

FCSAR Bylaws



Article I. ORGANIZATION

Section 1.01 General Information

This organization is incorporated under the laws of the State of Idaho and shall be known as the Fremont County Search & Rescue, hereafter called the Unit. The Unit operates under the authority of the Fremont County Sheriff's Office, by constitutional mandate and Idaho code. Call-outs shall be initiated only with the approval of the Fremont County Sheriff's Office.

Section 1.02 Location

The Unit headquarters is at 331 W. 1st Street S., St. Anthony, Idaho 83445.

Section 1.03 Non-Profit Entity

The Unit is a member in good standing with the Idaho State Search and Rescue, Inc. (ISSAR) and is approved to use the ISSAR's Taxpayer Identification Number and be designated as a 501(c)3 by association with the ISSAR.

Article II. OBJECTIVES

The Unit's objectives are:

1. To serve Fremont County in any disaster, catastrophe, or emergency.
2. To provide aid, assistance, and rescue (or recovery) to persons who are lost, stranded, in distress, or in imminent danger, or when called upon for support of local agencies including law enforcement as authorized by the Fremont County Sheriff's Office.
3. To conduct training to increase members' knowledge and skill in providing search and rescue services to the community.
4. Advise and train the Junior Fremont County Search & Rescue Unit.
5. To educate the public on how to recreate in the outdoors safely.
6. To support Fremont County communities by participating in community events.

Article III. MEMBERSHIP

The Unit will have a maximum of 35 active members. Honorary members do not count against this limit. There will be no more than five Honorary members.

Section 3.01 Joining the Unit

(a) Member Requirements

Any person interested in supporting the Unit's objectives is eligible for membership.

Members must meet:

1. Exceeded their twenty-first birthday.
2. Members must be in good mental and physical condition and/or have a useful set of skills or equipment that would be an asset to the Unit.
3. Members must be available for search & rescue operations and must attend 50 percent of Unit meetings and training sessions operations to show member is active in the Unit and sincere about supporting the Unit activities.

4. Prospective members must read, agree to abide by, and sign the Unit Code of Conduct and all the Unit Bylaws prior to joining the Unit.

(b) Application Process

1. The Applicant obtains the application package from the FCSAR website (<https://www.fremontsar.org/join-the-team>) or from the FCSAR Secretary.
2. The Applicant emails the completed application, including the background check information, sar@co.fremont.id.us. Alternatively, the Applicant can hand-deliver the package to an FCSAR Board member.
3. The Applicant calls the Unit Commander and arranges to attend an FCSAR Board meeting.
4. If the Board members recommend the Applicant, the Board forwards the applicant's completed background check document to the Fremont County Sheriff's Office. If the Board members do not recommend the Applicant, the Unit Commander informs the Applicant.
5. If the Applicant passes the background check, the Board informs the Applicant, who must then attend the next monthly FCSAR Business meeting.
6. The Applicant will be introduced to the FCSAR full membership and asked to provide a short background summary and his/her reasons for wanting to join the Unit. The membership may ask additional questions of the Applicant.
7. The Applicant will be asked to leave the meeting room and the membership will vote on accepting the Applicant.

(c) Probationary Hours

1. Upon acceptance, the Probationary Member must start working towards completion of the Unit service hours and must complete the service hours within 12 months after being accepted into the Unit. If the Probationary member is cannot fulfill the Unit Service hours within twelve months, the member must schedule a meeting with the Board to explain their inability to meet the timeframe. If a majority of the Board agrees, the Board may extend the timeframe.
2. Unit Service Hours*:
 - 55 hours – Search and rescue missions
 - 44 hours – General Unit activities
 - 12 hours – Training
 - 9 hours – Unit meetings
 - 20 hours – Cleaning/maintenance of Unit equipment/building* Excess hours in one category may be applied to other categories.
3. Upon completion of the service hours, the Board will present the Probationary member to the full FCSAR membership for voting into the Unit as a regular member.

Section 3.02 Types of Membership

(a) Senior Unit Member

Any person having an active interest in and support of the Unit objectives who can actively participate in search and rescue missions. A member of the Senior Unit shall meet the following minimum requirement:

1. Be twenty-one years of age or older.
2. Be physically and mentally competent to participate in the search and rescue missions.
3. Be available to respond to most mission call-outs.
4. Have a current driver's license.
5. Have a telephone number.

