

ALAMOSA VOLUNTEER SEARCH AND RESCUE BYLAWS

ARTICLE I – Name, Address

Section 1. The organization shall be: Alamosa Volunteer Search and Rescue, Inc. (AVSAR).

Section 2. The mailing address of AVSAR shall be a post office box located in Alamosa, Colorado (PO Box 1604). Alternate mailing address shall be the same as the physical address located at the Alamosa County Sheriff's Office (1315 17th Street, Alamosa CO 81101).

ARTICLE II – Mission Statement

Section 1. Said organization is established exclusively for charitable, scientific and educational purposes. Included is coordinating and conducting search and rescue activities and pursuit of any such related activities.

Section 2. The official mission statement of AVSAR shall be, "A volunteer non-profit public service organization dedicated to providing search and rescue services and education so that others may live."

ARTICLE III – Membership

Section 1. Membership is open to all individuals 18 years of age and older regardless of race, religion, gender, sexual orientation, national origin or handicap.

Section 2. Members do not have to be residents of Alamosa County.

Section 3. Membership categories will include probationary members, active members and reserve members.

Section 4. **Probationary Members:** New members will be considered probationary for a period of one year after the executive committee approves their inception into AVSAR. (They will be required to have a background check done through the Alamosa County Sheriff's Office and upon clearance their application will be forwarded to the executive committee.) A probationary member may miss no more than two meetings during this time, this includes regular and training meetings, to qualify for active membership. If a probationary member misses three meetings during his/her initial one year period following inception; that member will remain probationary until he or she attends all meetings except two in a twelve month period. The probation period may be extended at the discretion of the executive committee.

Section 5. **Active Members:** Members who have successfully completed their probationary period may continue their membership as an active member, with the stipulation that they do not have more than five unexcused absences from regular and training meetings during a twelve month period. An active member may only be excused from a regular meeting or training meeting by an executive committee member present at the meeting.

Section 6. **Reserve Members:** If any active member misses more than five regular or training meetings during a twelve month period, that member automatically becomes a reserve member. Any reserve member who attends all regular and training meetings, without missing five during a twelve month period, automatically becomes an active member once more.

Section 7. **Disciplinary Procedures:** The executive committee will hear any complaints and after interviewing all parties involved, hand out discipline as needed. This may involve, but is not limited to, probation or removal as a member of AVSAR. Grounds for disciplinary procedure include: (a) failure of a member to comply with AVSAR policies; (b) actions which jeopardize the life or safety of any person; (c) illegal or unethical behavior which may seriously affect the reputation of AVSAR; or (d) any other good cause.

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ARTICLE IV – Officers

Section 1. Only active members may be appointed to or elected to serve as officers. The only exception would be if no other person was able to take on an elected position at which time a motion be made making an exception for a probationary or reserve member to fill the position; keeping in mind as an officer they would have to begin attending all meetings.

Section 2. The elected officers of the organization shall consist of the **President, Vice President, Executive Secretary, Treasurer and Member at Large.**

Section 3. The **President** will preside at all meetings. The President has the authority to create committees and designate a chairperson for the committee who will report to the main body. The President will only designate active members as chairpersons on committees.

Section 4. The **Vice President** is to take the place of the President in his or her absence. In the event the President leaves the organization, the Vice President is to take the place of the President and a special election will take place to elect a new Vice President. (In the event he or she declines the position both positions will need to be voted on in a special election.)

Section 5. The **Executive Secretary** will keep the minutes of all meetings and submit them for approval at the next regular meeting (minutes are also online for viewing). If the secretary is unable to attend a meeting he or she must delegate another member to carry-out the duties of secretary.

Section 6. The **Treasurer** will keep all financial records, maintain tax exempt status and submit a financial report at all regular meetings. The Treasurer will submit an official annual financial report. If the Treasurer is unable to attend a meeting, he or she must see that a report is given to another individual on the executive committee.

Section 7. The **Member at Large** will serve as the tie breaking vote in the event the executive committee is deadlocked on an issue that requires a majority vote.

Section 8. The five officers that are elected will serve as the executive committee.

Section 9. The election of officers will occur every November at the monthly meeting.

Section 10. Immediately upon being elected, officers will assume executive committee member responsibilities.

Section 11. An officer may be removed and a special election may be petitioned by a two-thirds vote of the members present at any regular meeting for the following reasons only: (a) resignation; (b) incapacitation; (c) non-performance or loss of active member status; or (d) wrongful conduct, such that the reputation of AVSAR is seriously affected.

Section 12. Should an officer resign or be removed from his or her position, a replacement will be voted into the vacancy by the membership within two regular meetings (see Article IV, Section 4 regarding the replacement of the President).

ARTICLE V – Meetings

Section 1. AVSAR will have as many meetings as are necessary to complete the work and carry on a successful program. A minimum of eleven regular meetings and as many trainings as are needed is recommended.

