the participation level necessary to remain a Member in Good Standing, they may request up to a 1-year Leave of Absence.

- 2.3.1.1 The member must be a Member in Good Standing at the time of the request.
- 2.3.1.2 A majority vote of the Executive Committee is required to grant a Leave of Absence.
- 2.3.1.3 A Leave of Absence is valid for a maximum of one year.
 - 2.3.1.3.1 If a member does not return from a Leave of Absence by the end of the approved period, they must reapply for membership according to Section 2.1.
- 2.3.1.4 A member on Leave of Absence must pay all dues for that year, but are exempt from participation requirements.
- 2.3.1.5 A member on Leave of Absence may attend occasional MPSAR activities at any time within the period of the absence on approval by any Executive Committee member.
- 2.3.1.6 After completion of a Leave of Absence, a member shall return to the rank of Member in Good Standing, as long as they still meet the requirements of their membership category.
 - 2.3.1.6.1 If they do not meet the membership category requirements, they may enter on Disciplinary Probation until the requirements are completed.

2.3.2 Disciplinary Probation

If a member's participation level, skill level, or behavior has fallen below the level defined in these bylaws, that member may be placed on disciplinary probation for 6-months.

- 2.3.2.1 The first course of action for any member on having a concern about the performance of another member shall be to offer constructive feedback to that member.

2.3.2.2 If the performance concern continues, the matter shall be brought to the attention of an Executive Committee member.

- 2.3.2.3 The matter shall be discussed in closed session at a meeting of the Executive Committee. The Committee may:
 - 2.3.2.3.1 Table the issue while the member's performance is observed for an additional time.
 - 2.3.2.3.2 Offer feedback to the referring member how to better judge their teammate's performance.
 - 2.3.2.3.3 Determine if the member's performance is deficient.
 - 2.3.2.3.3.1 The Committee must determine whether the performance of the individual may put the rest of the team at risk. If so, based on the severity of that risk, the Committee may:
 - 2.3.2.3.3.1.1 Place the individual on Disciplinary Probation.
 - 2.3.2.3.3.1.2 Place the individual on suspension (see 2.3.3).
 - 2.3.2.3.3.1.3 Refer the individual's membership to a vote of the general membership. (2.3.4.2).
 - 2.3.2.3.3.1.4 Terminate the individual's membership immediately (see 2.3.4.1).
- 2.3.2.4 The Executive Committee must assign a Member in Good Standing to coach the individual on Disciplinary Probation.
- 2.3.2.5 The Executive Committee will review the probation status at least once per month.
- 2.3.2.6 A member of the Executive Committee must explain the exact reason(s) for the probation and the steps necessary to return to being a Member in Good Standing to the member being placed on probation.
- 2.3.2.7 Members on Probation are not entitled to vote, be reimbursed for training expenses, or participate on searches without having a certified member as a partner.
- 2.3.2.8 Disciplinary Probation may not continue more than 6-months.
 - 2.3.2.8.1 The Executive Committee must either lift the probation or take additional disciplinary action.
- 2.3.2.9 Disciplinary Probation may be removed at any time by a majority vote of the entire Executive Committee.

2.3.3 Suspension

If a member has exhibited disruptive behavior or negligence of duty (as defined in the MPSAR Rules of Conduct), the member may be placed on suspension as a punitive measure.

- 2.3.3.1 A majority vote of the Executive Committee is required to place a member on suspension.
- 2.3.3.2 Suspension shall be for a period of not less than one month and no longer than three months.
- 2.3.3.3 A member on suspension may not attend any MPSAR function or participate on searches as an MPSAR member without specific authorization from a member of the Executive Committee.
- 2.3.3.4 Any office held or Hasty Team membership is forfeited.
- 2.3.3.5 A suspension is immediately over as soon as the designated time period is completed.
 - 2.3.3.5.1 The suspended member is to be returned to Member in Good Standing status.
 - 2.3.3.5.2 The Executive Committee may take additional disciplinary steps as needed.
- 2.3.3.6 Meetings missed as a result of disciplinary action are considered excused absences.

