

DOUGLAS COUNTY SHERIFF'S SEARCH AND RESCUE, INC.

BYLAWS

REVISED OCTOBER 26, 2023

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ARTICLE I – NAME

The name of this organization shall be the DOUGLAS COUNTY SHERIFF’S SEARCH AND RESCUE, INC., hereinafter referred to as ‘DCSAR.’

ARTICLE II – PURPOSE

1. The specific and primary purposes for which DCSAR is formed are:
 - a. To search for and rescue lost, injured, trapped, or stranded persons and to provide other related emergency services;
 - b. To assist the residents of Douglas County and the surrounding areas in all emergencies that come under the jurisdiction of the Douglas County Sheriff’s Office, hereafter referred to as ‘DCSO;’
 - c. To be on immediate call to the DCSO, Operations Leader, or the President of DCSAR in all cases where DCSAR’s presence is deemed necessary;
 - d. To render aid and assistance to all persons in difficulty or in distress when met on the highway or in the field;
 - e. To assist other authorized agencies engaged in similar operations.
2. The general purposes and powers of DCSAR are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of the State of Nevada, including the power to contract, rent, buy, or sell personal or real property; provided, however, that DCSAR shall not except to an insubstantial degree, engage in any activities, or exercise any powers that are not in furtherance of the primary purposes of the corporation.

ARTICLE III – OFFICERS

The officers of DCSAR shall be President, Director of Training, Director of Development, Director of Logistics, Secretary and, Treasurer.

1. The President shall perform the following duties:
 - a. Act as the Chief Executive of DCSAR;
 - b. Preside at DCSAR meetings and Board of Directors meetings;
 - c. Subject to the approval of the Board of Directors, establish and abolish all committees and appoint and remove all committee chairpersons, except where otherwise specified in these Bylaws;
 - d. Assume the administrative duties of DCSAR;
 - e. Serve as a standing member of all committees;
 - f. Appoint a replacement to fill any vacancy which may occur in the slate of officers, subject to the approval of the Board of Directors, and confirmation by the DCSAR membership;

- g. Have all other powers and authority not otherwise delegated to others or the Board of Directors.
2. The Director of Training shall perform the following duties:
 - a. Act for the President in their absence;
 - b. Act as chairperson of Training Committee;
 - c. Sit as a member of the Operations Committee;
 - d. Responsible for recruitment of new members as needed;
 - e. Sit as a member of the Board of Directors.
 - f. Assume other duties as delegated by the President or Board of Directors.
3. The Director of Development shall:
 - a. Take responsibility for all outside fundraising;
 - b. Act for the President in the absence of the President and Director of Training;
 - c. Make regular contact with foundations, organizations, and “friends” of DCSAR who have expressed an interest in donating funds and/or equipment to DCSAR;
 - d. Nurture new or additional sources of funding for DCSAR;
 - e. Oversee a development committee with fundraising responsibilities;
 - f. Keep DCSAR members, including Board members apprised of all fundraising activities and encourage their cooperation;
 - g. Encourage all DCSAR members to practice good public relations at all times;
 - h. Sit as a member of the Board of Directors;
 - i. Assume other duties as delegated by the President or Board of Directors.
4. The Director of Logistics shall:
 - a. Keep records of all DCSAR equipment and supplies;
 - b. Be responsible for the maintenance of all DCSAR equipment;
 - c. Disburse equipment and supplies as necessary;
 - d. Sit as a member of the Operations Committee;
 - e. Sit as a member of the Board of Directors.
 - f. Assume other duties as delegated by the President or Board of Directors.
5. The Secretary shall perform the following duties:
 - a. Keep all DCSAR records, except those assigned to others;
 - b. Keep minutes of DCSAR meetings and Board of Directors meetings;

- c. Keep a roll of members and a record of participation;
 - d. Perform all duties connected with reports and correspondence;
 - e. Maintain records of all DCSAR missions;
 - f. Make minutes and records available to members on request;
 - g. Notify officers, committees and members of their election or appointment and keep a record of all committees and committee members;
 - h. Sit as a member of the Board of Directors;
 - i. Assume other duties as delegated by the President or Board of Directors.
6. The Treasurer shall:
- a. Handle all funds belonging to DCSAR;
 - b. Disburse funds;
 - c. Keep an account of revenues and expenditures;
 - d. Prepare an annual financial report and file financial statements, as required, with State and Federal authorities;
 - e. On the request of the President or Board of Directors, prepare a financial report of current revenues and expenditures;
 - f. Be required to have necessary records available at all times;
 - g. Sit as a member of the Board of Directors;
 - h. Assume other duties as delegated by the President or Board of Directors.
7. If an officer becomes ineligible to continue in office, the officer shall immediately resign and be replaced as specified in these bylaws. Acts or behaviors that cause an officer to be deemed ineligible are defined in Policies and Procedures.
8. No member shall hold more than one (1) elected office at the same time; except secretary/treasurer may be combined. This combined position would only be allowed a single vote on the Board of Directors.
9. Officers may be removed from office by majority vote of the General Membership present at a regularly scheduled DCSAR meeting or by the Board of Directors and approved by the general membership.

