

without other YCSAR groups. They may designate other members to assist in their efforts.

- 4) The Adjutant is the fourth ranking member of the Air Group and is required to fulfill the duties of secretary for the organization. The Adjutant is expected to attend all regular and special meetings of the Air Group and the Board of Directors and keep the minutes of such meetings including a record of votes, the nature of the business conducted and the date, time and place of all meetings. The Adjutant will maintain a current membership list and attendance rosters and will make available to all members copies of these bylaws as well as the Operational Guidelines and the Air Group Policy Manual. The Adjutant will maintain all corporate historical records, documents and photographs in both printed and electronic form as appropriate.
 - 5) The Treasurer is the fifth ranking member of the Air Group. The Treasurer will have primary custody of all Air Group funds and keep an accurate record of same. The Treasurer will prepare an annual budget for the Air Group and shall report annually as required to the State of Arizona and the U. S. Internal Revenue Service. The Treasurer will receive and with authorization from the Board, pay all bills in a prompt manner. At each regular general meeting, the Treasurer will make a report as to the current financial condition of the Air Group and shall submit financial records to an audit as required. The Treasurer is authorized to maintain a supply of badges, nameplates, insignia, and other official accoutrements for sale to the membership as determined and approved by the Board.
- e) With the advice and consent of the Board of Directors the Commander may combine the duties and responsibilities of Adjutant and Treasurer to one member by appointment or election.
 - f) Only the Commander, Operations Officer and Flight Safety Officer or their expressed designees are authorized to issue operational orders for any mission.
 - g) The Commander will designate a representative to oversee and implement the Volunteer Rescue application software process for the Air Group.

ELECTION PROCESS

- a) A nominating Committee consisting of at least two members shall be appointed by the Board of Directors during the first half of the election year to make recommendations for each position which will become vacant. The nomination recommendations will be announced and election for the positions which will become vacant will be conducted at a regularly scheduled meeting designated by and with oversight of the nominating committee.
- b) The membership may be polled and if only the present officers are interested in fulfilling the present roles held, the nomination process may be waived by the Commander and an election held with the present officers as candidates.
- c) A majority vote of the active members who are present and validated absentee ballots of absent active members will determine who is elected. The newly elected officers shall assume their elected positions immediately upon election and shall hold office for a period of two years.