

# BYLAWS OF THE SEARCH AND RESCUE SASKATCHEWAN ASSOCIATION OF VOLUNTEERS

## BYLAW I - MEMBERSHIP

### A. MEMBERSHIP REQUIREMENTS

1. A Group interested in the Search and Rescue Saskatchewan Association of Volunteers shall meet the objectives of the SARSAV Constitution, Articles and Bylaws of the Corporation.

An application to be recognized as a Chapter in SARSAV can be made by any Group.

2. If a qualified individual, not affiliated with a Chapter, desires to become a member of SARSAV, and where distances to travel are over 100km to the nearest chapter, then an application will be submitted by the individual(s) to become an Independent Member with SARSAV. Independent memberships for any other reason are strongly discouraged, but may be considered only under extenuating circumstances upon application to the Board. All attempts to join an existing chapter should be considered first.
3. All applications for membership shall be made in writing and will be received by the Executive of SARSAV. Chapter membership applications shall be approved by a motion at a Regular or Annual General Meeting of SARSAV. Independent membership applications shall be approved by simple majority of the SARSAV Executive.
4. Each Chapter is responsible to maintain:
  - a. Up-to-date contact information with SARSAV
  - b. Up-to-date listing of their Executive with SARSAV
  - c. Up-to-date listing of their Search Management Contacts with SARSAV
  - d. Up-to-date listing of their membership, including contact information and training record, with SARSAV.

This information is to be updated as often as needed, but at least after every Chapter's Annual General Meeting and not less than once yearly.

Each Independent Member is responsible to maintain up-to-date contact information and his/her credentials with SARSAV. This information is to be updated as often as needed, but at least after each SARSAV AGM.

5. All Chapters and Independent Members shall agree to attend SARSAV meetings, training sessions and participate in search and rescue activities and maintain a minimum level of training, knowledge and participation.
6. All Chapters and Independent Members shall adhere to all policies of the Corporation. Each Chapter and Independent Member shall be supplied with a copy of these documents upon request to SARSAV.
7. All Chapters will require their members to have both a Criminal Records Check and a Vulnerable Sector Check completed on their members, at a minimum every three years. SARSAV will require Independent Members to maintain the same.

It is requested that this process be completed by all Chapters and Independent Members initially within two years and immediately for those members who plan on presenting any PSAR (Preventative Search and Rescue) training.

## B. TERMINATION OR SUSPENSION OF MEMBERSHIP

1. A Chapter or an Independent Member may withdraw their membership in the organization at any time by submitting written notice to the Executive.
1. Failure to meet with any of the Membership Requirements will result in a Chapter / Independent Member's immediate suspension of voting rights. A meeting shall be held between the Chapter President / Member and a Board representative in order to provide an explanation and present an appropriate plan to remedy the situation. Should this situation not be rectified to the satisfaction of the Board of Directors, then a recommendation to the membership would be made to expel the Chapter / Member in question at the next Provincial Meeting.
3. Any Chapter, Independent Member, or Director may have membership privileges suspended by the SARSAV Executive when a set of circumstances creates a risk that the principal goals of SARSAV, or the professional judgment of those involved, will be unduly influenced by a secondary interest(s). The Executive may work to deal with an immediate solution prior to taking it to the Board of Directors as soon as it is feasible to do so. Membership privileges are to be re-instated

when (1) the circumstances no longer create the risk, and (2) all membership requirements have been met.

4. Any Chapter may be dismissed from SARSAV for conduct detrimental to the interests of SARSAV and/or conduct unbecoming to SARSAV, if it is deemed by the Board of Directors that such action was deliberate or negligent, providing that the Chapter has been notified in writing of the cause of their termination.

Grounds for dismissal of an Independent Member or SARSAV Director may include, but are not limited to:

- Criminal Code Conviction
- Being under the influence of alcohol or drugs while performing volunteer duties
- Being constantly disruptive to the overall organization and being consistently unwilling or unable to work amicably with volunteers in SARSAV
- Gross misconduct or insubordination
- Behaviour which compromises the health and safety of SARSAV members
- Theft of property or misuse of program equipment or materials
- Mistreatment or inappropriate conduct toward other volunteers, families, or cooperating agency personnel
- Intentional breach of confidentiality
- Conflict of interest which cannot be resolved

Dismissal of a Chapter or an Independent Member or Director is a serious consideration. Dismissal will not occur without due process, including all of the following.

