

**BYLAWS**  
**OF**  
**LAWRENCE COUNTY SEARCH AND RESCUE**

*LEAD/DEADWOOD DISTRICT*

**Amended December 9, 2002**

**PART 1 MEMBERSHIP:**

*(cf. Article 4 of Constitution)*

**1.01** Anyone, 18 years of age or older, who is physically and mentally capable of receiving training and performing rescue work may submit a written application to LCSAR for membership.

**1.02** The applicant shall be interviewed by a committee of the Executive Board and a recommendation for acceptance or rejection shall be delivered to the executive board.

**1.03** Upon acceptance, the new member shall serve a three (3) month training and probation period.

**1.04** Upon completion of the 3 month probation period, the applicant will be evaluated by the Executive Board. Lacking a favorable recommendation to member status, the member shall be granted a 3 month extension or terminated.

**1.05** An inactive membership shall be available to those members requesting this status due to injury, illness or other reason, on approval by vote of the membership. This membership must be renewed annually. Inactive members shall not retain their voting rights.

**1.06** Honorary Members shall be past or present members or the public who are presented with an Honorary Membership for their service to LCSAR. This member shall have voting privileges.

**1.07** Any member moving from inactive to active status must submit a letter to the executive board who will approve or disapprove reinstatement.

**1.08** Members of LCSAR shall be issued identification cards indicating the member's status and privileges.

**PART 2 DUTIES OF MEMBERS:**

*(cf. Article 4 of Constitution)*

**2.01** All members of LCSAR shall have a thorough knowledge of the Constitution and Bylaws and agree to abide by them and any Standing Orders enacted by the membership.

**2.02** It shall be the duty of each member of LCSAR to take part in its activities and to act in whatever capacity the member may be called.

**2.03** Members of LCSAR shall provide services based of human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

**2.04** Members of LCSAR shall maintain professional competence and demonstrate concern for the competence of other members. Each member shall assume responsibility in defining and upholding standards of professional practice and education.

**2.05** Each member of LCSAR shall respect and hold in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

**2.06** Members of LCSAR shall refuse to participate in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

### **PART 3 ELECTION OF OFFICERS:**

*(cf. Article 5 of Constitution)*

**3.01** All offices will be held for a two (2) year term beginning on odd numbered years. The same office cannot be held consecutively.

**3.02** A member will be required to have one (1) year of service as a member of LCSAR before holding an office.

**3.03** The nomination of officers will take place at the November meeting on even numbered years. The election of officers will take place at the December meeting with the new officers taking office at the January meeting.

**3.04** The election will be by secret ballot.

**3.05** In case there should, at any time, be but one (1) candidate for an office, the bylaws requiring election by ballot may be suspended by a two-thirds vote of the members present and voting.

**3.06** The membership may vacate the position of any officer: who is absent from meetings of the LCSAR for two (2) consecutive months without good cause. who was replaced by an acting officer and determined by the membership to be unable to complete his term of office.

**3.07** The membership of LCSAR may impeach any officer guilty of immoral conduct, abuse of office or actions which may dishonor LCSAR.

**3.07.1** A formal petition signed by 1/2 the voting members of LCSAR and must be presented to the Executive Board and the membership of LCSAR.

**3.07.2** The officer in question and the membership of LCSAR shall be notified in writing by the Executive Board of a formal hearing on the impeachment at the next regular scheduled business meeting.

**3.07.3** After formal discussion, the membership of LCSAR may by a vote of 2/3 impeach the officer.

#### **PART 4 DUTIES OF THE EXECUTIVE BOARD:**

*(cf. Article 5 of the Constitution)*

**4.01** Executive Board shall consist of the four elected officers.

**4.02** The Executive Board shall transact routine business, fill all vacancies in office, recommends policies to the membership and act for the membership in case of emergency.

**4.03** The Executive Board shall interview applicants for membership in LCSAR and through the interview process determine if the applicant demonstrates the aptitude for emergency rescue work.

**4.04** The Executive Board shall prepare its recommendations for LCSAR's annual budget and shall present them to the membership for action.

**4.05** The Executive Board at its first meeting shall review the LCSAR Constitution, Bylaws, and Standing Orders and training requirements.

**4.06** The Executive Board shall inform applicants for membership of their acceptance or rejection in writing.

**4.07** The Executive Board shall act as the Team Historian and record all LCSAR activities in a journal kept for that Purpose. The Secretary shall arrange for annual photographs of team members, vehicles, and facilities and shall keep the team scrapbook.

**4.08** It shall be the duty of the Executive Board to keep a minimum roster of twenty-five (25) active members.

**4.09** The Executive Board shall by example encourage the wearing of the team uniform at all team meetings, special functions and whenever possible, on emergency responses.

**4.10** The Executive Board shall have the responsibility of developing a prioritized list of equipment needed by LCSAR.

**4.11** The Executive Board shall make recommendation to the membership on all proposals to purchase equipment.

**4.12** The Executive Board guided by the President shall extend through the mediums of the press, radio, and television the aims and accomplishments of LCSAR. It shall at all times endeavor to give the public an accurate account and intelligent understanding of LCSAR as an educational and service organization.

**4.13** The Executive Board shall coordinate the LCSAR equipment needs with the short and long-term goals established by the membership with guidance from the Civil Defense Director.