2.3.4 Termination of Membership

- 2.3.4.1 Resignation:

- 2.3.4.1.1 Any member may resign by filing a signed resignation with the Secretary, but such resignation shall not relieve the resigning member of the obligation to pay any dues, assessments, or other charges therefore accrued and unpaid.
- 2.3.4.1.2 A retired member may seek reinstatement by filing a signed written request with the Secretary. The membership, by the affirmative vote of those present at a regular meeting, may then reinstate such former member to membership.
 - 2.3.4.1.2.1 Pro-rated annual dues shall be paid.
 - 2.3.4.1.2.2 If the member no longer meets the requirements of the membership sought, they will be placed on probation per Section 2.3.2 until such requirements are fulfilled.
- 2.3.4.1.3 Any equipment belonging to MPSAR shall be returned within 14-days.
- 2.3.4.2 Termination:
 - 2.3.4.2.1 Justifiable causes for termination include:
 - Non-payment of dues for more than 3-months.
 - Lack of improvement in performance after 6-months of disciplinary probation.
 - Behaviors that may endanger the health or morale of others.
 - Failure to meet membership requirements.
 - Loss of BCSO certification.
 - Conviction of a crime.
 - In response to concerns expressed by BCSO staff.
 - 2.3.4.2.1.1 Additional causes for termination may be voted in by a majority of members present at an official monthly meeting.
 - 2.3.4.2.2 Individuals whose membership has been terminated are entitled to a full explanation, in writing if so requested, of the reasons for termination.
 - 2.3.4.2.3 Individuals whose membership has been terminated may not reapply for membership for a period of one year.
 - 2.3.4.2.3.1 Their application shall be treated the same as any new application.
 - 2.3.4.2.4 Membership may be terminated by a unanimous vote of the Executive Committee in any situations where continued membership may be regarded as a threat to the safety or security of MPSAR, or where discussions of the situation by the general membership may require revealing privileged information or cause undue embarrassment of involved parties.
 - 2.3.4.2.4.1 The general membership shall be informed of the decision with a general statement at the next monthly meeting.
 - 2.3.4.2.4.2 Members dismissed by the Executive Committee may request to appeal the dismissal to the general membership.
 - 2.3.4.2.4.2.1 If such an appeal is judged not to be dangerous or overly disruptive by the Executive Committee, it shall be approved.
 - 2.3.4.2.4.2.2 The appeal shall be scheduled for the next official monthly meeting.
 - 2.3.4.2.4.2.3 All right to privacy of information pertinent to the reasons for termination are waived by the terminated member.
 - 2.3.4.2.4.2.4 A maximum of ½ hour will be scheduled for the appeal and voting process.
 - 2.3.4.2.4.2.5 Two-thirds (2/3) of the membership present at the meeting must approve reinstatement for the Executive Committees termination decision to be reversed.
 - 2.3.4.2.5 The Executive Committee may refer termination decisions to the general membership.
 - 2.3.4.2.5.1 A hearing shall be scheduled at an official monthly meeting.

- 2.3.4.2.5.2 The member in question has the option to be present or not.
- 2.3.4.2.5.3 The reasons for dismissal shall be fully explained by a member of the Executive Committee.
- 2.3.4.2.5.4 The member in question shall be given an opportunity to explain their side of the situation.
- 2.3.4.2.5.5 A reasonable period shall be allowed for discussion.
- 2.3.4.2.5.6 Two-thirds (2/3) of the membership present at the meeting must approve termination for it to be effected.
- 2.3.4.2.5.7 There is no appeal for a membership terminated by the general membership.
- 2.3.4.3 Any equipment belonging to MPSAR shall be returned within 14-days.

ARTICLE THREE: MEETINGS OF MEMBERS

Section 3.1 Annual Meeting

- 3.1.1 An annual meeting of the members shall be held in on the first Monday in the Month of December, beginning with the year 1982.
 - 3.1.1.1 The meeting shall begin at 7:00 o'clock p.m. at a location designated by the Executive Committee.
 - 3.1.1.1.1 If no designation is made, the place of the meeting shall be the principal office of the corporation in the State of Oregon.
 - 3.1.1.2 The election of Officers of the corporation shall occur at this meeting.
 - 3.1.1.2.1 Other relevant business purposes shall be allowed.
 - 3.1.1.3 If the day fixed for the annual meeting is a legal holiday in the State of Oregon, such meeting shall be held on the following Monday.
 - 3.1.1.3.1 If the election is not held on the day designated, the Executive Committee shall cause the election to be held at a special meeting of the members as soon thereafter as is convenient.

Section 3.2 Regular Monthly Meetings

- 3.2.1 Regular monthly meetings shall be held on the first Monday of each month.
 - 3.2.1.1 The meeting shall begin at 7:00 o'clock p.m. at a location designated by the Executive Committee.
 - 3.2.1.1.1 If no designation is made, the place of the meeting shall be the principal office of the corporation in the State of Oregon.
 - 3.2.1.2 If the day fixed for the monthly meeting is a legal holiday in the State of Oregon, such meeting shall be held on the following Monday.
- 3.2.2 The agenda for each meeting shall include at least:
 - o Call to Order
 - o Introduction of Guests
 - o Approval of previous meeting's minutes
 - o Treasurer's Report
 - o Committee Reports
 - o Old Business/New Business
 - o Call out Review
 - o Open Floor
 - o Training

- Adjournment
- 3.2.3 All members must attend a minimum of eight (8) meetings per year or be subject to review.
- 3.2.4 Monthly meetings are to be recorded in the activity logs as Administrative.

