

POCONO SEARCH AND RESCUE, INC.

ROUTE 390/P.O. BOX 461 MOUNTAINHOME, PA 18342

CONSTITUTION AND BYLAWS

FOUNDED 1997

POCONO SEARCH AND RESCUE, INC.

ROUTE 390/P.O. BOX 461 MOUNTAINHOME, PA 18342

Grant us brotherhood, not only for this
Day but for all our years- a brotherhood
Not of words but of acts and deeds.

-Stephen Vincent Benet

We cannot live only for ourselves. A
Thousand fibers connect us with our
Fellow men; and among those fibers,
As sympathetic threads, our actions run
As causes, and they come back to us as
Effects.

-Herman Melville

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CONSTITUTION

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- 1.2 Objective
- 1.3 Membership organization
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- 1.5 Sub Chapters
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- 2.2 Line Officer
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ADDENDUMS

- 10.1 Standard Operating Procedures (SOP)
- 11.0 Team Expansion

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- 1.1 The Organization shall be known as ***POCONO SEARCH AND RESCUE, INC.***
- 1.2 The ***POCONO SEARCH AND RESCUE, INC.*** objective shall be to provide trained search and rescue personnel for lost persons incidents, to provide technical rescue if required and to evacuate injured or lost individuals from the rough terrain or hazardous environment. We will also provide trained personnel to respond to Water and Ice Rescue, Dive Recovery, Search and Rescue Operations.
- 1.3 The membership of the Organization shall be divided into 4 categories: **Active, Inactive, Honorary, and Junior.**
 - 1.3.1 **Active**-An Active member must be 18 years of age or older. An active member must not miss more than 4 regular monthly business meetings in succession and must attend at least 50% of all functions.
 - 1.3.2 **Inactive**-An Inactive member must be 18 years of age or older. Any member, who for physical reasons can not be an Active member, may become an inactive member. Any Active member, who does not meet the Active member requirements or who is unable to attend duty, meetings, or fund raising due to military duty, school, or sickness shall be considered an Inactive member. He/she will remain an Inactive member until such time that he/she may fulfill the criteria for an Active member. Any Inactive member who has been inactive for a period of 1 year or more shall be reviewed. In order to be reinstated as an Active member he or she must reapply as a new member.
 - 1.3.3 **Honorary member**-Any Active or Inactive member, with an outstanding service history to **POCONO SEARCH AND RESCUE, INC.**, moves to another community, or is unable to continue his/her activity with the team because of age or disability, may be elected an Honorary member for life. An Honorary member shall be bestowed to a deserving member by a vote of 90% of all Active members present at a regular monthly membership meeting.
 - 1.3.4 **Junior**-A Junior member will be under 18 years of age. He/she must possess the proper working papers with their parents or guardians signature(s). Juniors must conform to all state and federal regulations. Junior members cannot respond after midnight and up to 6:00 am. If a Junior member is on scene of an emergency before midnight they may remain on scene with parents or guardians written permission.

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- 1.4 An application for Membership, Active, Inactive, Honorary or Junior shall be made in writing on an application form provided by **POCONO SEARCH AND RESCUE, INC.** with a non refundable application fee, and presented at a regular membership meeting. A second reading of the application will be presented at the following monthly membership meeting. At this monthly meeting a vote will be taken. An applicant must have the approval of at least 2/3 of the active members present at the monthly meeting. The applicant will be assigned a training number and then must serve a 6-month probation period, in which he/she must meet active member requirements and training. The trainee will be voted on for full member status during the monthly membership meeting following the 6 months probation.
- 1.5 A chapter is defines as an extension of the core base of the team with the theory in mind that it will expand the team's response ability, encourage new growth to the team, and expand the team's public awareness. Pocono Search & Rescue founded in Monroe County in 1997 will serve as and will be referred to herein as "The Headquarters."
- 1.5.1 Pocono Search and Rescue reserves the right to form sub-chapters of the team as deemed necessary by the Board of Directors and the current line officers. Therefore, the Board of Directors reserves the right to dissolve any Chapter that is deemed detrimental to the team. Chapters shall be set up according to region, within a reasonable distance from Headquarters.
- 1.5.2 A Chapter may designate a spokesperson to report to Headquarters with operational information, training schedule, fund raising schedule or any other information regarding the chapter.
- 1.5.3 Members of the Chapter will follow all guidelines of Headquarters of the team, and adhere to the same policies, standard operating procedures, and are therefore held accountable under same Constitution and By-Laws of the team.
- 1.6 Funding shall be defined as any monetary income incurred by the team for use by the team.
- 1.6.1 Funding received by the team shall be used to for Operational or Business expenses incurred by the team.
- 1.6.2 The Treasurer shall keep all income & expenses. Any expense that is not a monthly Operational cost i.e. insurance, repeater bill, telephone etc. shall be decided upon at a monthly business meeting by a 2/3 vote of the general body.