ARTICLE IV – BOARD OF DIRECTORS

1. The elected officers of DCSAR, an Operations Leader, the immediate past President, and the Douglas County Sheriff, or representative, shall constitute the Board of Directors.
2. The Board of Directors shall have general supervision of the affairs of DCSAR, set the hour and place of meetings, make recommendations to the DCSAR membership, and shall perform such other duties as are specified in these bylaws. The Board of Directors shall be subject to the orders

of the general DCSAR Membership, and none of its acts shall conflict with the actions taken by DCSAR.

3. The Board of Directors shall meet at the call and direction of the President. A Board of Directors meeting shall be held at a minimum, once per quarter. Special meetings of the Board may be called by the President, the Sheriff, or by any three (3) members of the Board. The purpose of the special meeting shall be stated to all members of the Board prior to the meeting.
4. A quorum for the transaction of business shall be six (6) members of the Board.
5. In voting by the Board, a majority in attendance shall be required to pass a motion.
6. It shall be the duty of the Board of Directors to follow, uphold and enforce all Bylaws.
7. All Board meetings shall be open to all members of DCSAR except on matters of personnel or litigation.
8. Any meeting may be held by telephone conference, video conference, e-mail, or other communication methods permitted by law, if all directors participating in the meeting can communicate with one another and all other requirements of law are satisfied. All participating directors shall be deemed to be present in person at such a meeting.

ARTICLE V – MEETINGS

1. The annual meeting of DCSAR shall be held on the fourth Thursday of October of each year. The Secretary shall give notice of the time and place of said meeting to all members of DCSAR at least one (1) week prior to the meeting.
2. There shall be a regular required training meeting of DCSAR on the second Thursday of each month or at such other times that the Board of Directors shall prescribe.
3. There shall be a regular general meeting of DCSAR on the fourth Thursday of each month, or at such other times that the Board of Directors shall prescribe.
4. A quorum for the purpose of voting at any meeting, other than Board of Directors meetings shall consist of half of the members, not on leave, from the following categories: Operations Leaders, Rescue Members, Rescue Support Members, Administrative Support Members, and Reserve Members with voting privileges. The Secretary or designee will provide the specific count of members required.
5. Special meetings may be called by the Board of Directors or by any five (5) DCSAR members, excluding Trainees, Reserve Members, and Emeritus Members. The request shall state the purpose of the special meeting. Except in cases of emergency, at least five (5) days' notice shall be given.
6. Meetings may be rescheduled or cancelled by the President with a minimum of 30 days' notice.

ARTICLE VI – NOMINATION AND ELECTIONS OF OFFICERS

1. Prior to the annual meeting of DCSAR, a Nomination Committee of three (3) members, consisting of the President, and two (2) members at large outside the Board of Directors, but appointed by the Board, shall meet, and nominate a candidate for each office. If for any reason any of the committee cannot serve, the President shall appoint a replacement from the DCSAR

membership. The names of the nominees shall be set forth in the notice of the annual meeting prior to the annual meeting.

2. At the meeting prior to the annual meeting, any member present may nominate any qualified member in good standing for any office of DCSAR.
3. At the annual meeting, the members present shall elect by majority the officers by secret ballot or by acclamation.
4. The officers shall take office immediately after the election and shall serve for one year, or until succeeded.
5. To assist in the transition, the previous officers may offer to act in their capacities until the new officers can assume the office.
6. Any vacancy in the Board of Directors shall be filled by recommendation of the President, approval of the Board of Directors and confirmation by the DCSAR membership.

ARTICLE VII – MEMBERS

DCSAR individual membership will fall into one of the seven (7) categories discussed in this section. The different membership categories allow DCSAR to effectively respond to search and rescue missions in support of the Douglas County Sheriff and provide personnel for mutual aid. The membership levels for Rescue and Rescue Support fall within the scope of the Mountain Rescue Association Policy, Section 105.