(b) Probationary Member

A Probationary member is a person whom the Board of Directors via the Applicant Review has determined is potentially a qualified Unit member. A Probationary member has not yet completed the Unit Service hours but they can, and should, participate in search missions.

Except for radios, the Board does not assign Unit equipment and gear to Probationary members. If a Probationary member is asked to participate in a search, the Unit will provide the necessary gear. The member will return all gear within one week after completion of the search.

(c) Junior Unit Member

Junior Unit membership requirements are the same as Senior Unit membership requirements except Junior members are over 16 years of age but have not yet reached their twenty-first birthday. Junior members can, and should, participate in search and rescue missions; however, they must be accompanied by a Senior member. If a radio is available, one may be assigned to a Junior member; they will not be assigned any other gear.

(d) Rollover to Senior Unit

When a Junior member reaches his/her twenty-first birthday and has completed the Unit Service hours or when a Probationary member has completed the Unit service hours, the Senior Unit members will vote to advance the member to the Senior unit. If a quorum is present and the vote passes, the member will immediately become a full member of the Senior Unit.

If the roster is full, but there are members who are not in good standing, the Unit will start termination proceedings against members not in good standing (as described in the Termination Procedures) to make room for the new member.

(e) Honorary Member

An active or previous member who has distinguished themselves by meritorious service in the Unit and who feels that he/she no longer has the time and/or ability to respond and commit to the Unit may request to become an Honorary member by making a written or verbal request to the Unit Commander or a Board of Director. The general membership votes on Honorary members at business meetings. The Board of Directors will determine if the Honorary member will keep any Unit-owned equipment. Honorary members must attend at least 50% of the business meetings and should assist in the Unit's fundraising and community activities. Honorary Members may request consideration for re-application for Active Membership Status but must follow the same guidelines as stipulated in these bylaws for former members requesting active membership.

(f) Member in Good Standing

A member in good standing is one who meets the following conditions:

1. Complies with all requirements of the Code of Conduct.
2. Complies with all requirements of the Bylaws.
3. Maintains a minimum of 50 percent attendance.

Section 3.03 Attendance Requirements

Members are expected to attend a minimum of 50 percent of FCSAR activities. Members are responsible for notifying the Secretary of their attendance at Unit functions.

If a member's attendance falls below 50 percent, an Officer will contact the member and discuss how the member's attendance level can be increased. The Board will determine the course of action to resolve the situation.

Section 3.04 Leave of Absence

Any member desiring leave of absence from the Unit shall submit a written request to the Board of Directors. The Board will review and approve or reject the request. The maximum time a member may be on leave without repeating the Membership application process is one year. By a majority vote, the Board can extend a member's leave of absence under special circumstances such as military deployment, extended illness, bereavement, education, and so forth.

If the member returns within one year, they may resume Unit activities after submitting a letter to the Board of Directors certifying that they are in good health, have recovered sufficiently from any injuries sustained during absence, and that they can safely return to active member status. Any member who is granted a Leave of Absence must return all Unit equipment, including their FCSAR Identification Card.

Section 3.05 Resignation from the Unit

(a) Members – Resigning from Unit

Members can resign from the Unit via a written or oral request to the Board of Directors. The member must surrender all Unit/County owned property no later than thirty days from the time of resignation notification.

(b) Officers and Board Members – Resign from Position

An Officer or Director may resign from their position at any time by giving written notice to the Board of Directors. The resignation from the Office or Board position will be effective immediately, but they can remain a member of the Unit if requested.

(c) Members – Rejoining the Unit

Members who resign and later want to rejoin the Unit must be voted in by a two-thirds majority of the membership. This member must complete the Probationary member process and be voted on by the membership after completion of the Unit Service Hours.