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- 2.1 **EXECUTIVE BOARD-**The Executive Board shall consist of the following: President, Vice President, Secretary, Treasurer, Public Information Officer, and two Trustees. The Trustees may be non-members or two persons from the body

- 2.2 **LINE OFFICER-** The Line Officers shall consist of the Chief, Deputy Chief, Captain, 1st Lieutenant, and 2nd Lieutenant.

- 2.3 **ELECTION OF OFFICERS-** A member can only hold one Officer position at one time. Nominations for the above officer's terms that expire will be held annually at the November monthly business meeting with nominations again at the December monthly business meeting. Nominees must meet all requirements as set forth in the Constitutions and bylaws. Elections of officers shall then take place after nominations close at the December monthly business meeting.
 - 2.3.1 **President-**
 - 2.3.1.1 Term of 2 years elected on **ODD** years
 - 2.3.1.2 Shall be an Active member for 2 years.

 - 2.3.2 **Vice President-**
 - 2.3.2.1 Term of 2 years elected on **EVEN** years
 - 2.3.2.2 Shall be an Active member for 2 years.

 - 2.3.3 **Secretary-**
 - 2.3.3.1 Term of 1 year elected annually
 - 2.3.3.2 Shall be an Active member for 1 year.

 - 2.3.4 **Treasurer-**
 - 2.3.4.1 Term of 1 years elected annually
 - 2.3.4.2 Shall be an Active member for 1 year.

 - 2.3.5 **Public Information Officer (PIO)-**
 - 2.3.5.1 Term of 1 years elected annually
 - 2.3.5.2 Shall be an Active member for 1 year.

 - 2.3.6. **Chief-**
 - 2.3.6.1 Term of 2 years elected on **EVEN** years
 - 2.3.6.2 Shall be an Active member for 3 years.
 - 2.3.6.3 Shall have 3 years search experience.

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- 2.3.6.4 Shall have 3 years Technical Rescue experience.
- 2.3.6.5 Must possess a Search Management certificate.
- 2.3.6.6 Must possess PA Water Rescue 1 or equivalent.
- 2.3.6.7 Must possess Hazmat Awareness or equivalent.
- 2.3.6.8 Must possess Rope 1 or equivalent.
- 2.3.6.9 Must possess Ice Rescue

2.3.7 **Deputy Chief-**

- 2.3.7.1 Term of 2 years elected on **ODD** years
- 2.3.7.2 Shall be an Active member for 3 years.
- 2.3.7.3 Shall have 3 years search experience.
- 2.3.7.4 Shall have 3 years Technical Rescue experience.
- 2.3.7.5 Must possess a Search Management certificate.
- 2.3.7.6 Must possess PA Water Rescue 1 or equivalent.
- 2.3.7.7 Must possess Hazmat Awareness or equivalent.
- 2.3.7.8 Must possess Rope 1 or equivalent.
- 2.3.7.9 Must possess Ice Rescue

2.3.8 **Captain-**

- 2.3.8.1 Term of 2 years elected on **ODD** years
- 2.3.8.2 Must be an Active member for 2 years.
- 2.3.8.3 Shall have 2 years search experience.
- 2.3.8.4 Shall have 2 years Technical Rescue experience.
- 2.3.8.5 Must possess a Search Management certificate.
- 2.3.8.6 Must possess Wilderness Search and Rescue 1st Responder or Grid 1 and Grid 2 or equivalent.
- 2.3.8.7 Must possess PA Water Rescue 1 or equivalent.
- 2.3.8.8 Must possess Rope 1 or equivalent.

