

King County Search Dogs BY-LAWS

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ARTICLE I- NAME, ORGANIZATIONAL STRUCTURE AND MISSION

- 1.1 King County Search Dogs (hereafter "KCSD") was incorporated as a non-profit Washington corporation in 1996, and has been granted 501(c) 3 status by the Internal Revenue Service.
- 1.2 KCSD's mission is to find and aid people in distress, and to assist law enforcement agencies with evidence searches. KCSD provides tracking/trailing, airscent and specialty search dog teams for effective and efficient canine search to support the King County Police Department Special Operations Unit in successfully locating missing persons (both wilderness and urban settings), drowning victims, deceased victims, avalanche victims and evidence articles at a crime scene.

ARTICLE II- ADOPTION AND AMENDMENTS OF BY-LAWS

- 2.1 The By-laws of KCSD, in conjunction with the laws of the State of Washington, shall govern the internal operations of the KCSD.
- 2.2 The By-laws of KCSD shall be adopted and take effect upon a majority vote of the active membership in good standing, present, and entitled to vote at a meeting.
- 2.3 Amendments to KCSD By-laws may be proposed by the Executive Board or by written petition signed by at least twenty-five percent (25%) of the eligible voting members in good standing and presented to the Secretary. The Executive Board must review all petitions for amendments at the next regular or special meeting.
- 2.4 After review, the Executive Board shall conduct a vote utilizing a written ballot held at the stated regular or special meeting following presentation and review of the proposal or petition. Each voting member shall be sent one ballot via the U.S. mail at least fourteen (14) days prior to the next scheduled general membership meeting.
- 2.5 Changes to the KCSD written policies and procedures, which are not an embodiment of the By-laws may be recommended by the Executive Board as needed. These changes shall be submitted, in writing, to the general membership for review and approval vote, provided that such action does not violate state statutes or the rules and policies of the King County Search and Rescue Association ("KCSARA"), of which KCSD is a member.

ARTICLE III- MEMBERSHIP ELIGIBILITY, TYPES OF MEMBERSHIP, SEPARATION, REINSTATEMENT OF MEMBERSHIP, AND COMPLAINTS.

- 3.1 Any person may petition for membership in KCSD provided the individual has submitted a complete application for membership, including all required documents and fees to the Executive Board. Membership in KCSD is limited to residents of King, Pierce and Snohomish Counties, with exceptions for honorary or inactive members.

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- 3.2 KCSD recognizes the following types of membership:
- 1) Active Members:
 - a) Operational Member (voting)
 - b) Candidate Member (non-voting)
 - c) Junior Member (non-voting)
 - 2) Inactive Members (non-voting)
 - 3) Honorary Members (non-voting)
- 3.3 The resignation of any KCSD member, should be delivered in writing to the President, Secretary or Treasurer, and shall become effective immediately upon its acceptance by the Executive Board provided that the Executive Board may not accept the resignation unless all indebtedness of any such member to KCSD has been paid.
- 3.4 Any member who forfeits, resigns, or otherwise voluntarily separates membership with KCSD may apply to the Executive Board for reinstatement within one (1) year. Any person whose membership is revoked, cancelled or otherwise withdrawn by the Executive Board may apply for reinstatement within three (3) months from the date of the involuntary separation.
- Only written requests for reinstatement will be considered. It is at the discretion and a two-thirds (2/3) vote of the Executive Board to reinstate any member. If the application for reinstatement is not accepted by the Executive Board, the person may not apply again for membership until one calendar year has passed, and must go through the normal application process.
- 3.5 Any complaint made against KCSD or any member of KCSD shall be presented in writing to the Executive Board for review and consideration.

ARTICLE IV- DUES AND LIABILITY INSURANCE

- 4.1 Dues may be established by the Executive Board in the dollar amount set by a simple majority vote of the membership.
- 4.2 All active members of KCSD shall be required to comply with any/all Proof of Insurance laws for motor vehicles as provided by Washington State law. Documentation of current and valid Proof of Insurance will be required of each active member on a yearly basis, and may be requested of any member at any time by the Board of Directors.

ARTICLE V- MEETINGS, QUORUM, RULES OF ORDER

- 5.1 Regular meetings for the membership of KCSD shall be held monthly.
- 5.2 Regular meetings of the KCSD Executive Board shall be held no less than quarterly.
- 5.3 The Executive Board or the President may call special meetings of the membership or the Executive Board upon written notice to the Secretary at least five (5) calendar days before such meeting.

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- 5.4 A simple majority of the active operational members of KCSD, present and in good standing, shall constitute a quorum for the transaction of business at any meeting of KCSD.
- 5.5 Parliamentary procedures in all meetings of KCSD, its committees and Executive Board shall be in accordance with Robert's Rules of Order.