Section 3.06 Disciplinary Actions

Deviations from the Unit's Code of Conduct and/or the Bylaws may require disciplinary action. The Board of Directors will take responsible, appropriate, and timely action regarding matters of disciplinary action. After a thorough review of the event(s) and circumstances involving a member's infraction, the Board of Directors may take one or more of the following actions:

1. First Disciplinary action: Issue a written reprimand
2. Second Disciplinary action: Suspend the member for a specified period
3. Third Disciplinary action: Terminate the member from the Unit

Section 3.07 Termination from the Unit

(a) Grounds for Termination

A member may be expelled for failure to abide by the Code of Conduct or failure to follow the Unit's Bylaws.

(b) Termination Procedure

A member, Director, or Officer may be expelled from the Unit by a two-thirds vote of the members present at any regularly scheduled meeting. The expelled member shall surrender all Unit/County owned property no later than thirty days from the time of termination notification.

Section 3.08 Recall

Any member of the Board of Directors is subject to a recall by a 3/4 majority vote of the voting membership. All members must be notified at least ten days in advance of such a vote. This notice shall be in letter form and shall include the date, time, and place where the vote will be conducted. The notice will also explain why the action is being taken. All

parties to the action shall be given adequate time and consideration to present their case.

Article IV. MEETINGS

FCSAR holds meetings at its headquarters. The Commander will preside over all Unit meetings. If the Commander is not present, the Vice-Commander will preside over the meeting. If the Vice-Commander is not present, the Secretary will preside over the meeting.

Section 4.01 Business Meetings

FCSAR holds its Business meetings at its headquarters every month. Members wishing to discuss a topic at the business meeting must contact the Secretary at least one day prior to the meeting and request to be added to the agenda.

Section 4.02 Board of Director Meetings

The FCSAR Board holds its meetings at its headquarters monthly.

Section 4.03 Annual Election Meeting

In compliance with state law, FCSAR holds its Annual Election Meeting at its headquarters in January.

Section 4.04 Training Meetings

Training meetings should be held quarterly.

Section 4.05 Special Meetings

Special Meetings of the Unit may be called by the Commander at any time. Board Meetings may be called by the Commander or the Board of Directors at any time. Committee Meetings may be called at any time by the Commander, Vice Commander, or the Committee Chairman.

Section 4.06 Quorum

1. At any duly called general meeting of the Unit, one-third of the total members, in good standing shall constitute a quorum.
2. A majority of the Directors shall constitute a quorum of the Board of Directors. All actions that require a vote by the Board must be undertaken with a quorum present.
3. At committee meetings, a majority of the committee shall constitute a quorum.

Section 4.07 Voting Eligibility for Motions

In any proceeding in which voting is required, each member in good standing is entitled to one vote. An Honorary member shall have one vote. Members not in good standing, Probationary members cannot vote. Junior members can vote only on items that directly affect the Junior Unit.

Article V. OFFICERS

Section 5.01 Commander

The duties and responsibilities of the Commander are:

1. Serve as the Unit's Chief Executive Officer.
2. Serve as the chairman of the Board of Directors.
3. Preside over all meetings of the membership.
4. Provide leadership during all search and rescue missions.
5. Identify members to serve in appointed positions and on committees.
6. Act as an ex officio member on all committees.
7. The Commander will only vote in the event of a tie.
8. Appoint a delegate to the Idaho State Search and Rescue official functions and other FCSAR-related functions.

Section 5.02 Vice-Commander

The duties and responsibilities of the Vice-Commander are:

1. Shall serve in the Commander's absence.
2. Act as the Public Information Officer by publicizing the activities of the Unit.
3. Assist the Commander in performing the duties required to manage the external and internal affairs of the Unit.
4. Direct all activities relating to recruitment, and maintenance of the Unit membership, (including Honorary membership and reinstatement of past members), and assign a member sponsor to Probationary members.
5. Be the liaison to the members in times of need, sickness, death, and so forth.

Section 5.03 Secretary

The duties and responsibilities of the Secretary are:

1. Create meeting agendas and email them to the Officers at least one day prior to the meeting. Upon approval from the Officers, distribute the agenda to the membership.
2. Record and keep minutes of all Board and Business meetings and distribute the minutes to the membership.
3. Maintain the Unit's roster including names, addresses, phone numbers, email addresses, and their significant other name and contact information.
4. Conduct the correspondence on behalf of the Unit as approved by the Commander.
5. Track members' attendance records and notify the Officers when a member's attendance falls below 50 percent.
6. In the absence of the Commander and Vice Commander, call the meeting to order and preside until the election of a Chairman Pro-Tem, which should take place immediately.
7. Retain copies of all legal and organizational records and other official documentation Unit documents.