2.3.9 **1st Lieutenant**

- 2.3.9.1 Term of 1 year elected annually
- 2.3.9.2 Must be an Active member for 1 year.
- 2.3.9.3 Shall have 1 year search experience.
- 2.3.9.4 Shall possess Wilderness Search and Rescue 1st Responder or Grid 1 and Grid 2 or equivalent.
- 2.3.9.5 Shall possess PA Water Rescue 1 or Rope Rescue 1 or equivalent.

2.3.10 **2nd Lieutenant**

- 2.3.10.1 Term of 1 years elected annually
- 2.3.10.2 Must be an Active member for 1 year.
- 2.3.10.3 Shall have 1 year search experience.
- 2.3.10.4 Shall possess Wilderness Search and Rescue 1st Responder or Grid 1 and Grid 2 or equivalent.
- 2.3.10.5 Shall possess PA Water Rescue 1 or Rope Rescue 1 or equivalent.

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- 2.3.11 Reserved for future use
- 2.3.12 **Trustees-**
2.3.12.1 Trustee is appointed and discharged by the Executive Board.
- 2.4 **Officer's Duties**
- 2.4.1 **President-**It shall be the duty of the President to preside at all meetings, to call special meetings of all the team at written request of 5 members, or whenever the President thinks proper. To decide all points of order to be raised, to preserve order, to see that each subordinate officer performs to his/her ability. The President shall have the power to appoint all committees not otherwise provided. Any member so appointed who neglects to perform these duties, shall be replaced at the Presidents discretion. The President together with the Treasurer will sign all checks, notes and other drafts issued by the organization and give bond as the organization decides. All checks, notes and drafts greater than \$100.00 dollars must be discussed and approved at a regular monthly business meeting and shall be decided by a majority vote.
- 2.4.2 **Vice President-**It shall be the duty of the Vice President to perform the duties of the President when absent.
- 2.4.3 **Secretary-** It shall be the duty of the Secretary to keep a correct record of the meetings, serve notices of the meetings where so decided by the President or organization, notify persons of their election or rejection, keep a correct account of all search and rescues. The Secretary shall have the books at every meeting.
- 2.4.4 **Treasurer-** It shall be the duty of the Treasurer to receive all money, pay all debts, take a receipt of money expended and keep a correct account of all financial transactions. The Treasurer shall make monthly reports. The Treasurer shall make deposits in the **POCONO SEARCH AND RESCUE, INC.** name, all funds in the bank designated and approved by the organization. The Treasurer shall have the books ready at all times for inspection when ordered to do so by the President. The Treasurer shall, along with the President sign all checks, notes and drafts issued by the team. The Treasurer shall, upon retirement from office, turn over to the successor all moneys, books, papers and other **POCONO SEARCH AND RESCUE, INC.** records in his/her possession.
- 2.4.5 **Public Information Officer-** It shall be the duty of the Public Information Officer (PIO) to gather the basic facts from Command Post to give a statement or to give updates to the press while on an official function. The

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PIO shall handle contacting and giving required information for all promotional purposes that will benefit **POCONO SEARCH AND RESCUE, INC.** Shall be the duty of the PIO to give only the information approved by either the Chief or Assistant Chief.

