

BY-LAWS OF  
ALBANY COUNTY SHERIFF'S SEARCH AND RESCUE

ARTICLE I - These By-Laws shall be effective on and after June 1, 2016.

ARTICLE II - General Provisions

- 1) Throughout these by-laws the Albany County Sheriff's Search and Rescue shall be referred to as the ACSSAR.
- 2) The ACSSAR shall serve at the discretion of the Albany County Sheriff. The scope of the ACSSAR's work shall be within the boundaries set by the Sheriff or his designated representative.
- 3) Members of the ACSSAR will conduct themselves in a manner so as to not bring discredit to the Sheriff, his or her office, or the ACSSAR.
- 4) The mission of Albany County Sheriff's Search and Rescue is to
  - a) provide Albany County and surrounding areas dedicated and trained volunteer resources in the event of lost, overdue, or missing persons, or emergency situation,
  - b) ensure members receive and maintain high quality training to create proficient search teams and individuals, and
  - c) to provide community oriented services.

ARTICLE III - Membership

- 1) There shall be two (2) classes of membership in the ACSSAR:
  - a) Voting Member
    - i. Voting Members shall have voting status at all membership meetings of the ACSSAR.
    - ii. Voting Members may hold an office or be a member of the Board of Directors.
  - b) Affiliate Member / Group
    - i. Affiliate Members / Group shall have no voting rights in the ACSSAR.
    - ii. Affiliate Members/ Group may not hold an office.
    - iii. Affiliate Members/ Group shall be approved by the Sheriff and Board of Directors.
  - c) Throughout these by-laws the term "Member" shall refer to Voting Members or Affiliate Members.
- 2) All members of the ACSSAR shall be 18 years of age or older.
- 3) Application for membership shall be in accordance with the policies set forth in the Resolutions of Operating Procedures (ROPs).
- 4) A Member in Good Standing is one who attends a minimum of six meetings within a 12-month period, participates in ACSSAR functions, and maintains training to levels defined in accordance with the Resolutions of Operating Procedures (ROPs).
- 5) Membership shall not be transferable.
- 6) A member may resign at any time by delivering a written resignation to the President or any member of the Board of Directors.

- 7) Should a Member participate in behavior that the Board of Directors deems unfit of an ACSSAR member and the organization's reputation, the Member's status within ACSSAR shall be determined as follows:
  - a) The Member's application is re-submitted to the Sheriff's Office for their approval or denial. If the Sheriff's Office denies the application the Member shall be immediately removed from the group.
  - b) If the Sheriff's Office does not deny the application, the Member's status within the organization is subject to the Board's discretion. The Board may maintain the Member's current status, request a hearing with the Member, place the Member on probationary status for an allotted time, remove the Member from the organization, or deal with the situation in any other manner they see fit.

#### ARTICLE IV - Board of Directors

- 1) The management and operation of the ACSSAR, except as otherwise provided herein, shall be vested in the Board of Directors.
- 2) The Board of Directors shall be elected by a quorum of the Voting Members at the annual meeting.
- 3) The Board of Directors shall consist of five (5) Voting Members and may additionally consist of two (2) Affiliate Members.
- 4) The term of office for the Board of Directors shall be staggered as follows:
  - a) Four (4) Directors shall each be elected to two (2) year terms, with two Directors' terms ending on the off year of the two (2) other two-year term Directors.
  - b) One (1) Director shall be elected to a one (1) year term.
  - c) Beginning with the 2006 annual election of Directors:
    - i. Two (2) two-year term Director positions will be designated as the "second half" of the two-year term, and those persons elected to these positions will serve one year as though it were the end of a two-year term.
    - ii. Two (2) two-year term Director positions will be designated as "complete" terms and those persons elected to these positions will serve two-year terms.
    - iii. The final Director position will be designated a one-year term and such position will be voted on annually.
- 5) No Director shall serve more than six (6) consecutive years.
- 6) Any vacancy occurring on the Board of Directors may be filled by a majority vote of the remaining Board of Directors.
- 7) A majority of the Board of Directors shall constitute a quorum for the transaction of business.
- 8) The Board of Directors shall meet at such times as may be called by the President or two (2) members of the Board of Directors.
- 9) The Board of Directors shall require minutes of all meetings to be kept, which shall be open for inspection by any member of the ACSSAR upon reasonable notice.
- 10) A member of the Board of Directors may be removed from office by:
  - a) A majority of the Voting Members; or
  - b) By the Board of Directors if the Board Member in question was appointed by the Board of Directors to fill a vacancy.

