



PMSAR BY LAWS



PENINSULA MOUNTED SEARCH AND RESCUE BY-LAWS
Revised 15 October 2003 Accepted 12 January 2004

ARTICLE I NAME

The name of the organization shall be PENINSULA MOUNTED SEARCH AND RESCUE (PMSAR).

ARTICLE II PURPOSE

The purpose of PMSAR is to provide training and to qualify personnel and horses in search and rescue (SAR) techniques. PMSAR is a unit organized to assist law enforcement agencies and the Department of Emergency Management (DEM) in search and rescue operations or in any emergency designated by DEM.

ARTICLE III MEMBERSHIP

A. Membership Requirements:

1. All members and horses must be registered with the Department of Emergency Management. Hold a valid DEM ID card will be issued for each member and each horse. If for any reason DEM denies application, membership in PMSAR will be denied. The DEM cards must be carried by the member at all times.



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2. Any responsible person 14 years of age or older, who has an interest in equine mounted search and rescue work, shall be eligible to apply for membership in PMSAR. All applicants will be accepted as a Novice member until qualifications have been met for an Operations, Scout or Mounted Member. Mounted members must own a sound horse and be a capable rider.
3. Mounted members must be willing to keep horse shoes (or equivalent) hoof protection) on their horses 12 months a year and maintain appropriate health care of each animal used for search and rescue.
4. Members must be willing to uphold the policies stated in these By-Laws and be willing to attend monthly meetings and training sessions.
5. Mounted members will be responsible for the transportation of their horse to and from training and mission sites.
6. Members must actively pursue all training requirements.
7. Field Qualified members must have current WAC Certification Requirements.

B. Dues

1. Annual membership dues are payable on January 1 of each year. Members who have not paid by March 1 will be considered inactive and ineligible to participate in PMSAR functions.
2. New member dues are payable upon receipt of applications. Dues paid in the last quarter will be applied to the next



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years dues. Dues are refundable if membership is terminated within the first 60 days.

C. Membership Levels.

Shall consist of: Novice, or Field Qualified Members.

ARTICLE IV OFFICERS AND BOARD OF DIRECTORS

The Board of Directors act as representatives of the Unit, therefore shall be held accountable to the Unit.

Board of Directors shall:

1. Consist of President, Vice-President, Secretary, Recording Secretary, Treasurer, Training Officer and Member at Large.
2. Select SAR Council delegates and other delegates as needed.
3. Conduct the business of the Unit
4. Establish a yearly budget.

The President shall:



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1. Preside at all meetings
2. Call special meetings
3. Preside as Chairman of the Board of Directors
4. Be responsible, with the Treasurer, for all finances
5. Appoint all committee heads
6. Be responsible to act as spokesperson for the Unit or appoint a representative
7. Responsible to supervise the unit callout system.
8. Responsible to supervise the unit representatives to all County Councils
9. Responsible for all unit recruiting efforts.

The Vice-President shall:

1. Act for the President in his/her absence
2. Assume the duties of officers not present at PMSAR functions
3. Be responsible for Unit property inventory
4. Assume the office of President if the office of President becomes vacant and a new Vice-President shall be elected
5. Responsible to supervise all unit training and insure the unit is in compliance



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with all county and state requirements..

6. Responsible to ensure all unit inspection requirements are completed in a timely manor.

The Recording Secretary shall:

1. Keep true and accurate records of all proceedings and SOPs of the Unit

The Secretary shall:

1. Maintain all committee reports and records received from Committee chairpersons
2. In the absence of the President and Vice-President, will call the meeting to order and preside at the meeting
3. Be responsible for DEM applications (members and horse) to be submitted to DEM
4. Coordinate with the Training Officer and be responsible for all training mission number requests and mission reports
5. Maintain information, records and reports for funding agencies
6. Acquire mission numbers for General and Board Meetings.
7. Be responsible for completion of and sending to DEM all mission sign in sheets for meetings



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8. Handle correspondence with outside agencies and individuals
9. Process new member applications through DEM
10. File and maintain PMSAR records and information
11. Do year end report
12. Write thank you letters
13. Insure each member's medical information form is in the OL Book.