- 2.4.6 **Chief**-It shall be the duty of the Chief to command the organization when on duty at a search, at training drills or at team functions. The Chief shall be responsible for the safety of every member while on a search and rescue mission. The Chief shall see that a record of all attending team functions is being maintained. The Chief shall coordinate and execute all training and record keeping of such training with other Line Officers.
- 2.4.7 **Deputy Chief**-It shall be the duty of Deputy Chief to assist the Chief in the discharge of duties, to obey all orders you receive from the Chief and in the Chief's absence or at the Chief's request take command and perform all duties of the Chief.
- 2.4.8 **Captain**-It shall be the duty of the Captain to assist both the Chief and the Deputy Chief in the discharge of duties.
- 2.4.9 **1st Lieutenant**-It shall be the duty of the Lieutenants to assist the Chief, Deputy Chief and Captain in their duties. It shall be the duty of the 1st Lieutenant to handle the staging area while on any official function..
- 2.4.10 **2nd Lieutenant**-It shall be the duty of the Lieutenants to assist the Chief, Deputy Chief and Captain in their duties. It shall be the duty of the 2nd Lieutenant to keep and maintain an equipment logbook. The logbook shall contain a complete list of **Pocono Search and Rescue, Inc.** team equipment, the dates of when the equipment was inspected, and the condition of the equipment and the location of all team equipment.
- 2.5 **VACANCIES IN OFFICE**-If a vacancy occurs among the officers during a fiscal year, the position will be filled by appointment of an active member who meets all the requirements as set forth in the Constitution and by-law's and who meets the executive boards approval.

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3.1 DUTIES OF MEMBERS

- 3.1.1 It shall be the duty of all members to respond promptly and safely emergency calls.
 - 3.1.2 The members shall be subject to the orders of the Officer in Command until the organization is dismissed.
 - 3.1.3 It shall be the duty of the members to appear at every meeting or function of **POCONO SEARCH AND RESCUE, INC.** if possible.
 - 3.1.4 Any member refusing or neglecting to obey orders of the Officers in Command while on duty shall be put on report to the organization.
 - 3.1.5 It is the duty of all members to obtain at least standard First Aid and CPR.
 - 3.1.6 Must meet all requirements of an Active member.
 - 3.1.7 All members must participate in at least one fund raising event per year.
 - 3.1.8 All new members must obtain a Backpack, Daypack or Fanny pack during their six-month probationary period.
 - 3.1.9 All new members voted into **POCONO SEARCH AND RESCUE, INC.** must participate in a minimum of one certified training course within one year. Such courses include Grid I, II, Wilderness Search and Rescue Responder, Rope Rescue I, Water Rescue I or equivalent.
 - 3.1.10 No **POCONO SEARCH AND RESCUE, INC.** member shall attend official functions under the influence of alcohol or controlled substances unless the function is a social one, in which case, controlled substances are still prohibited.
 - 3.1.11 All Active members must pass an annual basic physical at his/her expense.
- 3.2 **RESIGNATIONS**-The resignation of a member shall be made in writing and presented to the President who in turn will present it at the next monthly business meeting. It shall not be accepted unless he/she has settled all accounts in full and all **POCONO SEARCH AND RESCUE, INC.** properties in his/her possession have been returned to the organization. Any member submitting a written resignation may withdraw it by requesting return of the resignation from the President before the next regular business meeting. Any member wishing to be reinstated as a member after the resignation was presented at a meeting shall be

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considered a new applicant and must submit a new written application.

3.3

All Members must adhere to the **Standard Operating Procedures (SOP)** set forth by **Pocono Search and Rescue, Inc.** The Officers will maintain the SOPs once established. Any changes must be voted on and approved by a 2/3-majority vote of all officers, in person or by proxy. A copy of the current SOP will be maintained in Section 10 of the Constitution and Bylaws.

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4.1 **ORDER OF BUSINESS**

1. Roll Call
2. Officer's Report
 1. Secretary
 2. Treasurer
 3. President
 4. Vice President
 5. Chief
 6. Deputy Chief
 7. Captain
 8. 1st Lieutenant
 9. 2nd Lieutenant
 10. Committees
3. General Membership Forum
4. Nominations and Elections
5. Adjournment

4.2 **RULES OF ORDER**

4.2.1 **Robert's Rules of Order** shall be the guide to any parliamentary question or method of procedure not covered by these by-laws.

4.2.2 The President shall conduct the meeting according to the Order of Business, and decide all debates and questions by vote of the membership present. In the case of absence of the President, the Vice President or the Secretary and then the Treasurer shall fill the Chair

4.2.3 Members, when given permission from the Chair, shall speak confining themselves to the question under debate and avoid personalities.