1. Operations Leader
 - a. Definition – Search Operations Leaders are those personnel that have met the requirements set forth in the Incident Command System structure. They are qualified to fulfil the role of Deputy Incident Commander for search and rescue operations within Douglas County, Nevada.
 - b. Admission Requirements
 - i. Operations Leaders will meet all requirements set forth by the Douglas County Sheriff’s Office to manage search and rescue operations;
 - ii. All Operations Leaders must be approved by the County Sheriff or his designee;
 - iii. Operations Leaders designated as of October 26, 2023 may remain as an Operations Leader. Operations Leader Trainees after that date must progress through the Rescue membership level;
 - iv. Must meet all requirements for Operations Leaders as required by Policies and Procedures.
 - c. Rights and Duties
 - i. Operations Leaders may vote, hold office, participate in all DCSAR activities, wear the DCSAR uniform with approved insignia, and have all other rights and privileges of members of DCSAR;

- ii. An Operations Leader can be assigned as either Deputy Incident Commander or Staff member for any incidents and missions, as requested by the Douglas County Sheriff.

2. Rescue Member

- a. Definition – A Rescue Member is qualified to participate in all search and rescue missions, including backcountry missions undertaken by DCSAR.
- b. Admission Requirements
 - i. Meet all Rescue Member Admission Requirements as defined in DCSAR Policy and Procedures;
 - ii. All Rescue Members as of October 26, 2023 remain as Rescue Members, but at their request may be re-designated as a Rescue Support, Administrative Support Member or Reserve;
 - iii. All Rescue Members must have attained Team Leader level on the Tracking / Search Team and Team Leader on one Special Team, as defined in the Policies and Procedures;
 - iv. Have a minimum fitness level of B as defined in the Policies and Procedures;
 - v. Be voted as a Rescue Member by a majority of Operations Leaders and Rescue Members present at a General Business Meeting.
- c. Rights and Duties
 - i. Rescue Members may vote, hold office, participate in all DCSAR activities, wear the DCSAR uniform with approved insignia, and have all other rights and privileges of members of DCSAR;
 - ii. A “Team Leader” is defined under the DCSAR Policies and Procedures;
 - iii. May perform duties in search and rescue missions as Command Staff, Operations Section Chief, Planning Section Chief, or Team Leader, as requested by the Operations Leader.

3. Rescue Support Member

- a. Definition – A Rescue Support Member is qualified to participate in all search and rescue missions, including backcountry operations, undertaken by the Team.
- b. Admission Requirements
 - i. Successfully complete all Trainee II requirements;
 - ii. Successfully complete Nevada Wilderness Search and Rescue Technician Course;
 - iii. Complete an overnight bivouac in the Douglas County backcountry using only the Minimum SAR Pack contents, as defined by Policies and Procedures;

- iv. Must have a minimum fitness level of C as defined in the Policies and Procedures;
 - v. Be approved by the Board of Directors to have met all admission requirements;
 - vi. Be voted as a Rescue Support Member by a majority of voting members present at a General Business Meeting.
- c. Rights and Duties
- i. Rescue Support Members may vote, hold office, participate in all DCSAR activities, wear the DCSAR uniform with approved insignia, and have all other rights and privileges of members of DCSAR;
 - ii. Rescue Support Members may participate in all DCSAR search and rescue operations, including backcountry, and any other mission requested by the Douglas County Sheriff;
 - iii. May perform duties as a Command support position, as requested by the Operations Leader.
4. Administrative Support Member
- a. Definition – An Administrative Support Member provides direct support to DCSAR in non-search and rescue related events, front country search and rescue missions, and other field events as requested by Command.
 - b. Admission Requirements
 - i. Complete all requirements of a Trainee II member;
 - ii. Successfully complete Nevada Wilderness Search and Rescue Technician Course, excluding the overnight bivouac;
 - iii. All current Support and Reserve Members as of October 26, 2023, are designated as Administrative Support Members but, if requested, may be re-designated in accordance with their previous level of membership;
 - iv. Be voted as an Administrative Support Member by a majority of voting members present at a general meeting.
 - c. Rights and Duties
 - i. Administrative Support Members may vote, hold office, participate in all DCSAR activities, wear the DCSAR uniform with approved insignia, and have all other rights and privileges of members of DCSAR;
 - ii. May participate in backcountry missions with the permission of the Operations Leader;
 - iii. Administrative Support Members may perform duties as ICS Command Staff Members if trained for those positions according to Policies and Procedures.
5. Trainee Member

