

YAVAPAI COUNTY SHERIFF'S AIR GROUP, INC. BYLAWS

JUNE 2023

- I. NAME:** The name of this organization shall be the YAVAPAI COUNTY SHERIFF'S AIR GROUP, INC. It is located within Yavapai County, Arizona
- II. PURPOSE:** The purpose of the Yavapai County Sheriff's Air Group (hereinafter called the "Air Group") shall be to assist the Sheriff of Yavapai County, Arizona, and such lawful designees as may be appointed, in the conduct of aerial search and rescue and other missions deemed appropriate by the Sheriff's Office of Yavapai County.
- III. MEMBERS:** Active Membership in the Air Group is limited to fifty (50) persons who are residents of Arizona. Active Membership is defined as a member, current in membership dues and fully compliant with all requirements of the bylaws, policies and Operating Procedures of the Air Group and the Yavapai County Sheriff's Department.
- a) All duly appointed Active members in good standing shall be eligible to vote on all matters coming before the Air Group.
 - b) Pilot members shall be residents of Arizona who hold a valid Airman's Certificate issued by the Federal Aviation Administration and who possess a current medical certificate.
 - c) Observer members shall be residents of Arizona who have an interest in aviation and related activities and are physically and mentally able to perform the duties required of a crewperson assigned to the Air Group.
 - d) All prospective members of the Air Group shall successfully complete a background check and initial screening for competence. Additionally, all prospective members shall attend and successfully complete the Search and Rescue Academy sponsored by the Yavapai County Sheriff's Office.
 - e) Members who offer a personal aircraft for use in the performance of their assignments with the Air Group shall:
 - 1) provide proof of liability insurance on demand and;
 - 2) present documentary proof that the aircraft is airworthy
 - f) Members who fail to comply with these bylaws, who are in violation of provisions of the Operating Guidelines or the Air Group Policy Manual may be disenrolled at the discretion of the Board of Directors or the Sheriff of Yavapai County.
 - g) Members who resign after having honorably served with the Air Group may be permitted to retain their uniforms, evidence of rank, name tags and badges as memorabilia of their service. Identification Cards issued by the Yavapai County Sheriff's office must be returned.
 - h) Members not attending a meeting to elect officers will be given the opportunity to vote by mail or electronically if unable to attend election meeting.

IV. OFFICERS, DIRECTORS, ELECTIONS AND TERMS

- a) The Board of Directors (hereinafter Board) is responsible for formulating and recommending to the membership policies and plans for effective fulfillment of the purposes and functions of the Air Group

- b) The Board of Directors shall consist of officers described below, each elected to two year terms by a vote of the general membership
- c) The Officers are: Commanding Officer; Operations Officer, Flight Safety Officer; Adjutant and Treasurer all of whom shall serve without compensation. The names of the persons filling those positions shall be reported to the Secretary of State as required. The Commanding Officer, Operations Officer and Flight Safety Officer shall have as a minimum a Private Pilot license issued by the Federal Aviation Administration. The Operations Officer is primarily an important logistical management position. This Officer may be nominated for election with the absence of the Pilot license requirement if the candidate has sufficient prior management experience preferably concerning aircraft and/or law enforcement as determined by the Commander.
- d) Qualifications for election to the Board of Directors may include, at the discretion of the Commander, the requirement that the candidate will have been a member of the Yavapai County Sheriff's Air Group for a period of not less than one year prior to assuming the elected position
- 1) The Commanding Officer (Commander) is the senior member of the Air Group and will preside at all regular and special meetings of the Air Group and the Board of Directors and will perform such other duties as may be required by the Sheriff of Yavapai County and the Board of Directors. The Commander serves as Chairman of the board and may appoint Air Group committees except for the Nominating Committee. The Commander will be the official public spokesperson for the Air Group and may periodically authorize other members, under general direction, to temporarily perform this function. With the advice and consent of a majority of the Board of Directors, the Commander may appoint a suitably qualified member to fill the unexpired term of any Officer who vacates a Board position.
 - 2) The Operations Officer This Officer will be regarded as the second ranking officer of the Air Group. Under the general direction of the Commander, this Officer will formulate and carry out plans for missions and devise strategies for assisting the Yavapai County Sheriff's Office as may be required by the Sheriff and is responsible for formulating and implementing plans for training members and prospective members of the air Group. In the absence of the Commander, the Operations Officer will chair all meetings and exercise the authority of the Commanding Officer.
 - 3) The Flight Safety Officer This Officer will evaluate on an ongoing basis the flight safety practices and procedures of the Air Group, the administration of training to members on issues of flight safety and the performance of such other duties as may be prescribed by the Board of Directors. The Flight Safety Officer will give safety briefings to the members on a regular basis. The Flight Safety Officer will be responsible to create and oversee the flight exercises of the group both with and 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.
 - h) The Commander may designate specific members to assist Officers as required.

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.

- d) Members of the Board of Directors who are elected to a two-year term of office may succeed themselves if duly elected.

V. PARLIMENTARY AUTHORITY

- a) The Yavapai County Sheriff's Air Group shall use *Robert's Rules of Orders* parliamentary authority as the basis for the rules for conducting business and the rights of the members.

VI. MEETINGS

- a) All meetings of the Air Group shall be held at a time and place to be determined by the Board of Directors. It is the responsibility of the Commander and the Adjutant to assure that notice of such a time and place is fully and adequately made to the membership.
- b) A quorum will consist of one half of the Active Membership.
- c) The Annual Meeting of the Air Group will be held as designated by the Board of Directors each year to conduct business as may be brought before the meeting.
- d) Regular meetings will be held each month. During holiday or other unusual periods, the Commander may alter this schedule with adequate notice to the membership.
- e) Special meetings may be called by the Board of Directors, the Sheriff of Yavapai County or an authorized designee of the Sheriff.

VII. DUES AND ASSESSMENTS

- a) Members of the Air Group will be assessed annual dues payable on the first day of January of each year. New members who join at any time during the year, shall be assessed a joining fee equal to the annual dues, which will include the dues for the first year of membership.
- b) Special Assessments may be proposed by the Board of Directors when the need arises. Passage of a motion to levy a special assessment of any amount shall require a 2/3 majority vote of the quorum. If a Special Assessment is approved, it shall be due and payable at the next regular meeting following approval.
- c) A member who has become delinquent on dues or assessments beyond a thirty day period may be terminated from membership in the Air Group.

VIII. AMENDMENTS

- a) These bylaws may only be amended by a 2/3 majority vote of a quorum present at a regular meeting of the Air Group for which a 15-day advance notice has been given.

IX CERTIFICATION

- a) These revised bylaws were considered and adopted by membership vote on the

Signed: David H. Berry Date: 7/25/23
Commander Yavapai County Sheriff's Air Group,