Section 3.3 Special Meetings

- 3.3.1 Special meetings of the members may be called by the President, the Executive Committee, or not less than 10% of the members having voting rights.
- 3.3.2 Written notice stating the place, time, and hour of any special meeting of members shall be delivered either personally, by phone, by e-mail, or by U.S. Mail to each member entitled to vote at such a meeting, not less than seven days before the date of such meeting, by or at the direction of the President, the Secretary, the Officers, or persons calling the meeting.
 - 3.3.2.1 The purpose or purposes for which the meeting is called shall be clearly stated in the notice.

Section 3.4 Quorum

- 3.4.1 The votes of at least two thirds (2/3rds) of the voting membership present at a meeting shall constitute a quorum at any official meeting of members.
 - 3.4.1.1 If a quorum is not present at any meeting of members, no official business may be conducted.

ARTICLE FOUR: OFFICERS

Section 5.1 General Powers

- 5.1.1 The daily affairs of the corporation shall be managed by its Executive Committee.
- 5.1.2 The Executive Committee members are also officers of the corporation as defined in the MPSAR Constitution.
- 5.1.3 The members of the Executive Committee shall be:
 - 5.1.3.1 President
 - 5.1.3.2 Vice-President
 - 5.1.3.3 Secretary
 - 5.1.3.4 Treasurer
- 5.1.4 Two or more offices may not be held by the same person concurrently.

Section 5.2 Election and Term of Office

- 5.2.1 The term of office for all officers shall be one year.
- 5.2.2 The officers of the Executive Committee shall be elected annually by the membership at the regular annual meeting.
- 5.2.3 Any Member in Good Standing is eligible to hold office if so elected.
- 5.2.4 Nominations for officers of the Executive Committee shall be made at the November monthly membership meeting and the December annual meeting.
 - 5.2.4.1 Nominations may only be made by a voting Member in Good Standing.
 - 5.2.4.2 Nominations must be seconded by a voting Member in Good Standing other than the member making the nomination.
 - 5.2.4.3 The member being nominated must accept the nomination or the nomination is void.

- 5.2.4.4 Only nominations for Members in Good Standing shall be accepted.
- 5.2.2 Election of the officers of the Executive Committee shall be at the December annual meeting.
 - 5.2.5.1 A final call for nominations shall be made before the election.
 - 5.2.5.2 The election shall be by written ballot for each position.
 - 5.2.5.3 The majority of the votes for each position by the voting members present at the meeting shall decide the officers.

Section 5.3 Removal of Officers

- 5.3.1 Officers shall be subject to disciplinary action as specified in Article Two Section 2.3.
- 5.3.2 Officers placed on suspension or termination shall forfeit the office held.
 - 5.3.2.1 Replacement officers shall be elected at the next membership monthly meeting per Article Four Section 4.3.
- 5.3.3 Any officer may be subject to a recall vote by a motion from any voting member at an official monthly meeting.

ARTICLE FIVE: BOARD OF DIRECTORS

Section 5.1 General Powers

- 5.1.1 The corporation shall be over-seen by a Board of Directors.
- 5.1.2 The duties of the Board of Directors shall be:
 - Review the activities of the organization to ensure adherence to the articles of this constitution and the organization Bylaws.
 - Review the performance of the Officers of the organization for adherence to the articles of this constitution and the organization Bylaws.
 - Audit the financial affairs of the corporation.
- 5.1.3 The Board of Directors shall bring any issues requiring attention to a vote of the general membership at a regularly scheduled meeting.

Section 5.2 Meetings of the Board of Directors

- 5.2.1 An annual meeting of the Board of Directors shall be held on a day, time, and place set by the Chairman of the Board with at least two weeks' notice to Board Members.
 - 5.2.3.1 Additional meetings may be called as necessary at the Board's discretion.
 - 5.2.3.2 The President of MPSAR shall appoint a Member-At-Large to attend the meeting of the Board of Directors prior to sending the notices of meetings.
- 5.2.2 Four members of the Board of Directors constitute a quorum for the transaction of business at any meeting of the Board.
- 5.2.3 Decisions made by the Board of Directors require a majority vote.
 - 5.2.3.1 In the event of a tie vote, the decision shall be submitted to a vote of the general membership at the next official monthly membership meeting.
- 5.2.4 Meetings of the Board of Directors are to be open to all Members in Good Standing of the corporation.