- a. Definition – A Trainee is a member who is in training to be a Rescue Support or Administrative Support Member.
- b. Admission Requirements - A Trainee shall be eighteen years of age or older and be physically and mentally competent to participate in DCSAR activities, as required.
- c. There are two levels of Trainee Members
 - i. Trainee I – Completed a successful background check by the Douglas County Sheriff and their application for membership into DCSAR accepted. An interview of the applicant will be made by an Operations Leader and at least three Rescue, Rescue Support, or Administrative Support Members. A review of the applicant’s interview will be made by the Board of Directors who will vote on accepting the applicant as a Trainee.
 - ii. Trainee II – Designated after completing all Trainee II requirements and having attended Trainee Indoctrination or equivalent, they may advance to:
 - 1) Rescue Support Member. The Trainee must meet the admission requirements listed in 3.b. – Rescue Support Member Requirements.
 - 2) Administrative Support Member. The Trainee must meet the Admission Requirements listed in 4.b. – Administrative Support Member.
 - iii. A Trainee’s probation period begins after being designated as a Trainee II.
- d. Rights and Duties
 - i. An applicant may not attend meetings, classroom training or field training until the successful background check and fingerprinting have been completed by the Douglas County Sheriff’s Office. After passing background check and interview, they will be designated a Trainee I and may attend meetings, classroom training, and field training.
 - ii. A Trainee I may attend missions with approval of an Operations Leader.
 - iii. A Trainee II may attend all meetings, trainings, and missions of DCSAR. They may wear the DCSAR uniform and approved insignia. They may obtain a Douglas County Sheriff’s Department ID card.
 - iv. After completing the minimum probation period and Admission Requirements for that category, a Trainee II may be voted in as an Administrative Support or Rescue Support Member by the voting members of the Team at the next scheduled DCSAR General Meeting.
 - v. A Trainee may not vote or hold office, but at the request of the President, may serve on committees.
 - vi. Trainee probationary period begins upon completion of Trainee Indoctrination. The minimum probation period before attaining a support or reserve level position shall be six (6) months. The maximum probation period shall be twelve months but may be extended at the discretion of the Board of Directors.

6. Reserve Member

- a. Definition – A Reserve Member has a specific skill that advances the primary mission of DCSO and DCSAR.
 - b. Admission Requirements
 - i. A current voting member may request, in writing, to become a Reserve Member. The member retains voting privileges;
 - ii. A person not a current DCSAR member may request, in writing, that they be placed on the DCSAR roster as a Reserve Member. Membership is subject to the approval of the Board of Directors and a majority of voting members at a general meeting;
 - iii. A Reserve Member shall be eighteen years of age or older and be physically and mentally competent to participate in DCSAR activities, as required.
 - c. Rights and Duties
 - i. Reserve Members may not hold office;
 - ii. Except those meeting the Admission Requirement 1) above, a reserve member may not vote;
 - iii. Reserve Members may participate in DCSAR activities only at the request of an Operations Leader or the President and wear the DCSAR uniform with approved insignia.
7. Emeritus Member
- a. Definition – An Emeritus Member is one who has been a voting member of DCSAR for a minimum of ten (10) continuous years. At the request of the member, they will be entered into the rolls of DCSAR as an Emeritus Member.
 - b. Rights and Duties
 - i. An Emeritus Member may participate in non-mission related DCSAR activities and wear the DCSAR uniform with approved insignia;
 - ii. The Emeritus Member may not vote or hold office.
8. Membership Admission
- a. First Time Members – Persons that have never been a member of Douglas County Search and Rescue must follow the Admission Requirements for Trainees found in Section 5.b.
 - b. Returning Members – Any past Operation Leader, Rescue, Rescue Support, or Administrative Support member may re-apply for membership if they meet the following:
 - i. A new application is submitted;
 - ii. An interview with the Board of Directors and the person is accepted as a returning member and reasons for departing are discussed;

- iii. If required by the Douglas County Sheriff's Office, pass a background check and fingerprinting;
- iv. The need to participate in Trainee II training will be determined on a case-by-case basis by Operations and the Board of Directors;
- v. Completion of the Nevada Wilderness Search and Rescue Technician course and/or field session will be determined on a case-by-case by Operations and the Board of Directors;
- vi. Approved as a returnee by the Board of Directors and voted in by a majority of voting members present at a General Business Meeting.