4.2.4 If two or more members speak at the same time, the Chair shall decide which is entitled to the floor.

4.2.5 No member shall be interrupted while speaking except at the request of the Chair and shall wait until questions of order are decided. When permitted, they shall proceed. All members have the right to express their opinion, but in turn.

4.2.6 No motion shall be subject for debate and or take action on until it has been seconded and stated by the Chair.

4.2.7 All questions, unless otherwise provided, shall be decided by a majority

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vote.

- 4.2.8 The presiding Officer shall appoint all committees unless otherwise ordered by the organization.
- 4.2.9 The first person named on a committee shall be the Chairperson unless otherwise decided by the Chair. The Chairperson shall report the decisions reached by the committees at the regular business meeting.
- 4.2.10 No committees shall be discharged until all accounts and bills contracted by it are settled.
- 4.2.11 Every member shall be furnished with either a hard copy upon request or electronic copy of the Bylaws.
- 4.2.12 A majority vote shall be necessary on all questions, which are brought before the Chair, before the Chair can pronounce a decision as final.
- 4.3 **Amendments to or altering the Constitution and Bylaws** may be accomplished by a two-thirds majority vote of the members present at any regular membership meeting. All changes to the Constitution and Bylaws will be posted in the Log of Proposed Amendments. The amendments will be read under “New Business” during the next two consecutive membership meetings and subsequently voted on.

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BYLAWS

5.1 MEETINGS

- 5.1.1 The regular business meeting of the **POCONO SEARCH AND RESCUE, INC.** shall be the second Wednesday of every month at the designated place of meetings at 1930 hours.
- 5.1.2 The annual meeting for the nomination of officers shall be held at the regular business meeting in November. The election will be held at the following business meeting.
- 5.1.3 The President may call special meetings.
- 5.1.4 Members shall be notified of such special meetings by radio, paging or phone tree at least 5 days previous to the meeting.
- 5.1.5 The meeting shall be called precisely at the time specified only if 5 members are present which shall constitute a quorum. The meeting shall be canceled or suspended until the next regular business meeting in cases of emergency.
- 5.1.6 No meeting can be canceled by anyone except the President or Vice-President.

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6.1 SUSPENSIONS AND EXPULSIONS

- 6.1.1 No member shall surrender any information pertaining to **POCONO SEARCH AND RESCUE, INC.** to any individual, official, or the press without first being delegated to do so by either the Commander or the President.
- 6.1.2 Any member may be expelled for failing to conform to the Constitution and Bylaws of **POCONO SEARCH AND RESCUE, INC.**, by a 2/3 vote of the Executive Board and Line Officers present at any official meeting with a quorum. Any officer may be removed from office for refusing or neglecting his/her duty by a 2/3 vote of the Executive Board and Line Officers present at any official meeting with a quorum.
- 6.1.3 Any member who refuses to or neglects to attend 50% of search incidents or **POCONO SEARCH AND RESCUE, INC.** functions or who misses 4 regular business meetings in succession shall be classified as an Inactive member.
- 6.1.4 Members shall refrain from the use of insulting or derogatory language during business meeting or while on duty to the officers in command. Members who are found guilty of these offenses or bring disgrace on or create discord in the organization will be disciplined. Violations of this type of conduct may be subjected to suspension or expulsion from the organization by a 2/3 vote of the Executive Board and Line Officers present at any official meeting with a quorum.
- 6.1.5 All suspensions or disciplinary actions shall be decided by the Executive board and subsequently voted on by a 2/3 vote of the Executive Board and Line Officers present at any official meeting with a quorum. It shall be the Executive Board's discretion to release any information about any suspensions or expulsions.
- 6.1.6 No member of the organization shall give out their personal phone number or pager number to any individual or official agency for **POCONO SEARCH AND RESCUE, INC.** business without first being delegated to do so by the President or Chief.
- 6.1.7 Any violations of the bylaws or constitution as set forth will be brought before the Executive board for a review and/or disciplinary action.