Section 5.3 Board of Directors Vacancies

- 5.3.1 A vacancy in one or more of the positions held by officers of the Executive Committee shall be filled by election.
 - 5.3.2.1 The election shall be conducted according to the procedures in Section 6.3.

- 5.3.2 A vacancy in the position held by the preceding President shall be filled most recent preceding President still active in the organization.
- 5.3.2.1 If no preceding presidents are active in the organization, the most recent preceding officer of the corporation shall fill this position.
- 5.3.3 A vacancy in the position held by the Member-At-Large shall be filled by appointment of the current President.

Section 5.4 Compensation

- 6.4.1 Members of the Board of Directors are not entitled to compensation for their time serving on the Committee or conducting committee business.
- 6.4.2 Out of pocket expenses incurred conducting official corporation business may be submitted in a motion for compensation to the general membership at an official monthly membership meeting.

ARTICLE SIX: EXECUTIVE COMMITTEE

Section 6.1 General Powers

- 6.1.1 The daily affairs of the corporation shall be managed by its Executive Committee.
- 6.1.2 The Executive Committee members are also officers of the corporation as defined in the MPSAR Constitution.

Section 6.2 Meetings of the Executive Committee

- 6.2.1 A regular meeting of the Executive Committee shall be held quarterly on a day, time, and place agreed upon by the committee.
 - 6.2.1.1 Additional meetings may be called as necessary at the committee's discretion.
- 6.2.2 Three members of the Executive Committee constitute a quorum for the transaction of business at any meeting of the committee.
- 6.2.3 Decisions made by the Executive Committee require a majority vote.
 - 6.2.3.1 In the event of a tie vote, the decision shall be submitted to a vote of the general membership at the next official monthly membership meeting.
- 6.2.4 Meetings of the Executive Committee are closed session.

Section 6.3 Executive Committee Vacancies

- 6.3.1 The President or Acting President shall call for an election at the subsequent meeting upon the occurrence of a vacancy occurring in the Executive Committee.
 - 6.3.2.1 The election shall be conducted according to the procedures in Section 5.2.
- 6.3.2 Officers elected to fill vacancies shall serve for the remainder of the term of their predecessors in office.

Section 6.4 Compensation

- 6.4.1 Executive Committee members are not entitled to compensation for their time serving on the Committee or conducting committee business.

- 6.4.2 Out of pocket expenses incurred conducting official Executive Committee business may be submitted in a motion for compensation to the general membership at an official monthly membership meeting.

ARTICLE SEVEN: COMMITTEES

Section 7.1 Standing Committees

7.1.1 Fund Raising Committee

- 7.1.1.1 A Fund Raising Committee shall be staffed with the charter of managing fund raising events to ensure financial health of the corporation.
- 7.1.1.2 The Vice-President shall be the de-facto Chair of the Fund Raising Committee.
- 7.1.1.3 The Fund Raising Committee shall track fund raising volunteer hours of each member of MPSAR.
- 7.1.1.4 The Fund Raising Committee shall ensure that adequate staffing is scheduled to meet the fund raising commitments.
- 7.1.1.5 The Committee Chair shall recruit volunteer committee members as required.

7.1.2 Training Committee

- 7.1.2.1 A Training Committee shall be staffed with the charter of organizing training opportunities for MPSAR members to ensure that the membership maintains their required skills in a state of readiness.
- 7.1.2.2 The Training Committee Chair may be an officer or a member at large.
 - 7.1.2.2.1 The Chair is a volunteer or nominee to be confirmed by vote of the membership at the annual meeting.
- 7.1.2.3 The Training Committee shall track the training participation hours of all MPSAR members.
 - 7.1.2.3.1 All members are required to assist in planning, setup, and conducting at least one training exercise per year, which is to be tracked by the Training Committee.
 - 7.1.2.3.2 All members are required to assist in planning, setup, and conducting at least one training exercise per year.
- 7.1.2.4 The Training Committee shall designate specific training opportunities as 'unit exercises' in order to maintain skill readiness, unit cohesion, teamwork, and to advance the units' skills.
 - 7.1.2.4.1 The Training Committee shall conduct at least six 4+ hour advanced field training 'unit exercises' per year.
 - 7.1.2.4.2 Active participation in MPSAR-sanctioned training opportunities may be designated by the Training Committee as 'unit exercise' hours.
- 7.1.2.5 The Committee Chair shall recruit volunteer committee members as required.

