

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

(Revised April 2017)

## **ARTICLE I – NAME AND PURPOSE**

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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**

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SECTION 1 The Organization is organized pursuant to the general Non-Profit Public Benefit Corporation Law of the State of California exclusively for charitable, exempt purposes and none of its earnings shall inure to any private shareholder or individual. The Organization does not contemplate pecuniary gain or 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 whatsoever shall be made only by vote per Article IX.

## **ARTICLE III - MEMBERSHIP**

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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.

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.

## **ARTICLE III – MEMBERSHIP - CONTINUED**

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**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** 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.

**SECTION 6** 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 7** “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 completion and submission of a Membership Status Form. Limited members

- (a) must continue to pay dues;
- (b) are not eligible to vote or hold office;
- (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));
- (d) if, at the end of two years, the member remains in a Limited Membership status, the Lieutenant will request the member to complete a Membership Status Form for the Review Board (current Liaison Officer, Organization Captain, Organization Lieutenant and Organization Secretary) to consider; and;
- (e) within ten (10) days of Review Board consideration, the Review Board will either approve the Membership Status Form submitted or coordinate to meet with the member in person.

**SECTION 8** “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.

## **ARTICLE III – MEMBERSHIP - CONTINUED**

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

- (a) To obtain a non-emergency excused absence from a general meeting, members must contact an Officer prior to the meeting being called to order.
- (b) To obtain a non-emergency, excused absence from a mandatory training or qualification, or verbal commitment to any Organization function, members must contact an Officer twenty-four (24) hours in advance of the scheduled start time.
- (c) To obtain an excused absence from an official search and rescue call out, members must contact an Officer as timely as possible with status of ability to respond.
- (d) 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, Organization Lieutenant and Organization Secretary) within thirty (30) days.
- (e) 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**

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SECTION 1 Dues, as established by the membership, shall be payable annually at the January 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**

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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 every two years, during the month of November. All Officers shall be elected per Article IX and shall serve a two-year term.

## **ARTICLE VI – OFFICER DUTIES AND RESPONSIBILITIES**

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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**

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**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 treasurer's 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 directed.

**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/or 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.

**SECTION 8** If, for any reason, an Officer should choose to resign; or, be unable to perform the duties of their Office for a period of two (2) months or more, a Special Election will be held at the first possible General Meeting for the sole purpose of electing a replacement Officer.

**SECTION 9** Any charges against an Officer must be submitted in writing via the chain of command: Organization Officer; Liaison Officer; Undersheriff; then Sheriff.

## **ARTICLE VII – COMMAND POST INFORMATION TECHNOLOGY MANAGER**

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**SECTION 1** A Command Post Information Technology Manager (CP IT Manager) will be appointed by the current Sheriff's Department Liaison and the current Yuba County Sheriff's Women's Posse Captain.

The CP IT Manager shall serve so long as all three parties (current Liaison, Captain and CP IT Manager) are agreeable. Should any one of the three parties choose to end the appointment a subsequent appointment will be made.

**SECTION 2** The Command Post Information Technology Manager (CP IT Manager) shall perform and be responsible for such duties; including, but not limited to

- (a) identifying, researching and/or developing search and rescue technology for Organizational use;
- (b) updating and managing existing official Organizational website, database(s) and mapping applications and software; and,
- (c) serving as technological lead and/or resource at Organizational call outs and/or trainings as requested.

## **ARTICLE VIII - COMMITTEES**

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

- (a) Command Post (CP) Committee – responsible for researching, identifying and proposing new CP equipment and components and/or updates for existing CP equipment and/or components.
- (b) Document Committee - responsible for identifying and proposing updates to official Organization documents.
- (c) Fundraising Committee(s) - responsible for coordinating and overseeing specific fundraising activities.
- (d) Loma Rica Hall Committee – responsible for coordinating and overseeing all Loma Rica Hall business and events.
- (e) 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 IX – BUSINESS PRACTICES**

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**SECTION 1** All Officers are responsible for communicating information to, and collecting information from, the membership.

**SECTION 2** 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 3** The biennial nominations for Officer elections shall open at the October general meeting every other year and close at the biennial election meeting in the same year.

**SECTION 4** The biennial election meeting shall be held in November every other year, at which time the election of Officers shall take place.

**SECTION 5** 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.

## **ARTICLE IX – BUSINESS PRACTICES - CONTINUED**

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**SECTION 6** A change in the date of a general meeting or the biennial election meeting may be made by the Officers, provided the membership is given at least two weeks' notice prior to the first date.

**SECTION 7** "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 8** A recording device may be used at any meeting with the majority approval of the membership present at such meeting.

**SECTION 9** The order of business relative to all meetings, to the extent applicable, shall be as follows:

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

**SECTION 10** Sponsorship Guidelines:

- (a) Sponsorships may only be considered if/when the Organization general fund bank balance is at least \$15,000.00 and the resulting sponsorship will not cause the Organization general fund bank balance to fall below \$15,000.00.
- (b) An annual sponsorship specific fund in the amount of \$5,000.00 will be established each January 1<sup>st</sup> for the sole purpose of funding that year's sponsorships and community events. Any funds remaining on December 31<sup>st</sup> of each year will be returned to the Organization general fund.
- (c) An application for sponsorship, complete with application instructions, shall be made available and maintained via the Organization website.
- (d) Individual and Organization Sponsorships will be limited to a maximum of \$150.00 each and will only be considered if 1) the sponsorship will support education, learning, first responders, law enforcement, military and/or youth; 2) a YCSWP Sponsorship Application is completed, submitted and received; and, 3) a personal presentation is made to the Membership.

## **ARTICLE X – VOTING ELIGIBILITY**

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**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.

## **ARTICLE X – VOTING ELIGIBILITY - CONTINUED**

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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 XI – PUBLICATION OF PROCEEDINGS**

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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 XII – BY-LAW AMENDMENTS OR ALTERATION**

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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, or prior to, the general meeting held April 10, 2017.