Section 5.04 Treasurer

The duties and responsibilities of the Treasurer are:

1. Work with FCSAR Officers and the Board of Directors to manage the Unit's finances.
2. Keep and maintain the account records of the Unit.
3. Create and submit Claim forms to the Fremont County Sheriff's Office for reimbursement of FCSAR expenses.
4. Reconcile the monthly credit card statement and submit receipts to the Fremont County Sheriff's Office.
5. Reconcile and verify all fuel receipts and submit copies to the Fremont County Sheriff's office.
6. Complete and submit Search Reimbursement applications for missions where reimbursement is beneficial to the Unit.
7. Provide a monthly financial report of the Unit's finances listing expenses and income.
8. Ensure the Unit's finances are always audit-ready.

Article VI. BOARD OF DIRECTORS

Section 6.01 Director Positions

The Board of Directors is comprised of nine senior-unit members: Four Officer positions (Commander, Vice-Commander, Secretary, and Treasurer), four board positions; and the Past-Commander.

Section 6.02 Director Responsibilities

The Board of Directors is the governing body of the Unit. The Board of Directors shall:

1. Establish, revise and update, and enforce the Bylaws.
2. Enforce the Code of Conduct.
3. Conduct the Unit's business and administrative matters.
4. Oversee and manage the Unit's property, equipment, finances, and activities.
5. Work with external organizations, agencies, individuals, and other legal entities.

The Board is the Unit's governing body, and the Board will present any agreed upon changes to the membership. In general, the changes are not open to discussion by the membership. However, if the membership has meaningful input or disagreement with the decision, the Board may reexamine their decision and consider the members' input and feedback. The Board will present its final decision at the following business meeting.

Section 6.03 Supplementary Director Roles

In addition to the Board Members' responsibilities described above, the Commander will assign the additional role(s) as described below. The Supplementary Director Roles may change from year to year. Board Members may request assistance from and/or delegate these responsibilities to Unit members in good standing.

The Board member maintains records related to the assigned role and must provide a copy of the records to the Unit Secretary-Treasurer. At the end of the term, the board member must deliver the records to the next Board member fulfilling the role.

(a) Training Manager

1. Identify training that benefits the Unit and recommend training classes to the Board of Directors.
2. Plan, coordinate, and schedule a quarterly training session for the Unit. Ideally, at least two training sessions will be outdoors.
3. Publicize all training sessions via texts, emails, and/or telephone calls to ensure all members are aware of the training session.
4. Maintain training records, including attendance, outside training completed by members, and member certifications and expiration dates.

(b) Rolling Stock Quartermaster

1. Oversee the maintenance, preventative maintenance, inspections, and general repairs on all Unit/County owned vehicles, trailers, and snowmobiles.
2. Keep accurate records of maintenance and repairs.
3. Inform the Board of Directors if Unit members cannot perform required maintenance or repairs in which case the Board will determine if the equipment should be repaired by a qualified outside business or replaced.

(c) Equipment Quartermaster

1. Control all FCSAR-owned equipment such as vehicles, trailers, snowmobiles, boats, and Unit-owned gear assigned to members.
2. Maintain records of the equipment, equipment condition, equipment location, and/or member in possession of said equipment.
3. Ensure the MCC is stocked with equipment, food, and batteries. Ensure the MCC is always stocked and search-ready.
4. Provide each member with a list of all FCSAR-owned equipment assigned to a member annually and ensure members review, approve, sign the equipment list, and return it to the Equipment Quartermaster.
5. Members are responsible for informing the Equipment Quartermaster if a piece of FCSAR-owned equipment is damaged, lost, or stolen. The Equipment Quartermaster will work with the Board of Directors to determine if the equipment should be repaired or replaced, or at the discretion of the Board, not replaced.