7.1.3 Equipment Committee

- 7.1.3.1 An Equipment Committee shall be staffed with the charter of obtaining, maintaining, issuing, and tracking all equipment and gear belonging to MPSAR.
- 7.1.3.2 The Equipment Committee shall organize equipment cleaning and storage following each mission or exercise.
- 7.1.3.3 The Equipment Committee Chair may be an officer or a member at large.
 - 7.1.3.3.1 The Chair is a volunteer or nominee to be confirmed by vote of the membership at the annual meeting.
- 7.1.3.4 The committee Chairman shall recruit volunteer committee members as required.

7.1.4 Public Relations/Activities Committee

- 7.1.4.1 The Public Relations/Activities Committee shall be chartered to schedule and coordinate activities that serve the general Benton County community and/or promote the image of MPSAR in the community.
- 7.1.4.2 The Public Relations/Activities Committee shall organize MPSAR participation in community parades, displays, and fairs.
- 7.1.4.3 The Public Relations/Activities Committee shall create and maintain any signage required by the unit.
- 7.1.4.4 The Public Relations/Activities Committee Chair may be an officer or a member at large.
 - 7.1.4.4.1 The Chair is a volunteer or nominee to be confirmed by vote of the membership at the annual meeting.
- 7.1.4.5 The Committee Chair shall recruit volunteer committee members as required.

Section 7.2 Ad Hoc Committees

Ad Hoc committees may be designated by a resolution adopted by a majority of the voting members present at an official monthly membership meeting.

ARTICLE EIGHT: CONTRACTS, CHECKS, DEPOSITS AND GIFTS

Section 8.1 Contracts

The Executive Committee may authorize any officer or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation.

Section 8.2 Checks

All unit expenditures by shall be paid by check signed by two officers of the corporation.

Section 8.3 Deposits

All funds of the corporation shall be deposited in a timely manner to the credit of the corporation in such banks or other depositories as the Executive Committee may select.

Section 8.4 Gifts

Any member of the Executive Committee may accept on behalf of the corporation any contribution, gift, bequest, or device for any purpose of the corporation.

ARTICLE NINE: BOOKS AND RECORDS

Section 9.1

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the official monthly membership meetings and Executive Committee meetings.

Section 9.2

The corporation shall keep at the principal office a record giving the names and addresses of all current members.

Section 9.3

All books and records of the corporation may be inspected by any member, his agent or attorney, for any proper purpose at any reasonable time.

Section 9.3

The Executive Committee will review the financial records at least once per year.

ARTICLE TEN: FISCAL YEAR

The fiscal year of the corporation shall align with the fiscal year of the BCSO.

ARTICLE ELEVEN: DUES

Section 11.1 Annual Dues

The membership shall determine the annual dues payable to the corporation by members.

10.1.1 Annual dues shall be \$12.00

Section 11.2 Payment of Dues

10.2.1 Dues shall be payable in advance on or before the first Monday in December.

10.2.2 Dues of a new member shall be prorated for the calendar year based on the date of election to membership.

Section 11.3 Default in Payment of Dues

When any member is in default in the payment of dues for a period of three months from the beginning of the period for which such dues became payable, his/her membership may thereupon be terminated as provided in Section 2.3.4.

ARTICLE TWELVE: BRANCH UNITS

Section 12.1 Definition

12.1.1 A specialty branch unit may be formed as part of MPSAR for the purpose of focusing on a specific skill or service.

12.1.2 Branch units will operate under the MPSAR charter and will have the protection of all available insurance coverages.

12.1.3 Branch units will be self-governed and represented at the SAR Council.

Section 12.2 Membership

12.2.1 Members of a branch unit must be SAR certified and a member in good standing of a SAR unit, but not limited to MPSAR.

12.2.2 Members of branch units will only be responsible to comply with the membership requirements of their primary SAR unit and of the branch unit.

12.2.3 Branch unit members will only have voting privileges in their primary SAR unit and in the branch unit.

- 12.2.4 Branch unit members must follow the same MPSAR application and membership approval process as regular members.
- 12.2.5 Branch unit members may participate in all MPSAR activities.

Section 12.3 Finance

- 12.3.1 Branch units may maintain sub accounts within the MPSAR checking and savings accounts to be managed by the MPSAR Treasurer.
- 12.3.2 Branch unit members must comply with the dues requirements of their primary SAR unit and of the branch unit.

ARTICLE THIRTEEN: AMMENDMENT OF BYLAWS

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a vote of two thirds (2/3) of the eligible voting membership.