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- 7.1 **POCONO SEARCH AND RESCUE, INC.** team members are discouraged from carrying firearms and other weapons, as described in this section, during team functions. While this statement serves only to absolve the team from any liability from situations possibly occurring due to unforeseen circumstances, **POCONO SEARCH AND RESCUE, INC.** will not infringe upon the Constitutional rights of its members.
- 7.2 The term weapon as used in this section shall mean any instrument not classified as an approved piece of equipment or tool for the applications of search and rescue or medical management.
- 7.3 If a team member chooses to disregard the above mentioned, said team member is advised that any action or situation occurring during team functions, it will be the sole liability of said member. **POCONO SEARCH AND RESCUE, INC.** will not assume any liability from said member's actions.
- 7.4 Team members are strongly advised to adhere to any Local, State, and Federal regulations pertaining to the above mentioned. Team members are encouraged, but not required, to advise the Officer in Charge (OIC) of possession of said firearm or possession.
- 7.4.1 Please note that it is unlawful to carry firearms onto Local, State and Federal property.

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8.1 Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

8.2 Whenever a member of this Organization either by death or expulsion or withdrawal ceases to be a member thereof, his rights, title and interests in and to the property and funds become extinct.

8.3 This organization cannot make a contract of any nature without a majority vote in favor of such and should be discussed at a regular business meeting.

8.4 The Constitution and Bylaws which are set forth have been reviewed and set forth on _____ by the following:

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

TRUSTEE #1 _____

TRUSTEE #2 _____

Approved by the members of
POCONO SEARCH AND RESCUE, INC.
On _____.

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Log of Proposed Amendments

- 9.1 4.2.11 Posted 2/02/02 Adopted 02/13/02
FROM
Every member shall be furnished with a copy of the bylaws.
- TO
Every member shall be furnished with **either a hard copy upon request or electronic** copy of the Bylaws.
- 9.2 5.1.1 Posted 02/24/02 Adopted 03/13/02
FROM
The regular business meeting of the **POCONO SEARCH AND RESCUE, INC.** shall be the second Wednesday of every month at the designated place of meetings at 1900 hours. **Drills will be held on the third Sunday of every month.**
- TO
The regular business meeting of the **POCONO SEARCH AND RESCUE, INC.** shall be the second Wednesday of every month at the designated place of meetings at 1900 hours.
- 9.3 4.3 Posted 03/10/02 Adopted 03/13/02
FROM
Amendments to the Constitution or altering of the Constitution may be accomplished by 2/3 vote of the members present at any regular membership meeting, provided such alteration or amendment has been present and read at 1 regular membership meeting before final action is taken
- TO
Amendments to or altering the Constitution and Bylaws may be accomplished by a two-thirds majority vote of the members present at any regular membership meeting. **All changes to the Constitution and Bylaws will be posted in the Log of Proposed Amendments. The amendments will be read under "New Business" during the next two consecutive membership meetings and subsequently voted on.**
- 9.4 2.4.1 Posted 06/12/02 Adopted 07/10/02
FROM
President-It shall be the duty of the President to preside at all meetings, to call special meetings of all the team at written request of 5 members, or whenever the President thinks proper. To decide all points of order to be raised, to preserve order, to see that each subordinate officer performs to his/her ability. The President shall have the power to appoint all committees not otherwise provided. **Any member so appointed who neglects to perform the duties required of them shall together with the Treasurer sign all checks, notes and other drafts issued by**

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the organization and give bond as the organization decides. All checks, notes and drafts greater than \$100.00 dollars must be discussed and approved at a regular monthly business meeting and shall be decided by a majority vote.

TO

President-It shall be the duty of the President to preside at all meetings, to call special meetings of all the team at written request of 5 members, or whenever the President thinks proper. To decide all points of order to be raised, to preserve order, to see that each subordinate officer performs to his/her ability. The President shall have the power to appoint all committees not otherwise provided. Any member so appointed who neglects to perform these duties, shall be replaced at the Presidents discretion. The President together with the Treasurer will sign all checks, notes and other drafts issued by the organization and give bond as the organization decides. All checks, notes and drafts greater than \$100.00 dollars must be discussed and approved at a regular monthly business meeting and shall be decided by a majority vote.