## ARTICLE V - Officers

- 1) The officers of the ACSSAR shall be a President, a Treasurer, a Secretary, a Vice President and a Training Officer.
- 2) The officers of the ACSSAR shall be elected by a quorum of the Voting Members at the annual meeting.
- 3) A vacancy in any office shall be filled for the unexpired term by a majority vote of the Board of Directors.
- 4) An officer may be terminated by a majority vote of the Board of Directors.
- 5) The duties of the respective officers shall be as follows:
  - a) **President** - The President shall preside at all meetings of the ACSSAR and shall perform all such other duties as are ordinarily incumbent upon such office.
  - b) **Vice President / Equipment Officer** - The Equipment Officer shall ensure that all equipment and communication systems are properly maintained. As needed, the Vice President will perform additional duties at the request of the President and/or Board.
  - c) **Treasurer** - The Treasurer shall receive and safely keep all monies coming into the ACSSAR and shall disburse the same according to the order of the Board of Directors.
  - d) **Training Officer** – The Training Officer shall be in charge of communicating, arranging, monitoring, tracking and recommending training for the organization.
  - e) **Secretary** - The Secretary shall conduct all correspondence of the Board of Directors and such other duties as may be assigned to the office by the Board of Directors.

## ARTICLE VI - Meetings

- 1) The annual meeting of the ACSSAR will be held on the last Tuesday of March of each year.
- 2) The regular meetings of the ACSSAR will be held on the last Tuesday of every month excluding December. Whether to have a December meeting and any business which would be conducted at such meeting will be addressed at the November meeting.
- 3) The membership shall be notified of meetings no later than 5 days prior to each meeting.
- 4) A special meeting of the ACSSAR may be called by the Board of Directors or one (1) or more written demands by Voting Members of the ACSSAR that constitute 10% of the Voting Members.

## ARTICLE VII- Quorum and Voting

- 1) There must be at least 25% of Voting Members present at the annual meeting to constitute a quorum for the transaction of business or the election of the Board of Directors.
- 2) If a quorum is not present at the annual meeting, the election of the Board of Directors will be postponed until the following regular membership meeting, where 10% of the Voting Members shall constitute a quorum for the transaction of business or the election

- of the Board of Directors.
- 3) All other membership meetings of the ACSSAR must have 10% of the Voting Members present to be considered a quorum.
  - 4) The Board Members not up for re-election shall certify the votes at the end of the balloting.

#### ARTICLE VIII - Dues and Assessments

- 1) Dues shall be prescribed in the ROPs of the ACSSAR.
- 2) If additional funds are necessary for the operation of the ACSSAR, a special assessment may be enacted by the Board of Directors.

#### ARTICLE IX - Order of Business

- 1) The order of business shall be governed by Robert's Rules of Order at all meetings of the ACSSAR.
- 2) The agenda shall be established by the Board of Directors at its monthly meeting and disseminated by the Secretary.
- 3) Meetings shall include the following orders of business:
  - a) Call to order by the President
  - b) Reading of Minutes
  - c) Report of Officers
  - d) Report of Committees
  - e) Unfinished Business
  - f) New Business
  - g) Nomination and election of Board of Directors, if an annual meeting.
  - h) Adjournment.

#### ARTICLE X - Nominations

- 1) Nominations may be made verbally as new business at the meeting or submitted by written notification to the President. Nominations will also be accepted from the floor of the annual meeting prior to voting.

#### ARTICLE XI - Monies and Disbursements

- 1) All monies of the ACSSAR shall be disbursed according to the order of the Board of Directors.
- 2) All monies of the ACSSAR shall be deposited in a federally insured institution that shall be approved by the Board of Directors.
- 3) The ACSSAR's monies shall not exceed federally insured levels at any given institution.
- 4) Checks drawn against ACSSAR funds shall be signed by the Treasurer or the President or an authorized Board member. Expenditures of \$500 or more shall require approval through majority vote of the Board.

#### ARTICLE XII - Policy

- 1) No public statement, comment or official acts in the name of or on behalf of the ACSSAR shall be issued by any officer or member of the ACSSAR unless it has been previously approved in writing by the Board of Directors, with the exception of Facebook posts by members who have been granted Facebook permissions by the Board.
- 2) **PRIVACY:** Regarding the collection, use, and disclosure of Personal Information collected from members during the application process:
  - a. Personal Information provided on the ACSSAR application will be used by the Albany County Sheriff's Office to conduct a background check on inquiring new members.
  - b. One hard copy of the application may be kept on file by the Board & Officer team. Additionally, the application will be scanned and an electronic copy will be uploaded to a shared ACSSAR document repository.
  - c. The above-stated copies will be made available to the Board & Officer team; Personal Information will not be disclosed to outside third parties or accessible to the general membership.
  - d. The ACSSAR Board of Directors will provide reasonable and appropriate protection of Personal Information and ensure the security of electronic and hard copies within its means.
  - e. This Privacy Policy is effective as of April 1, 2017 and will remain in effect except with respect to any changes made to its provisions in the future, at the discretion of the Board of Directors.
  - f. ACSSAR reserves the right to update or change this Privacy Policy at any time. If any changes are made to this Privacy Policy, members will be notified through the email address provided or informed at monthly meetings.

#### ARTICLE XIII - Fiscal Year

- 1) The fiscal year of the ACSSAR shall begin January 1st and end on December 31st of each year.