

YUBA COUNTY SHERIFF'S WOMEN'S POSSE CONSTITUTION AND BY-LAWS

(Revised November 2011)

ARTICLE I – NAME AND PURPOSE

SECTION 1 The name of the Organization shall be: Yuba County Sheriff's Women's Posse ("Organization").

SECTION 2 The purpose of the Organization shall be to

- (a) assist the Yuba County Sheriff with search and rescue;
- (b) uphold and defend the Constitution of the United States of America, the County of Yuba, and the cities therein; and,
- (c) promote good will between the Yuba County Sheriff's Department ("Department") and the local communities.

ARTICLE II – STATEMENTS

SECTION 1 The Organization is organized pursuant to the general Non-Profit Public Benefit Corporation Law of the State of California for charitable purposes. The Organization does not contemplate pecuniary gain of profit to members.

SECTION 2 No demonstration shall be made by the Organization on behalf of any object or purpose deemed to be entirely political, religious, or to advance a private commercial interest unless it clearly appears that such demonstration shall promote the purposes of the Organization as set forth in Article I, Section 2.

SECTION 3 The activities of the Organization shall be confined to those purposes for which it was instituted as set forth in Article I, Section 2. An official demonstration by the Organization as a body and/or as individual members of the Organization at any function what so-ever shall be made only by vote per Article IX.

ARTICLE III - MEMBERSHIP

SECTION 1 The active membership of the Organization shall be open. Candidates for membership shall be United States citizens, age twenty-one (21) or older and of good moral character.

ARTICLE III – MEMBERSHIP - CONTINUED

SECTION 2 Applicants for active membership shall

- (a) Attend general meetings;
- (b) make application on a designated application form;
- (c) participate in community service events when requested;
- (d) attend an applicant interview;
- (e) complete a Personal History Statement (PHS); and,
- (f) pass a Department background check and be willing to be finger printed.,

SECTION 3 Acceptance of an applicant into the Organization shall be conducted by vote per Article IX and applicants will be notified verbally or in writing of final determination within twenty-four (24) hours.

SECTION 4 Upon being accepted into the Organization as an active member, each member shall

- (a) continue to attend general meetings;
- (b) obtain official identification when directed and obtain/purchase various attire, uniform items, placards, signage and gear outlined by the Organization; and,
- (c) once sworn in, participate in trainings, qualifications and community service events.

SECTION 5 “Limited Membership” is available to active members in good standing, for a period of time not to exceed two (2) years, who become unable to meet the minimum participation requirements per Article III, Section 8. Transfer to, and from, limited membership is available by written request to the Captain. Limited members

- (a) must continue to pay dues;
- (b) are not eligible to vote or hold office; and,
- (c) are not eligible to serve in an official search and rescue capacity unless called upon by the Liaison Officer, Captain, Training Officer, Department’s On-Scene Commander or the Organization representative in charge (as designated per Article VI, Section 2(b)).

SECTION 6 “Honorary Membership” may be conferred to an individual deemed deserving by the Organization by vote per Article IX. The Sheriff and his/her Liaison Officer shall be granted standing Honorary Membership. Honorary members

- (a) are not required to pay dues; and,
- (b) are not eligible to vote or hold office.

SECTION 7 All members of the Organization are required to conform to Department regulations and Organization guidelines regarding the use of various attire, uniform items, placards, signage and gear bearing Departmental or Organizational identification.

ARTICLE III – MEMBERSHIP - CONTINUED

SECTION 8 Minimum member participation shall be defined as

- (a) participation in fifty percent (50%) of the general meetings and Organization functions; and,
- (b) participation in fifty percent (50%) of trainings and qualifications required by the Organization to serve in an official search and rescue capacity.

SECTION 9 Policy relative to member absences from participation is as follows:

- (a) To obtain a non-emergency, excused absence from a general meeting; mandatory training or qualification, or verbal commitment to any Organization function, members must call an Officer twenty-four (24) hours in advance of the scheduled start time.
- (b) To obtain an excused absence from an official search and rescue call out, members must call an Officer as timely as possible with status of ability to respond.
- (c) Upon three (3) unexcused absences in any combination, a notice will be issued compelling said member to meet with the Review Board (current Liaison Officer, Organization Captain and Organization Secretary) within thirty (30) days.
- (d) Within ten (10) days of the conclusion of the Review Board meeting, or the inability to coordinate said meeting, the Review Board will make a determination that either (1) no further action is required; or, (2) further action is required.