ARTICLE VIII – COMMITTEES

1. The Standing committees of DCSAR shall be the following:
 - a. Training Committee
 - b. Operations Committee
 - c. Finance Committee
 - d. Development Committee.
2. The Training Committee shall be composed of at least three (3) members with the Director of Training as the Chairperson. It shall be the duty of the Training Committee to develop a DCSAR training plan and arrange all training activities.
3. The Operations Committee shall be composed of at least six (6) members and include the Director of Training, Director of Logistics, and the Sheriff's representative. The Senior Operations Leader will be Chairperson. It shall be the duty of the Operations Committee to report on DCSAR operations to the Board of Directors and the General Membership.
4. The Finance Committee shall be composed of the Treasurer and at least two (2) other members with the Treasurer as the Chairperson. It shall be the duty of this committee to prepare a budget for the year, and to audit the Treasurer's books.
5. The Development Committee, composed of the Director of Development, and additional members, as needed. The Director of Development will be the Chairperson. Members will plan and execute all DCSAR fundraising activities throughout the community.

ARTICLE IX – POLICIES AND PROCEDURES

Establishment of, or amendments to, the DCSAR Policies and Procedures may be presented at any DCSAR Board Meeting by any Operations Leader, Rescue Member, Rescue Support Member, or Administrative Support Member.

The proposed changes to the Policies and Procedures will then be discussed and voted upon by the Board. If passed by a two thirds majority of the Board, the changes will be presented to the voting members present at the next General Meeting for discussion and vote.

To be ratified, the changes must be approved by a two-thirds majority of a quorum, as defined in Article V.

A copy of the current official DCSAR Policies and Procedures shall be kept in the DCSAR records and a copy made available to all members upon modification of the DCSAR Policies and Procedures.

ARTICLE X – AMENDMENT OF BYLAWS

Establishment of, or amendments to, the DCSAR bylaws may be presented at any DCSAR Board Meeting by any Operations Leader, Rescue Member, Rescue Support Member, or Administrative Support Member.

The proposed changes to the bylaws will then be discussed and voted upon by the Board. If passed by a two thirds majority of the attendees of Board Meeting, the changes will be presented to the voting members present at the next General Meeting for discussion and vote.

To be ratified, the changes must be approved by a two-thirds majority of a quorum, as defined in Article V.

A copy of the current official DCSAR bylaws shall be kept in the DCSAR records and a copy made available to all members upon request.

ARTICLE XI – PARLAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern DCSAR in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order DCSAR may adopt.

ARTICLE XII - CONSERVATION

Each DCSAR member shall be respectful of public and private lands and natural resources.

ARTICLE XIII – DISSOLUTION

Dissolution of this corporation shall be accomplished according to Nevada law. See NRS 82.436-NRS 82.521. Under NRS 82.451, voluntary dissolution may be initiated by the Board of Directors adopting a resolution for dissolution. The Board of Directors must then call a meeting of the members entitled to vote in order to take action on the resolution. The resolution must also be approved by any person or superior organization whose approval is required under the corporation's Articles of Incorporation. Notice of the meeting to dissolve must be given to all voting members at least ten (10) days prior to the meeting. A two-thirds majority of the quorum of the membership is required to approve the resolution. If the resolution is approved, the Board of Directors must take further action as necessary and according to Nevada law.

Upon the dissolution of this corporation and the winding up of the affairs, any assets remaining after payment of, or provision for payment of all debts and liabilities, shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable and educational purposes, and which has established its tax-exempt status under the Internal Revenue Code Section 501(c)(3), applicable Nevada state law and/or Douglas County Code. If this corporation holds any assets in trust, such trust assets shall be disposed of in such a manner as may be directed by decree of the district court in the county where the corporation's principal office is located, or upon petition by the Attorney General or any person concerned in the liquidation.

These bylaws shall be in full force and effect from and after the 26th day of October 2023.

Passed on the 26th day of October 2023, by the following vote:

AYES	<u>18</u>
NAYS	<u>6</u>
ABSTENTIONS	<u>2</u>

Signed copy in Office
President

ATTEST:

Signed copy in Office
President

I, Dan Coverley, Sheriff of Douglas County, Nevada, do hereby accept and endorse the bylaws of the Douglas County Sheriff's Search and Rescue, Inc., as amended herein.

Signed copy in Office
Sheriff

Date