(d) Building Steward

1. Monitor and track the building condition.
2. Approve and schedule building usage requests.
3. Document building-related issues and work with the Board to resolve the issues.
4. Take the garbage out and collect the Unit's mail on a weekly basis.
5. Schedule building cleaning days as needed and recruit Unit members to assist. At least four building-related work days per year should be scheduled to provide Probationary members an opportunity to fulfill their service hour requirements.

(e) Lil' Red Trailer Quartermaster

1. Ensure the Lil' Red Trailer is clean, organized, and ready to roll on all call-outs.
2. Perform any maintenance required to ensure the trailer is in top-running form. Document all repairs and maintain a log of all activities related to trailer maintenance.

(f) Medical Quartermaster

1. Control and track all FCSAR-owned medical equipment maintaining records of all medical-related equipment, the equipment's condition, location, and/or the member in possession of the equipment.
2. Maintain records of all medical supplies and replace supplies used after each search.
3. Unit members must inform the Medical Quartermaster if a piece of medical-related FCSAR-owned equipment is damaged, lost, or stolen. The Medical Quartermaster will work with the Board of Directors to determine if the equipment should be repaired or replaced, or at the discretion of the Board, not replaced.
4. Work with the Unit Officers to order medical supplies as needed. Upon approval of the purchase order, the Medical Quartermaster shall place the order and ensure all items are received and properly stored.
5. Maintain an updated list of Unit members' medical-related training and recertification deadlines. Work with the Training Quartermaster to coordinate medical training classes and documentation of these classes.

(g) Ropes and Repelling Quartermaster

1. Ensure the Unit has an adequate supply, and the required type of ropes necessary for all rescue missions (winter, summer, water, and snow).
2. Ensure all the Unit's ropes meet minimum safety requirements.
3. Replace ropes before their expiration date.

(h) Radios Quartermaster

1. Maintain records and inventory of all the Unit's radios, including radio serial number and the member assigned to each radio.
2. Ensure the FCSAR's radio license is current.
3. Ensure the Unit has an adequate supply of batteries on-hand for all the Unit's radios.
4. Provide training on proper radio use.
5. Program radios as necessary.

(i) Events Coordinator

The Events Coordinator manages FCSAR's participation in various events. Duties include publishing an FCSAR events calendar, serving as the primary contact person (or recruiting Unit members), determining how FCSAR will participate in the event, conceptualizing ideas, planning the event budget, coordinating all details before the event, handling day-of logistics, and presenting post-event reports to the Board.

Section 6.04 Officer and Board of Director Vacancy

Vacancies for Officers or Board of Directors positions shall be filled by a majority vote of the Membership at the next regular business meeting. The new Officer or Director shall assume responsibilities of the office at the next meeting.

1. If a board member loses his/her position. They are not eligible for election or to fulfill an Officer or Board of Director vacancy for 12 months.
2. If a Board of Director member cannot meet minimum attendance requirements, they must inform the Board of Directors as soon as possible to the position can be filled.

Article VII. APPOINTED POSITIONS

Within one month of being elected, the Commander will appoint members to fulfill key positions. The Board will determine what Unit responsibilities are sufficiently complex to require the appointment of a designated leader. The Board may also create special committees and appoint members to those committees as needed.

The appointee(s) will assume responsibility for the position immediately following acceptance of the position and continue through February of the following year. All appointees must be a member in good standing of the Senior Unit and agree to accept the responsibilities of the position.

The term of the appointed positions is one year. A member may hold multiple appointed positions. Members holding appointed positions may, with the Commander's approval, ask another member to assist in the position's responsibilities.

Article VIII. ELECTIONS

Section 8.01 Nominations

Starting October 1 through the day prior to the January Election meeting, Officer and Director positions are listed on a whiteboard at headquarters. Senior-Unit members nominate members for Officer and Director positions by writing the member's name under the position title. During the January Election meeting, members can nominate additional members for each position immediately preceding the vote for that position. The following rules apply:

1. Any Senior-Unit members in good standing can nominate members.
2. Any Senior-Unit members in good standing can be nominated.
3. Members do not have to be present to be nominated.
4. Members can decline nominations.
5. Each nominee must accept the responsibility of the position for which they have been nominated.
6. Nominees for the Commander's Office are limited to members who have served a minimum of two years on the Board at any point in time.