- i. Notification of the issue in writing to the President and/or Vice President.
- ii. The President and/or Vice-President must notify the Chapter or Independent Member in question of the upcoming motion.
- iii. A special meeting of an ad hoc committee must be convened within 15 days of the complaint being made.
  - The membership of said committee will be made up of TWO randomly selected Directors, TWO randomly selected members at large from chapters other than those of the motioner and the Chapter / Independent Member in question, and ONE of President, Vice President, or Past President.
  - This meeting will be held in camera.
  - Both the person bringing the motion and the Chapter / Independent Member in question can address the group.
  - The ad hoc committee can vote by simple majority to take the following actions:
    - Recommend dismissal of the complaint.

- Recommend dismissal of the Chapter / Independent Member / Director from the membership. If so, the Chapter / Independent Member / Director in question will be granted the opportunity to voluntarily withdraw from their position on the Board and/or their membership in SARSAV.
- Except in cases of conviction of criminal activity, allow for working through and resolving said concern, within a time frame agreed upon by the committee. If not satisfactorily resolved in that time frame, then the committee may recommend dismissal.
- The recommendation will be communicated to the Board of Directors, who shall have the final say. The Chapter / Independent Member / Director can only be removed with a vote of two-thirds of the board sitting.
- If the decision is made to dismiss the Chapter / Independent Member or director, it shall be done via confidential letter identifying the reason(s) for the dismissal.

A Chapter / Independent Member / Director who has been dismissed may appeal the decision. Such appeals must be submitted in writing to the SARSAV Board. This appeal must be received within 10 working days of receiving notice of his/her/their dismissal. The written appeal is to outline why the the Chapter / Independent Member / Director feels he/she/they should not be dismissed, and any other pertinent information that may prove helpful in reviewing the dismissal. At that time the Board of Directors shall determine steps necessary to review the decision, and will determine if the dismissal is warranted. The dismissal can be overturned by a vote of one-half plus one of the Directors.

### C. MEMBERSHIP FEE

The Chapter Membership and Independent Membership Fees shall be determined from time to time, by the Members at an Annual General Meeting. Chapters and Independent Members shall pay the Membership fees within 90 days of the Annual General Meeting to be in “good standing”.

## **BYLAW II – MEETINGS**

The Annual Meeting of SARSAV shall be held at such time and at such location as the Members may recommend. An Annual meeting of SARSAV shall be held no later than eighteen months after the organization comes into existence and not later than every fifteen months thereafter.

There shall be at least four regular meetings of the organization each year. Motions received and passed shall constitute the policies of SARSAV.

A Special General Meeting shall be called by the President if requested by at least twenty-five percent (25%) of the Directors.

Chapters and Independent Members shall receive written notice of an Annual meeting not less than thirty days prior, or regular or special meeting (other than constitutional amendments) not less than fifteen days prior.

Procedures can be adopted at any general meeting.

### **BYLAW III - THE RIGHT TO VOTE AND REGULAR BUSINESS**

#### **A. VOTING RIGHTS**

Any Member of a Chapter, and any Independent Member, shall be entitled to attend any meeting of SARSAV.

Chapters in “good standing” shall be entitled to a maximum of one vote per Chapter on all matters of SARSAV business except as otherwise noted in these by-laws.

Voting method, including by written submission, is at the prerogative of the Chair, and the results shall be recorded in the Minutes. The Chairperson shall cast a vote only where need to break a tie.

Directors, Chapters or Independent Members may participate in any Regular, Board, or Committee meeting by electronic means, providing that all persons participating in the meeting can hear each other or see all others’ written comments in “real time.” Participants by such means are deemed to be present at the meeting, be included for purpose of quorum and be granted regular voting privileges as entitled above.

#### **A. QUORUM**

A quorum for the conduct of the business of SARSAV at a regular or special meeting shall be no less than one half plus one of the persons eligible to vote, provided that notice of meeting has been provided to all Members at least fifteen days in advance.

A quorum at the Annual General Meeting shall be no less than one half plus one of the persons eligible to vote, provided that notice of meeting has been provided to all Members at least thirty days in advance.

A quorum at an Executive, Board, or Committee meeting shall be no less than one half plus one of the persons eligible to vote. There is no requirement for minimum advance notice of the meeting.