Section 2. **Conduct of regular meetings and rules of order:** Robert's Rules of Order shall govern all AVSAR meetings. Regular meetings shall be presided over by the President, or in his or her absence, the Vice President, Executive Secretary, Treasurer or Member at Large, in turn. In the absence of all these persons, a presiding officer shall be chosen by a majority of the voting members present at the meeting.

Section 3. Regular meetings shall take place monthly at the Alamosa County Sheriff's Office or another designated location to be announced in the previous month's order of business.

Section 4. The executive committee may call additional special meetings as deemed necessary.

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Section 5. A minimum of one executive committee meeting, to be held in December or January, to plan the annual agenda of training meetings is recommended.

Section 6. A quorum for the conduct of business shall be a majority of those attending.

Section 7. Each member shall be entitled to one vote on each matter submitted to a vote of the members at any meeting at which he or she is present.

Section 8. Order of business at regular meetings:

- a. Attendance record/sign in sheet
- b. Call to order
- c. Introduction of guests
- d. Approval of prior minutes
- e. Treasurer's report
- f. Correspondence
- g. Committee reports
- h. Announcements
- i. Old business
- j. New business
- k. Announcement of next training
- l. Announcement of next meeting
- m. After meeting training

Section 9. **Open Meetings:** All AVSAR regular and training meetings shall be open to all members. Closed meetings may be called only upon motion made and approved in a roll call vote by at least two-thirds of the members present and voting, and then only if it is for one of the following purposes: (a) conferences with legal counsel that are the subject of pending or imminent administrative or court action; (b) matters required to be kept confidential by law; or (c) the investigation of charges or complaints of any member or officer, but only upon the request of the member or officer under consideration.

ARTICLE VI – Finances

Section 1. No part of the income of AVSAR shall benefit private individuals or members of AVSAR.

Section 2. Members of AVSAR shall not receive any compensation for their services.

Section 3. By resolution of AVSAR, a fixed sum/or expenses of attendance at meetings, trainings or other authorized events may be allowed.

Section 4. There will always be **two authorized signers** who must sign all AVSAR checks. Forgery of checks and embezzlement are grounds for immediate dismissal from AVSAR and all information will be forwarded to local law enforcement officials for aggressive prosecution.

Section 5. Members may purchase items necessary for AVSAR (not themselves individually) as long as the amount of purchase is less than one hundred dollars (\$100.00). At the next monthly meeting, a receipt for the purchase will be presented to the Treasurer, or one of the executive committee members, and a two-thirds majority vote of members present will approve reimbursement of the purchase.

Section 6. In cases of non-emergency financial decisions, any purchases over one hundred dollars (\$100.00) will be approved by a two-thirds majority vote, by members present at the monthly meeting, before purchases are made by authorized check signers.

Section 7. In emergency financial decision situations, such as purchasing items necessary to support an active mission, authorized check signers may make financial decisions and purchases up to one thousand dollars (\$1,000.00). If possible, officers will request from all members present in the field, a two-thirds majority vote to approve the purchase.

Section 8. All financial decisions must be included in the Treasurer's monthly report given to all members during the next regular meeting.

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ARTICLE VII – Cooperation Statement

Section 1. AVSAR will cooperate with other agencies as manpower and equipment allow. This includes, but is not limited to the following: law enforcement agencies, other search and rescue organizations, federal, state and local agencies.

ARTICLE VIII – Amending the Constitution

Section 1. This constitution may be amended by a two-thirds majority vote of the members present at a regular meeting. The sponsor of an amendment to the bylaws must give written notice of the amendment, to all members present at a regular meeting, prior to the vote to amend.

ARTICLE IX – Official Policy and Procedures

Section 1. Official AVSAR policy shall be established to regulate the affairs of AVSAR pertaining to matters not contained in these bylaws, including but not limited to: committees, duties of officers, operations, trainings, records, membership, fundraising, awards, medical specialists, publications and insignia. Official policy shall be consistent with these bylaws and federal, state and local laws.

Section 2. Official policy shall be established or amended by AVSAR at a regular meeting. Adoption or amendment of policy shall require a two-thirds affirmative vote of the members voting at a regular meeting.

Section 3. Following adoption by AVSAR, a copy of the official policy shall be kept with AVSAR records and a copy furnished to all members attending the next regular meeting.

Section 4. Should a conflict arise between official policy and these bylaws, the bylaws shall take precedence over official policy.

ARTICLE X – Dissolution

Section 1. Upon dissolution of AVSAR, distribution of any remaining assets will be allocated to the Alamosa County Sheriff's Office.

These bylaws were APPROVED AND ADOPTED by a two-thirds majority vote at a regular meeting of AVSAR held on November 15, 2016, after a written notice to all members of the proposed amendments was given prior to the vote to adopt the foregoing bylaws. These bylaws supersede and replace all previous bylaws of AVSAR.

Suzi Hopper, President

Attest:

Bruce Morrison, Vice President

Merida Zerbi, Executive Secretary