ARTICLE VI- ELECTION OF OFFICERS

- 6.1 Nominations for Officers and Executive Board Members shall be accepted during the November regular membership meeting. Elections shall be held at the December regular membership meeting, and shall be by individual ballot. Ballots shall be mailed to each voting member in good standing at least fourteen (14) days prior to the December regular membership meeting. Ballots may be cast in person or by written proxy at the-regular membership meeting.
- 6.2 The Executive Board shall consist of the KCSD President, Vice President, Immediate Past President, Secretary, Treasurer, and two (2) Members-At-Large. In the event that there is no Immediate Past President, there shall be three (3) Members-At-Large elected for a total of seven (7) members.
- 6.3 All Officers and Executive Board Members shall be elected to a two (2) year term of office, and shall serve until their successor is elected. The President, Treasurer and one Member-At-Large (two Members-At-Large if there is no Immediate Past President) shall be elected for service in years ending in an even number. The Vice President, Secretary and one Member-At-Large shall be elected for service in years ending in an odd number.
- 6.4 No Officer (President, Vice President, Secretary or Treasurer) may run for consecutive terms for any office. Members-At-Large may run for an Officer's position while still a Member-At-Large. No spouses shall serve as Officers at the same time.
- 6.5 Any vacancies that occur on the Executive Board, with the exception of the President, shall be filled for the unexpired term of office by a majority vote (51%) of the eligible voting members present and in good standing at the next stated regular or special meeting immediately after the Executive Board is notified, in writing, of the vacancy.

ARTICLE VII- DUTIES AND RESPONSIBILITIES OF OFFICERS

- 7.1 The Executive Board shall be responsible for the general management, business affairs, and protecting the bests interests of the organization. Its duties include but are not limited to reviewing membership applications, resignations, involuntary separations, disciplinary actions, and reinstatements.
- 7.2 The President shall preside over and conduct all stated regular or special meetings, as well as the meeting of the Executive Board. Shall call for special meetings as requested under the provisions of these By-laws. Shall be the official agent for the organization.

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- 7.3 The Vice President shall conduct and preside over any regular, special or Executive Board meeting in the absence of the President. Shall automatically succeed the President and complete the unexpired term of office in the event of the resignation of the President.
- 7.4 The Secretary shall be responsible to maintain a written record and minutes of all stated regular, special and Executive Board meetings. Shall be responsible for attendance records at meetings and training sessions, membership applications, reports, correspondence and maintaining a current membership roster. Shall update and maintain the unit's WAC training records at the King County Police Department Special Operations Office. Shall administer a small petty cash fund as needed for postage and supplies relating to the responsibilities of the Secretary. Shall provide a correct written record of the minutes of all stated regular, special and Executive Board meetings to the Editor of the KCSD newsletter.
- 7.5 The Treasurer shall collect, receive and deposit all monies due to and belonging to KCSD. Shall maintain clear, concise, and accurate records of all KCSD financial transactions that occur. Shall present accurate accounting of all funds received and disbursed on a monthly basis at the regular meeting, and upon request at any Executive Board meeting. Shall maintain open books subject to compilation at any time, and shall ensure that compilation is conducted yearly as required in these By-laws.
- 7.6 Members-At-Large shall stay in contact with the eligible voting members in good standing and candidate members to convey concerns, requests, input or information to the Executive Board. Shall represent the voice of the general membership in regular or special meetings or Executive Board meetings.
- 7.7 The Immediate Past President shall be a representative on the Executive Board.
- 7.8 The Executive Board shall appoint the committee chairpersons to the standing organizational committees. Standing committees shall include but not be limited to:
- a) Awards
 - b) Communications and Equipment
 - c) Evaluation
 - d) Finance and Audit
 - e) Membership
 - f) Publication/Newsletter
 - g) SAR Van
 - h) Standards, Policies, and Procedure
 - i) Training.
- 7.9 The Executive Board shall seek volunteers for, and may appoint delegates to represent the interests of KCSD on KCSARA committees that shall include but not be limited to:
- a) The KCSARA General Meetings
 - b) The KCSARA Unit Leaders Meeting
 - c) The State Standards Committee.

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- 7.10 The duties and responsibilities of the individual committees and delegates shall be determined by the Executive Board and shall be specified in the KCSD Policies and Procedures.

ARTICLE VIII- EXPENDITURE OF KCSD FUNDS, ASSESSMENTS, FINANCIAL GUIDELINES

- 8.1 The purchase of equipment or other property of more than five hundred dollars (\$500.00) from the KCSD treasury shall be at the recommendation of the Executive Board and approved by two thirds (2/3) of the eligible voting members in good standing present at a regular or special meeting where a meeting quorum exists.
- 8.2 Expenditures of KCSD funds for normal monthly expenses, such as telephone costs, postage, pager rental, secretarial or newsletter costs or supplies, or fees due are specifically exempt from a requirement of general membership vote approval, provided that no single expenditure or vendor account exceeds one hundred dollars (\$100.00) and all such expenses are reviewed and approved by the Treasurer.
- 8.3 Proposed expenditures of KCSD funds exceeding one hundred dollars (\$100.00) for any single vendor or account for equipment, property or services, requires a meeting quorum of at least twenty-five percent (25%) of the eligible voting members in good standing be present at the stated regular or special meeting. To be approved, the proposed expenditure must receive a positive vote from two-thirds (2/3) of the eligible voting members present.
- 8.4 No KCSD monies shall inure to the personal benefit of any member. No assessments, other than for duly prescribed fees and dues shall be placed upon any member of KCSD.
- 8.5 Emergency operational expenses may be approved by a simple majority vote of the Executive Board with an accounting made of these expenses to the general membership at the next regular membership meeting.

ARTICLE IX- DISSOLUTION OF THE ORGANIZATION AND ASSETS

- 9.1 The eligible voting members of KCSD may dissolve the organization at any time by the written and signed consent of not less than two-thirds (2/3) of the eligible voting members in good standing. The Executive Board shall ensure that all proper dissolution documents are completed and filed with the proper authorities.
- 9.2 The assets of KCSD will be assessed and collected by the Treasurer within thirty (30) days of the date of dissolution, and disposed of in a legal manner as prescribed in the Articles of Incorporation.