## **BYLAW IV – EXECUTIVE AND BOARD OF DIRECTORS**

The Executive of SARSAV shall be elected from the General Membership by nomination and simple majority vote of those with voting rights participating in the Annual General Meeting and will consist of the following:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary

The Past-President will, for the year following his or her term as President, act in an *ex-officio* capacity as an Executive Member and advisor to the Executive and Directors. This position will have no vote on Executive and Board matters. Should the Past President decline this role or become unable for some reason to fulfill this role, the Executive and Board of Directors may appoint a suitable Past-President to fill in at this capacity for the remainder of the year.

In addition, 2-8 representatives shall be elected by nomination and simple majority vote at the SARSAV Annual General Meeting from among the General Membership and, together with the elected Executive, will comprise the Board of Directors.

The President may appoint specific “Regional Directors” with different duties and responsibilities than a Director from the list of annually elected Directors.

All nominees for Executive or Board positions must be participating in the Annual General Meeting or have submitted in writing his/her permission to be so nominated.

## **BYLAW V – DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE**

The President shall preside at all meetings of the organization, and is the official spokesperson for SARSAV. He/she shall be responsible for conducting all meetings and business in an orderly fashion.

The Vice –President shall preside in the absence of the President.

The Treasurer shall have charge of all the funds of the organization. The Treasurer shall pay all accounts after approval by the Executive and shall keep a regular account of the income and expenditures of the organization. The Treasurer shall arrange for an

audited statement at the request of the Executive, to be presented at the Annual General Meeting of the membership.

The Secretary is responsible for the recording, distribution and archiving of minutes at all meetings. The Secretary shall keep an up-to-date contact list for SARSASV Chapters and Independent Members. The Secretary shall maintain the archive of SARSASV documents.

## **BYLAW VI – TERM OF OFFICE FOR EXECUTIVE AND DIRECTORS**

### **A. TERM OF OFFICE**

All elected positions shall serve until the following AGM and may be re-elected once nominated by the general membership. There is no restriction regarding re-election.

### **B. DISMISSAL OF A DIRECTOR OR MEMBER OF THE EXECUTIVE**

Any member of the Executive or Board of Directors may be dismissed from their office for conduct detrimental to the interests of SARSASV and/or conduct unbecoming to SARSASV, as previously outlined in Bylaw I, section B, subsection 4.

## **BYLAW VII – REQUIRED ATTENDANCE**

### **A. EXECUTIVE AND BOARD OF DIRECTORS**

If any member of the Executive or Board of Directors are absent, without reasonable cause, from three consecutive meetings, or withdraws him/herself from his/her seat on the Executive or Board at any time during the term, the seat may be declared vacant by the Executive and may be filled by election at the next regular SARSASV Meeting.

In the event that a position cannot be filled at the AGM or a position opens, nominations may be brought forward and an election for the vacant position may be held at any regular SARSASV meeting.

In the event that an individual serving on the Executive or as a committee chair cannot fulfill his/her duties, the Executive and Board may appoint another Director to serve in the interim until the next regular meeting.

## **B. GENERAL MEMBERSHIP**

If any Chapter or Independent Member is absent, without reasonable cause, from three consecutive meetings, that Chapter / Independent Member will be immediately suspended from voting rights and will be required to meet with a Board representative in order to provide an explanation and present an appropriate plan to remedy the situation.

Should this situation not be rectified to the satisfaction of the Board of Directors, then dismissal of the Chapter / Independent Member may be considered under the process previously outlined in Bylaw I, section B, subsection 4.

## **BYLAW VIII - COMMITTEES**

Committees may be formed for the purpose of assisting SARSAV in the conduct of its business, including but not limited to:

### a. Public Relations

- Create public awareness of the Corporation and encourage cooperation with other agencies;
- Design or obtain promotional aids if needed;
- Assume other duties and responsibilities that may be assigned by Board of Directors from time to time.

### b. Training

- Identify training needs;
- Define a standard training program;
- Develop a regular process for all members to receive that predetermined instruction;
- Monitor, review, and maintain records of training provided;
- Assume other duties and responsibilities that may be assigned by Board of Directors from time to time.

### c. Logistics

- Maintain a listing of SAR-related resources with the location and availability to support the needs of SAR training and missions;
- Assume other duties and responsibilities that may be assigned by Board of Directors from time to time.