Section 8.02 Election & Voting Procedure

1. FCSAR elects Officers and Directors annually at the January meeting.
2. Members must be present to vote.
3. There will be no absentee voting.
4. Members in good standing will cast one vote for each Officer position (Commander, Vice-Commander, Secretary, and Treasurer) and one vote for each of the two open Director positions.
5. The Sheriff, the Sheriff's office liaison, or an FCSAR member designated by the Sheriff will count the votes and announce the winner.
6. The current Board (the time of the election) shall recount all votes before leaving the Election meeting.
7. The nominee receiving the highest number of votes in each position is elected. If there is a single nominee for a position, that candidate is elected by default.

Section 8.03 Seating of New Officers and Directors

Newly elected Board members will be seated at the end of the Election meeting and hold the full authority and responsibilities of a Board member.

Section 8.04 Term Duration

1. Each Officer will serve a one-year term.
2. Each Director will serve a two-year term. The terms will be staggered such that two Directors are elected in one year and two Directors are elected the following year.
3. If a Director is elected to an Officer's position, the Nominating Committee will request nominations to fill the open Director position. The person elected to this position will serve out the remaining time in the Director's position.
4. If the Past-Commander is elected to an officer position, he/she will serve as both the Officer and the Past-Commander but will only have a single vote.

Section 8.05 Term Limits

1. FCSAR Officer positions are limited to five consecutive terms (a total of five years). Upon completion of five consecutive years in the same Officer position, the member is not eligible to run for the same position for one year. The member may be elected to a different Officer or Director position.
2. FCSAR Director positions are limited to two consecutive terms (a total of four years). Upon completion of two consecutive Director terms, the member is not eligible to run for a Director position for one year. The member may be elected to an Officer position.

Article IX. CODE OF CONDUCT

All members of the Unit shall obey the Code of Conduct as established by the Unit.

Article X. MISCELLANEOUS

Section 10.01 Liability and Indemnification of Members

The members shall not be personally liable for the debts, liabilities, or other obligations of the Unit. The Unit shall fully indemnify all members as permissible under the Idaho state.

Section 10.02 Injuries

Members are eligible for workman's compensation while performing assigned duties for an authorized search and rescue mission or during authorized training activities. Coverage begins when members are notified to respond and continues until they return home or work if no route deviations are made for personal reasons.

1. Injuries occurring during a search mission or Unit activity must be reported within 24 hours to the Unit Commander.
2. The Sheriff's SAR Coordinators will write the report for personnel requiring treatment beyond basic first aid for submitting the report to the Sheriff's department.

Section 10.03 Compensation

All members agree to serve as Unit members in a volunteer capacity. Members are not compensated for their time or service

Section 10.04 Purchasing Policy

(a) Board of Directors

The Board of Directors must approve all purchases of equipment, supplies, or services over \$1,000.

(b) Appointed Positions

Members holding an appointed position may purchase equipment, supplies, or services relating to their position if the purchase is less than \$250 not to exceed \$500 annually. A member of the Board must be notified prior to the purchase.

(c) Other Expenditures

Team members will not be paid for their services.

Section 10.05 Outside Agencies

No member may communicate or conduct business with an outside agency or organization regarding Unit-related matters without the prior approval of the Commander. An outside agency is any person who is not a member, or any agency outside the Team.

Article XI. AMENDMENTS

Members must submit proposals to amend the bylaws to the Board of Directors in writing not less than 45 days prior to any Board meeting. The Secretary will ensure all Board members have a copy of the proposed amendment.

Member may amend the bylaws by a two-thirds majority vote of the membership at any Business meeting. Thirty days' advance notice of the proposed changes must be given to the members.

Article XII. DISSOLUTION

Dissolution of FCSAR may occur in the event of: majority vote of the membership, by order of the State of Idaho or the Fremont County Sheriff's Office, by a court or other legal action, or by a loss of membership such that the total number of members falls to less than five.

In the event of the dissolution of this Unit, all monies and properties of the Unit will be in the possession of and controlled by the Sheriff.

Article XIII. ADOPTION OF BYLAWS

The membership approved and adopted these bylaws at the December 7, 2022 FCSAR Business meeting.