9.5 2.4.11 Posted 10/09/02 Adopted 01/08/03
From

Training Officer-It shall be the duty of the Training Officer to plan, organize, set up all drills or functions where training is involved, unless otherwise directed by the Chief or Deputy Chief. Shall make all necessary arrangements to inform the body of members of the time and place of training. Shall keep track of the certifications and/or alternative training that team member's possess and the expiration dates.

To

Elimination of Training Officer Position and adjusting the language of the By Laws to reflect the following changes:

From

2.4.9 **1st Lieutenant**-It shall be the duty of the Lieutenants to assist the Chief, Deputy Chief and Captain in their duties. It shall be the duty of the 1st Lieutenant to be in contact with the Training Officer regarding upcoming training. It shall be the duty of the 1st Lieutenant to handle the staging area while on any official function.

To

2.4.9 **1st Lieutenant**-It shall be the duty of the Lieutenants to assist the Chief, Deputy Chief and Captain in their duties. It shall be the duty of the 1st Lieutenant to handle the staging area while on any official function.

From

2.4.6 **Chief**-It shall be the duty of the Chief to command the organization when on duty at a search, at training drills or at team functions. The Chief shall be responsible for the safety of every member while on a search and

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rescue mission. The Chief shall see that a record of all attending team functions is being maintained.

To

2.4.6 **Chief-**It shall be the duty of the Chief to command the organization when on duty at a search, at training drills or at team functions. The Chief shall be responsible for the safety of every member while on a search and rescue mission. The Chief shall see that a record of all attending team functions is being maintained. **The Chief shall coordinate and execute all training and record keeping of such training with other Line Officers.**

From

2.1 **EXECUTIVE BOARD-**The Executive Board shall consist of the following: President, Vice President, Secretary, Treasurer, Public Information Officer, **Training Officer** and two Trustees. The Trustees may be non-members or two persons from the body

To

2.1 **EXECUTIVE BOARD-**The Executive Board shall consist of the following: President, Vice President, Secretary, Treasurer, Public Information Officer, and two Trustees. The Trustees may be non-members or two persons from the body

From

- 2.3.11 **Training-**
- 2.3.11.1 Term of 1 year elected annually
- 2.3.11.2 Must be an Active member for 1 year.
- 2.3.11.3 Shall have 1 year search experience.
- 2.3.11.4 Shall possess Wilderness Search and Rescue 1st Responder or Grid 1 and Grid 2 or equivalent.
- 2.3.11.5 Must possess PA Water Rescue 1
Must possess Rope 2

To

2.3.11 Reserved for future use

9.6 6.1.2 Posted 10/09/02 Adopted 01/08/03

From

Any member may be expelled if failing to conform to the by-laws and rules of the **POCONO SEARCH AND RESCUE, INC.** by a 2/3 vote **of the members present at any regular business meeting.** Any officer may be removed from office for refusing or neglecting his/her duty by a 2/3 vote **of the members present at any regular business meeting.**

9.6 To

Any member may be expelled for failing to conform to the **Constitution and Bylaws** of **POCONO SEARCH AND RESCUE, INC.,** by a 2/3 vote **of the**

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Executive Board and Line Officers present at any official meeting with a quorum.

Any officer may be removed from office for refusing or neglecting his/her duty by a 2/3 vote **of the Executive Board and Line Officers present at any official meeting with a quorum.**

9.7 6.1.4 Posted 10/09/02 Adopted 01/08/03

From

Members shall refrain from the use of insulting or derogatory language during business meeting or while on duty to the officers in command. Members who are found guilty of these offenses or bring disgrace on or create discord in the organization will be disciplined. Violations of this type of conduct may be subjected to suspension or expulsion from the organization **by a 2/3 vote of the Active members present at the monthly membership meeting.**

To

9.7 Members shall refrain from the use of insulting or derogatory language during business meeting or while on duty to the officers in command. Members who are found guilty of these offenses or bring disgrace on or create discord in the organization will be disciplined. Violations of this type of conduct may be subjected to suspension or expulsion from the organization by a **2/3 vote of the Executive Board and Line Officers present at any official meeting with a quorum.**

9.8 6.1.5 Posted 10/09/02 Adopted 01/08/03

From

All questions of suspension or expulsion shall be brought to the attention of the President and Executive Counsel. The Counsel will then make a decision and report it at the next regular business meeting in which a 2/3 vote of members present shall decide the question.