### d. Liaison

- Participating in development of agreements / MOUs with partner agencies
- Develop a communication strategy and communicate regularly with key agencies;

- Assume other duties and responsibilities that may be assigned by Board of Directors from time to time.
- e. Fundraising / Sponsorship
- Solicit/fundraise with the financial sustainability of the Corporation in mind;
  - Develop fundraising policies and strategies for consideration by the Board;
  - Assume other duties and responsibilities that may be assigned by Board of Directors from time to time.
- f. PSAR
- Facilitate delivery of PSAR programs within the Province;
  - Assume other duties and responsibilities that may be assigned by Board of Directors from time to time.

Other Committees may be struck by the Executive as the need arises.

Each committee shall be composed of at least 3 persons, including but not limited to one (1) elected director and one (1) member appointee. The President will serve as an *ex-officio* member of each committee.

The Chairperson of each Committee shall be designated by the Executive and shall serve in that capacity until replaced or until the next annual meeting of the membership. He/she shall see to obtaining all necessary information in this area of responsibility and shall report to the Executive.

## **BYLAW IX – TRAINING**

The SARSABV Chapter Development Book shall be considered an approved Article as a Policy and Procedures Guideline and Development protocol that all SARSABV Chapters, both in the development phase and the Member phase be required to follow in future. Amendments to the Chapter Development Policy and Procedures Guideline can be made by a quorum of Executive and Board of Directors in a meeting at any time as they agree on and do not require a Provincial Meeting.

Should any Chapter request consideration for membership from SARSABV, it would be required, at the discretion of the SARSABV Executive and Board of Directors, to follow such requirements as are necessary with respect to Training Standards. This requirement would reflect the ability for SARSABV to spend extra training funds on groups or Chapters showing sincere determination to become active SARSABV

members. It would also allow SARSAV to judge the sincerity of these groups and determine if funding should be used for training either prior to or after Chapter Membership is conferred and in a quick and responsive manner rather than having to wait for the next Provincial SARSAV meeting. In the case funding is not available, this may not be possible.

#### **BYLAW X - FISCAL YEAR**

The fiscal year shall begin April 1<sup>st</sup> and end on March 31<sup>th</sup> of the following year.

## **BYLAW XI - AUDIT**

Auditor(s) shall be appointed for the succeeding year at the Annual General Meeting of the members and the books and accounts of the organization shall be audited once in each year. An audited financial statement shall be presented by the Treasurer at the Annual General Meeting. The financial statement presented to the membership is to be made available by the treasurer to the directors and membership on their request at such other times as may be required.

## **BYLAW XII - BYLAWS MADE, REPEALED AND AMENDED**

Proposed additions, amendments or rescindments to Bylaws may be submitted to the Board of Directors at any time for their consideration. If accepted by the directors after a minimum 15 day review, SARSAV Executive will then forward these proposals to all Chapters and Independent Members for a review period of no less than 15 days prior to any general meeting or special business meeting.

Members participating in said Meeting may confirm, reject, or amend said bylaw changes by one-half plus one of persons eligible to vote.

## **BYLAW XIII - ENACTMENT**

The Bylaws shall become effective immediately following their adoption by a majority of the vote of the members of SARSAV present at an Annual General Meeting.

**PROPOSED BY THE EXECUTIVE  
This 10<sup>th</sup> DAY of March 2007**

Original signed by Scott Wright  
PRESIDENT, SARSAV

**AMENDED BY THE MEMBERS  
This 12<sup>th</sup> DAY of March 2011**

Original signed by Larry Mack  
PRESIDENT, SARSAV

**AMENDED BY THE MEMBERS  
This 11<sup>th</sup> DAY of March 2017**

Original Signed By Justin Capp  
PRESIDENT, SARSAV

Original Signed by Bobbi Buchanan  
VICE PRESIDENT, SARSAV

Original Signed by Tracey Legasse SECRETARY, SARSAV

**APPROVED BY THE MEMBERS  
This 10<sup>th</sup> DAY of March 2007**

Original signed by Scott Wright  
PRESIDENT, SARSAV

**AMENDED BY THE MEMBERS  
This 14<sup>th</sup> DAY of March 2015**

Original signed by Justin Capp  
PRESIDENT, SARSAV