The Treasurer shall:

1. Collect and maintain all moneys due PMSAR
2. Keep accurate and up-to-date records and receipts of all funds and accounts
3. Report financial information to the membership at each meeting
4. Be responsible for all reports made to IRS and funding agencies

The Training Officer shall:



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1. Maintain accurate and current training records.
2. Insure the unit members on the Call Out Roster have current qualifications..
2. Coordinate with Secretary and be responsible for training mission number requests and mission reports.
3. Be responsible to schedule Mounted Training.
4. Be responsible to schedule Operations Training.
5. Be responsible to schedule Scout Training.
6. Maintain the unit training calendar.
7. Maintain the unit Training Web Page
10. Responsible to insure all current training requirements and information are provided to the unit Web Master in a timely manor.
11. Publish OPERATIONAL INSTRUCTIONS for all training events requiring detailed information
12. Supervise Scout, Base Camp and Mounted trainers.

The Member(s) at Large shall:

1. Attend all Board Meetings and have a voice for the membership and vote in all board decisions



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2. Act as Chairperson of the Audit Committee. Frequency of audits to be covered by SOP.

ARTICLE V ELECTIONS

A. General Election:

1. Nominations shall be held at the regular September and October meetings. Only those members who have been with the Unit 12 months are eligible to be elected for office of President, and Training Officer and six months for Vice-President, Secretary, Treasurer and Member(s) at Large.
2. Elections shall be held at the regular November meeting by secret ballot.
3. New officers shall assume office on January 1, following the election. A planning board meeting may be held prior to January 1 for the new Board of Directors.
4. Outgoing officers shall complete the transfer of records to the new officers prior to the first week of January.
5. Should a vacancy occur, nominations and election shall be held at the first regular meeting following the vacancy.
6. Elections shall be decided by a majority vote of active members present.
7. The membership may decide by simple majority vote to elect more than one Members at Large.



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B. Voting Rights.

1. President shall vote only as a tie-breaker.
2. Only active members whos dues are paid may vote.

ARTICLE VI RULES OF CONDUCT

1. All meetings shall be conducted according to these By-Laws and to Robert's Rules of Order.
2. No individual member may receive and keep any form of compensation. Any reward from a search and rescue involvement shall be turned over to PMSAR for the use of PMSAR.
3. Punctuality is a must to efficiently conduct all meetings, training functions and missions.
4. No alcoholic beverages of any kind are allowed at any official PMSAR function.
5. No firearms allowed, unless approved by the governing law enforcement agency.
6. All members shall conduct themselves in an orderly manner at all PMSAR functions.
7. Any member approached by family, media or anyone outside the identified unit shall make no comment or give out any kind of information, about the search or subject, except to refer the asking person to the Law Enforcement agency in charge.
8. Use of proper language, radio procedures, codes and unit call signs shall be upheld at



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all times.

9. Members, when representing PMSAR, or when recognizable by PMSAR clothing or driving a vehicle with PMSAR signs or logos, must present themselves to the public in an acceptable and professional manner.

ARTICLE VII DISCIPLINARY ACTIONS

A. Non compliance with the By-Laws, Rules of Conduct, or safety violations may result in disciplinary actions including any or all of the following:

1. Verbal warning by the President.
2. Written warning from the Board of Directors.
3. Written warning from the Board of Directors with 45 to 60 days probation.
4. Dismissal from any PMSAR function.
5. Removal from the Unit or office which must be recommended by two-thirds vote of the Board of Directors and ratified by two-thirds vote of the active members present.
6. Any other action deemed necessary by the Board and/or membership.

B. Grievances:

1. All grievances must be submitted in written form to the



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Board of Directors within ten (10) day of the incident and shall be acted upon with the utmost urgency by the Board of Directors with the maximum privacy and respect towards those concerned. Actions taken to be determined by the Board, and if necessary brought before the Unit for final resolution.

ARTICLE VIII CHANGES TO THE BY-LAWS AND SOP

1. Proposed changes to the By-Laws must be read at one general meeting. A simple majority Vote by the active members present at the meeting is needed to approve the proposed changes. The Board of Directors are responsible modify the unit Standard Operating Procedures (SOP) when needed.

ARTICLE IX SUSPENSION OF THE BY-LAWS

Any or all of these By-Laws may be suspended by two-thirds vote of active members present. The suspension is to be only for the meeting in which it was voted upon.