**4.14** The Executive Board shall authorize persons to sign checks.

**4.15** The Executive Board shall set the date of record for the purpose of determining membership.

## **PART 5 COMMITTEES:**

*(cf. Article 5 of Constitution)*

**5.01** Committees may be created by the membership to perform special tasks. Committees may be nominated from the floor or the president may be instructed to appoint the committee.

## **PART 6 DUTIES OF THE PRESIDENT:**

*(cf. Article 5 of Constitution)*

**6.01** The President shall preside at meetings of the membership and the Executive Board.

**6.02** The President shall follow the Order of Business as outlined in the Standard operating guidelines.

**6.03** Within one (1) month of his installation the President shall call a meeting of the Executive Board to discuss plans for the coming year.

**6.04** The President, or the delegated representative, shall represent LCSAR at all meetings and in all other places where such representation is desirable.

**6.05** The President shall strive to uphold the dignity of the organization and to maintain its high purpose and ideals.

**6.06** In the event of a particularly stressful response, the President or the designated representative shall arrange for Critical Incident Stress debriefing for all members involved.

**6.07** The President has the option to authorize privileges stated on the member's identification card by affixing his/her signature thereto.

## **PART 7 DUTIES OF THE VICE PRESIDENT:**

*(cf. Article 5 of Constitution)*

**7.01** A Vice President shall preside at all meetings in the absence of the President and assume the business of the President.

**7.02** In the absence of the Treasurer, the Vice President is authorized to receive all monies for LCSAR and shall give a receipt therefor. He/she shall turn all such monies received along with an itemized report to the Treasurer before the next regular business meeting.

## **PART 8 DUTIES OF THE SECRETARY/TREASURE:**

*(cf. Article 5 of Constitution)*

**8.01** The Secretary/Treasure of LCSAR shall keep accurate minutes of regular business meetings and meetings of the Executive Board in journals designated for that purpose.

**8.02** The Secretary/Treasure shall keep a current mailing list of all members of LCSAR which shall also include both home and work telephone numbers and employer's address.

**8.03** The Secretary/Treasure shall notify the membership of all special meetings as outlined in the bylaws of LCSAR.

**8.04** The Secretary/Treasure shall file all correspondence and replies for future reference.

**8.05** The Secretary/Treasure shall maintain adequate stocks of office supplies needed for the operation of LCSAR and shall make recommendations for the purchase of such supplies.

**8.06** The Secretary/Treasure shall maintain the subscriptions of LCSAR.

**8.07** The Secretary/Treasure shall keep a record of attendance for all meetings.

**8.08** The Secretary/Treasure shall keep a record of each member's response to emergency calls.

**8.09** The Secretary/Treasurer shall receive all monies due and payable to LCSAR and shall give a receipt and deposit all such monies in the name of LCSAR in such banks, trust companies or other depositories as the Executive Board shall select.

**8.10** The Secretary/Treasurer shall act as the Secretary/Treasurer of all committees.

**8.11** The Secretary/Treasurer shall submit his financial records to the Executive Board to be audited annually.

**8.12** The Secretary/Treasurer shall pay all approved bills of LCSAR.

**8.13** The Secretary/Treasurer shall submit in a timely manner all forms to the IRS requires of a non-profit organization such as LCSAR.

**8.14** The Secretary/Treasurer shall keep an account book containing the financial records of LCSAR and shall make a complete report to the membership at each regular business meeting.

## **PART 10 DUTIES OF THE TRAINING OFFICER:**

*(cf. Article 5 of Constitution)*

**9.01** The Training Officer shall have the responsibility of maintaining a reference library for the use of the members of LCSAR.

**9.02** The Training Officer shall keep certificates for training completed by LCSAR members. All certificates for training shall be copied and filed.

**9.03** The Training Officer shall make every effort to offer nationally recognized training courses that result in certification for the members of LCSAR.

**9.04** The Training Officer shall make recommendations for the purchase of training materials needed by LCSAR.

**9.05** The Training, Officer shall develop a training schedule for his term of office.

**PART 10 MEETINGS:**

*(cf. Article 6 of Constitution)*

**10.01** All regular business meetings of LCSAR shall be held in the operations room at the Public Safety building in Deadwood, South Dakota.

**10.02** All regular business meetings of LCSAR shall be held on the first Monday of month at 7:00 PM, unless it is a legal holiday, in which case it will be the following Monday.

**10.03** Special meetings may be called through the Secretary by the President or upon the request of at least three (3) members. The purpose of the special meeting must be stated in the call.

**10.04** Only the business for which a special meeting has been called shall be transacted at the meeting.

**10.05** Two (2) members shall constitute a quorum at any Executive Board meeting.

**10.06** Two (2) members shall constitute a quorum at any committee meeting.

**10.07** Committee meetings shall be subject to the call of the committee chairman or the President.

**10.08** The Executive Board may meet at the call of the President or at the request of one of its members.

**10.09** Committees shall not meet when a regular business meeting is in session.

**10.10** The Executive Board shall not meet when a regular business meeting is in session.

**CERTIFICATION**

I hereby certify that the foregoing Bylaws, consisting of seven pages, including this page, constitutes the Bylaws of Lawrence County Search and Rescue, adopted by the membership of the organization as of the \_\_\_\_\_ day of \_\_\_\_\_, 1997

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Secretary, LCSAR

ATTEST:

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President, LCSAR

Date

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Director of Emergency Management  
Date

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Date

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