SECTION 10 Members may be expelled from the Organization

- (a) for misappropriation of funds;
- (b) for conduct unbecoming a representative of the Department and/or Organization;
- (c) for arrears or other indebtedness left unresolved per Article IV, Section 2; or,
- (d) by the Sheriff without cause.

SECTION 11 Title and ownership of all property and assets of the Organization shall vest in the Yuba County Sheriff's Women's Posse. Any persons ceasing to be a member of the Organization from any cause, shall immediately

- (a) forfeit all right and title to the property, funds and assets of the Organization and every part thereof;
- (b) return property issued by the Department and/or Organization; including, but not limited to, identification cards and badges; and,
- (c) make available to the Organization purchased property bearing Department and/or Organization identification for inspection and possible "buy-back" by the Organization; including, but not limited to, various attire, uniform items, placards, signage and gear.

ARTICLE IV – DUES, ARREARS AND INDEBTEDNESS

SECTION 1 Dues, as established by the membership, shall be payable annually at the February general meeting by each active and limited member and payable by each new member voted into active membership at a pro-rated amount for the full months remaining in the calendar year. Dues are not refundable.

SECTION 2 Should any member be in arrears for dues, or other indebtedness, to the Organization for a period of three (3) months, a request to resolve within thirty (30) days will be issued by registered mail. Should the matter not be resolved within thirty (30) days, the member will be subject to expulsion under Article III, Section 10(c).

ARTICLE V – ADVISOR AND OFFICERS

SECTION 1 The advisor and sponsor of the Organization shall be the Sheriff of Yuba County or his/her duly appointed Liaison Officer.

SECTION 2 The Officers of the Organization shall consist of the following: Captain, Lieutenant, Secretary, Treasurer, Training Officer and Trail Boss.

SECTION 3 Officer nominations are to be contained to active members in good standing for a period of no less than six (6) months immediately preceding nominations.

SECTION 4 Officer elections shall be held annually during the month of November. All Officers shall be elected per Article IX and shall serve a one-year term, with the exception of the Captain, who shall serve a two-year term.

ARTICLE VI – OFFICER DUTIES AND RESPONSIBILITIES

SECTION 1 The Captain shall perform and be responsible for such duties usually imposed upon such officials; including, but not limited to

- (a) serving as the Organizational Officer in charge of all search and rescue activity;
- (b) presiding at all meetings of the Organization;
- (c) directing all Organization activities;
- (d) exercising general supervision over the Organization's affairs; and,
- (e) appointing any/all committee members and serving as an ex-officio member of all committees.

SECTION 2 In the event of the absence or disability of the Captain

- (a) during standard, daily operations of the Organization, the duties of the Captain's office shall devolve to the Lieutenant, then to the Secretary, then to the Treasurer, then to the Training Officer; and, finally, to the Trail Boss; or,
- (b) during official search and rescue call out, the duties of the Captain's office shall devolve to the Lieutenant, then to the Training Officer. In the absence of the Captain, Lieutenant and Training Officer, the Department's On-Scene Commander shall designate an Organization representative to be in charge.

ARTICLE VI – OFFICER DUTIES AND RESPONSIBILITIES - CONTINUED

SECTION 3 The Lieutenant shall perform and be responsible for such duties usually imposed upon such officials; including, but not limited to

- (a) taking attendance;
- (b) serving as custodian of all membership records, application forms and individual files; and,
- (c) managing community event contact and participation.

SECTION 4 The Secretary shall perform and be responsible for such duties usually imposed upon such officials; including, but not limited to

- (a) recording and maintaining meeting minutes
- (b) maintaining administrative forms and records;
- (c) issuing all notices; and,
- (d) preparing all responses.

SECTION 5 The Treasurer, under the direction of the membership, shall perform and be responsible for such duties usually imposed upon such officials; including, but not limited to

- (a) preparing, recording and filing of the Organization's financial statements, banking registers, receipts and records of disbursements;
- (b) preparing of a written treasurers report, for reading and distribution at each general meeting, to include, at minimum, an income and expense accounting for the prior month's starting account balance(s), income received, expenses disbursed and ending account balance(s);
- (c) collecting dues and monies owed to the Organization; and,
- (d) rendering to the Organization a written detailed statement of the finances for the past year and/or to the Sheriff at such times as they may direct.

SECTION 6 The Training Officer shall perform and be responsible for such duties usually imposed upon such officials; including, but not limited to

- (a) researching, coordinating and scheduling all training exercises and qualifications;
- (b) attending and providing oversight of all training exercises and qualifications;
- (c) maintaining accurate records of completed training and current qualifications; and,
- (d) working with the Training and Qualification Committee (appointed per Article VII, Section 1(d)).