To

All suspensions or disciplinary actions shall be decided by the Executive board and subsequently voted on by a 2/3 vote of the Executive Board and Line Officers present at any official meeting with a quorum. It shall be the Executive Board's discretion to release any information about any suspensions or expulsions.

9.9 4.1 Posted 06/11/03 Adopted 07/09/03

From

ORDER OF BUSINESS

1. Roll Call
2. Reading of the Minutes
3. Treasurer's Report/ Bills presented
4. Report of Officers and Committees
5. Resignations, Suspensions, Expulsions
6. Membership Committees

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7. Unfinished Business
8. New Business
9. Nominations
10. Good and Welfare
11. Adjournment

To

1. Roll Call
2. Officer's Report
 1. Secretary
 2. Treasurer
 3. President
 4. Vice President
 5. Chief
 6. Deputy Chief
 7. Captain
 8. 1st Lieutenant
 9. 2nd Lieutenant
 10. Committees
3. General Membership Forum
4. Nominations and Elections
5. Adjournment

9.10 Add 3.3 Posted 10/10/03 Adopted 11/12/03

All Members must adhere to the **Standard Operating Procedures (SOP)** set forth by **Pocono Search and Rescue, Inc.** The Officers will maintain the SOPs once established. Any changes must be voted on and approved by a 2/3-majority vote of all officers, in person or by proxy. A copy of the current SOP will be maintained in Section 10 of the Constitution and Bylaws.

9.11 Add 1.5 through 1.6 02/10/04 Adopted 04/14/04

1.5 A chapter is defines as an extension of the core base of the team with the theory in mind that it will expand the team's response ability, encourage new growth to the team, and expand the team's public awareness. Pocono Search & Rescue founded in Monroe County in 1997 will serve as and will be referred to herein as "The Headquarters."

1.5.1 Pocono Search and Rescue reserves the right to form sub-chapters of the team as deemed necessary by the Board of Directors and the current line officers. Therefore, the Board of Directors reserves the right to dissolve any Chapter that is deemed detrimental to the team. Chapters shall be set up according to region, within a reasonable distance from Headquarters.

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- 1.5.2 A Chapter may designate a spokesperson to report to Headquarters with operational information, training schedule, fund raising schedule or any other information regarding the chapter.
- 1.5.3 Members of the Chapter will follow all guidelines of Headquarters of the team, and adhere to the same policies, standard operating procedures, and are therefore held accountable under same Constitution and By-Laws of the team.
- 1.6 Funding shall be defined as any monetary income incurred by the team for use by the team.
- 1.6.1 Funding received by the team shall be used to for Operational or Business expenses incurred by the team.
- 1.6.2 The Treasurer shall keep ALL income & expenses. Any expense that is not a monthly Operational cost i.e. insurance, repeater bill, telephone etc. shall be decided upon at a monthly business meeting by a 2/3 vote of the general body.
- 9.12 5.1.1 Proposed 11/09/05 adopted 12/14/05
From
The regular business meeting of the **POCONO SEARCH AND RESCUE, INC.** shall be the second Wednesday of every month at the designated place of meetings at 1900 hours.
- To
The regular business meeting of the **POCONO SEARCH AND RESCUE, INC.** shall be the second Wednesday of every month at the designated place of meetings at 1930 hours.
- 9.13 8.1 Posted 11/22/05 Adopted by Executive Board 11/22/05
From
The Corporation shall dissolve if and when the membership falls to five members or fewer. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as at the same time shall qualify as an exempt organization or organizations under 501 9c) (3) of the Internal Revenue Code of 1954(or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine. Any such assets not so disposed of shall be

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disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes.

To

Upon the dissolution of the corporation or the organization, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

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Addendums to the Constitution and Bylaws

10.1 **Standard Operating Procedures (SOP)**

Waiting for copies to electronic transfer in order to post. A hard copy is on file with the President

Revisions updated 02/16/06