SECTION 7 The Trail Boss shall perform and be responsible for such duties usually imposed upon such officials; including, but not limited to

- (a) researching, coordinating and scheduling all trail rides and campouts; and,
- (b) coordinating all parade activities.

ARTICLE VI – OFFICER DUTIES AND RESPONSIBILITIES - Continued

SECTION 8 Any charges against an Officer must be submitted in writing via the chain of command: Organization Officer; Liaison Officer; Under Sheriff; then Sheriff.

ARTICLE VII - COMMITTEES

SECTION 1 The Captain may appoint special committees as she deems necessary and shall annually appoint and/or reaffirm the following standing committees:

- (a) Document Committee - responsible for identifying and proposing updates to official Organization documents.
- (b) Fundraising Committee(s) - responsible for coordinating and overseeing specific fundraising activities.
- (c) Telephone Committee - responsible for communicating information to, and collecting information from, the membership.
- (d) Training and Qualification Committee - responsible for identifying new or updated training opportunities/methods, qualification requirements and/or administrative approaches that may serve the Organization's best interests.

ARTICLE VIII – BUSINESS PRACTICES

SECTION 1 General meetings shall be held monthly on the second Monday of each month with the exception of December when there will be no general meeting.

SECTION 2 The annual nominations for Officer elections shall open at the October general meeting each year and close at the annual election meeting in the same year.

SECTION 3 The annual election meeting shall be held in November of each year, at which time the election of Officers shall take place.

SECTION 4 Special meetings of the membership and/or the Officers may be called at the discretion of the Captain or any three Officers, provided all concerned have twenty-four (24) hours notice of the meeting.

SECTION 5 A change in the date of a general meeting or the annual election meeting may be made by the Officers, provided the membership is given at least two weeks notice prior to the first date.

SECTION 6 "Robert's Rules of Order" shall govern at all meetings to the extent they are applicable and not incompatible with the By-Laws of the Organization.

SECTION 7 A recording device may be used at any meeting with the majority approval of the membership present at such meeting.

SECTION 8 The order of business relative to all meetings, to the extent applicable, shall be as follows:

1. Call to Order
2. Reading of Minutes
3. Treasurers Report
4. Correspondence
5. Committee Reports
6. Examination and Voting of New Members
7. Old Business
8. New Business
9. Nomination/Election of Officers
10. Speaker/Film
11. Announcements
12. Adjournment

ARTICLE IX – VOTING ELIGIBILITY

SECTION 1 Each active member in good standing is eligible to cast one vote.

SECTION 2 A member shall be considered in “good standing” so long as

- (a) membership dues are current; and,
- (b) member has attended fifty percent (50%) of the general meetings held from January 1st to the time voting occurs; and,

SECTION 3 Voting may take place so long as fifty-one percent (51%) of the eligible voting membership is represented in combination of person and proxy per Article IX, Section 5.

SECTION 4 A two-thirds affirmative vote of fifty-one percent (51%) of the eligible voting membership shall pass the motion and a less than two-thirds affirmative vote of fifty-one percent (51%) of the eligible voting membership shall fail the motion.

SECTION 5 Absentee proxy votes (a vote made by one member on behalf of another) shall be valid subject to Article IX, Sections 1 and 2, so long as the Captain is informed of the proxy by the absentee member prior to the call for a vote.

SECTION 6 All votes shall be cast by silent, written ballot.

ARTICLE X – PUBLICATION OF PROCEEDINGS

SECTION 1 No information of the proceedings or happenings of the Organization shall be published or made available for publication by printing, pictorial reproduction, or otherwise, except by permission of the Sheriff or his/ her Liaison Officer.

ARTICLE XI – BY-LAW AMENDMENTS OR ALTERATION

SECTION 1 All amendments or alteration of these By-Laws shall be proposed in writing and referred to the membership at the next general meeting for review and approval by vote per Article IX.

- (a) Once a majority vote is reached per Article IX, these By-Laws will be furnished to the Sheriff’s Liaison Officer for review at which time the Liaison Officer will either approve, or disapprove and return with recommendations.
- (b) Should the Sheriff’s Liaison Officer approve, the document will immediately come into full force and effect; should the Liaison Officer disapprove and return with recommendations, those recommendations will be acted upon at the next general meeting by vote per Article IX.

Changes discussed and approved by the Organization at the general meeting held November 14, 2011.